



CITY COUNCIL MEETING
MONDAY, FEBRUARY 6, 2023 - 6:00 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.

SPECIAL MEETING – 6:00 P.M.

1. Call to order
2. Roll Call
3. Motion to adjourn to Executive Session to discuss personnel matters per Section 21.5(i) of the Code of Iowa. / Move to action.
4. Adjourn from Executive session.

REGULAR MEETING – 7:00 P.M.

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda. /Move to action.
6. Approve Consent Agenda/Move to action.
 - a. Approve minutes from the January 17, 2023 City Council meeting.
 - b. Appoint Dr. Brad Heithoff as the city's Public Health Officer
 - c. Appoint Madison Conley to the Planning & Zoning Commission – term expiration 12/31/2024 (to fill a vacancy).
 - d. December 2022 Monthly Financial Report
 - e. Approve Claims for 2/6/2023
7. Presentations/Communications/Open Forum
8. Public Hearing/Non-Consent Agenda
 - a. **Resolution 2023-07** - Setting a public hearing date for the maximum proposed property tax levy rate for fiscal year 2024 - February 21, 2023. / Move to action.
 - b. **Resolution 2023-08**– Promoting Henry (Max) Kober as Lead Water / Wastewater Operator and setting the salary for the position. / Move to action.
 - c. **Resolution 2023-09** – Hiring Matthew Condon as the Parks & Director and setting the salary for the position. / Move to action.
 - d. **Resolution 2023-10** – Approve the Preliminary Plat for The Meadows Part 3. / Move to action.
 - e. **Resolution 2023-11** – Approving a one-year extension regarding the Site Plan for Lot 11, Parkside Hills, West Branch, Iowa. / Move to action.
 - f. **Resolution 2023-12** –Ordering construction of certain public improvements, approving preliminary plans, and fixing a date for hearing thereon and taking of bids therefore for improvements known as the I-80 Utilities Relocation Project. / Move to action.
 - g. **Resolution 2023-13** – Authorizing the Mayor and City Council to send a letter to State Representative Bobby Kauffman. / Move to action.
9. City Administrator Report
10. City Attorney Report
11. City Engineer Report
12. City Staff Reports
13. Comments from Mayor and Council Members
14. 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
Budget Work Session**

**January 17, 2023
5:30 p.m.**

Mayor Roger Laughlin called the West Branch City Council Budget Work Session to order at 5:30 p.m. Roll call: Council members present: Colton Miller, Jerry Sexton, Tom Dean and Nick Goodweiler. Jodee Stoolman arrived at 5:37 p.m. City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Public Works Director Matt Goodale, Police Chief John Hanna, Fire Chief Kevin Stoolman and Library Director Nick Shimmin.

FY 2024 Budget Work Session #2

Kofoed's final budget presentation focused on determining the FY24 tax levy. Kofoed provided three scenarios; Option 1 – go conservative, increase tax levy twenty cents. Option 2 – keep levy the same, with little to no change. Option 3 – Build Capital Reserve levy (to be used for city projects) and request \$107,000 (in past the city has only requested \$60,000). The Council discussed many issues including inflation and state roll-backs and how that affects property taxes received by the city and how it affects the city budget. Council members were reluctant to raise taxes while so many other consumer goods and services are on the rise. However, after much discussion, Council agreed upon a thirty-cent tax levy increase which was a mid-range increase between all three scenarios Kofoed provided.

ADJOURNMENT

Motion to adjourn by Miller, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 6:51 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

**West Branch, Iowa
Council Chambers**

**City Council
Regular Meeting**

**January 17, 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, Fire Chief Kevin Stoolman 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 January 3, 2023 City Council meeting.

Approve the November Monthly Financial Report

Approve Claims for 1/17/2023

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	ROUNDAABOUT DNR PERMIT FEE	100.00
IOWA LIBRARY ASSOCIATION	SCHAFER 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 ROUNDAABOUT 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 FUNDS SPECIAL	13,830.13	
GRAND FUND TOTAL	110,027.14	

001 GENERAL FUND	125,939.11
022 CIVIC CENTER	1,906.04
031 LIBRARY	13,148.00
036 TORT LIABILITY	4,290.60
110 ROAD USE TAX	27,289.10
112 TRUST & AGENCY	21,948.24
119 EMERGENCY TAX FUND	2,462.06
125 TIF	55,827.14
226 DEBT SERVICE	18,556.58
300 CAPITAL IMPROVEMENT RESERVE	3,575.43
600 WATER FUND	61,879.54
610 SEWER FUND	65,632.20
740 STORM WATER UTILITY	5,617.75
TOTAL	408,071.79

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

Trees Forever Community Visioning Project – Nick McGrath (Trees Forever) and Kyle Martin (Martin Gardner Architecture Consultants) gave a brief overview of the year-long community visioning process. A steering committee was gathered which consisted of members of West Branch CDG, city staff, two Council members, and several residents. Through the visioning process, the committee identified goals and priorities for improving connectivity and accessibility via trails and sidewalks, enhancing downtown streetscape aesthetics, and providing more recreational activities. Based on needs and desires of the committee, a detailed inventory of community resources was developed with the following top goals. Trail connectivity to Solon and/or West Liberty, connectivity via trails or sidewalks to Cubby Park for residents living west of the creek, downtown streetscaping to make downtown ‘more welcoming’, and improving accessibility on the one hundred block of West Main Street, turning Heritage Square into a downtown plaza and removing vehicular traffic, and re-routing truck traffic out of downtown (three options were provided). Martin discussed next steps with the Council as prioritizing each project based on costs, and planning for future projects while searching and applying for grants to help make the projects happen sooner. Martin shared several funding opportunities available in the Final Report and Feasibility Study.

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 2023-03 – Amending the City of West Branch Building Incentive Rebate Program. / Move to action.

The Council briefly discussed the proposed changes to the rebate process which will aid administration staff to more accurately budget the rebate expense each year. They had no objections with the proposed changes and were supportive on continuing the City’s commitment in honoring the rebate portion of the program.

Motion by Dean, second by Sexton to approve Resolution 2023-03. AYES: Dean, Sexton, Miller, Stoolman, Goodweiler. NAYS: None. Motion carried.

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.

Miller questioned a couple of items on the pay estimate regarding materials and labor. He said in the end, the City will pay the bill but wanted clarification on items 2.9 and 2.10.

Motion by Dean, second by Goodweiler to approve Resolution 2023-04. AYES: Dean, Goodweiler, Miller, Sexton. NAYS: Stoolman. Motion carried.

Resolution 2023-05 – Accepting Deed from Kent and Judy Kaeser for abandoned railroad right-of-way. / Move to action.

Kent Kaeser approached the City last fall about a small piece of property that he owns along the Hoover Trail that he would like to give to the

Motion by Dean, second by Miller to approve Resolution 2023-05. AYES: Dean, Miller, Sexton, Stoolman, Goodweiler. NAYS: None. Motion carried.

Resolution 2023-06 – Approving the revised job description for the position of Lead Water / Wastewater Operator. / Move to action.

The job description was revised to add additional responsibilities including being second in charge of Public Works when the Director is unavailable.

Motion by Goodweiler, second by Miller to approve Resolution 2023-06. AYES: Goodweiler, Miller, Stoolman, Dean, Sexton. NAYS: None. Motion carried.

Discussion – Parks & Recreation Director recruitment update

Kofoed reported that interviews were held on January 12th and that the City had received many qualified applicants. The interview committee had narrowed down the candidates to two and an offer has been extended. Kofoed said he was hoping to make an announcement soon.

CITY ADMINISTRATOR REPORT

Kofoed expressed his frustration with recent state tax changes and how they will affect the City. Kofoed said he feels that lawmakers are not talking with cities before making new legislation. The Council suggested that the Mayor or Kofoed reach out to Representative Kaufman to see if he would attend a future Council meeting to address their questions and concerns.

CITY ATTORNEY REPORT – Absent

CITY ENGINEER REPORT – Absent

STAFF REPORTS

City Clerk Brick announced that she had received a phone call from the City of Iowa City regarding West Branch residents using the Johnson County Landfill. The caller said West Branch residents will be turned away and will be advised to use the Cedar County Transfer Station going forward.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Sexton said he had some ideas for how Public Works might be able to make certain city services less time consuming and reduce labor hours. He mentioned a new mowing robot that landscape companies are using to reduce labor hours and thought it might be worth checking into. He also suggested the City use some sort of phone app where residents could alert workers when they have yard waste to be picked up rather than city workers driving up and down every street looking for yard waste. He also had some ideas on how to improve how the city's brush pile should or could be utilized; i.e. charging only the residents who use the brush pile rather than charging a fee to all residents. The Council agreed that services should pay for themselves and that users should be the ones who pay.

ADJOURNMENT

Motion to adjourn by Sexton, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 7:58 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



Advisory Board/Commission
Application Form

Individuals serving on boards or commissions play an important role in advising the City Council on matters of West Branch.

When a vacancy occurs, an announcement of that vacancy will be posted. No sooner than two weeks later the Mayor and City Council will review all applications. The appointment will be made at a formal City Council meeting. Appointees serve as unpaid volunteers.

This application is a public document and as such it or the information it contains may be reproduced and distributed. This application will remain active for two years and you will automatically be considered for any vacancy occurring during that time.

Board or Commission Planning/Zoning Today's Date 1/30/23

(Please print)

Name: Madison Conley Address: 411 Dawson Dr., West Branch, IA

Phone: (home) [REDACTED] Phone: (cell) _____

Email: Madisonconley100@gmail.com

Do you live within the corporate city limits of West Branch? ☒ Yes ☐ No

How long have you been a resident of West Branch? 7 months

Occupation: Planning Coordinator Employer: Conservation Districts of Iowa

Optional Questions (use the back if necessary)

What experience and/or skills do you have that might qualify you to serve on this board / commission?

I have studied environmental policy and planning with a certificate in leadership and sustainability.

My degree and work experience have allowed me to work collaboratively with others, communicate effectively and exhibit necessary decision making skills.

What contributions do you feel you can make to this board / commission?

The contributions I feel I could provide this board with include knowledge over planning and working with the community. My career has me working directly with commissioners of the Soil and Water Conservation District and the community in each NW county. I can aid in the board's decision making by providing my analysis of each situation and offer insight on any planning/zoning matter. Additionally, if there is any public speaking, I have the skills necessary to productively facilitate the conversation. Lastly, I have a passion for assisting the community and helping plan to become environmentally conscious.

Side note: (Commissioner?)

I believe Tom Feller was my professor for Planning Livable Cities at the University of Iowa. I have therefore studied under him and have learned much of my zoning knowledge from his course.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: February 6, 2023

AGENDA ITEM: December Monthly Financial Report

PREPARED BY: Heidi Van Auken

DATE: January 30, 2023

SUMMARY:

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

BANK TO BOOK RECONCILIATION				
12/31/2022				
BANK BALANCE @				
	CASH - FIDELITY BANK & TRUST			\$ 5,727,383.01
	CASH - FIDELITY BANK & TRUST - PERPETUAL CARE FUND			\$ 31,590.60
	SUB TOTAL			\$ 5,758,973.61
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	\$ 98,254.69
	LIBRARY-HANSEN DONATION CD	GREENSTATE-1029 (Old 1025)	8/1/2023	\$ 56,125.94
	LIBRARY-KROUTH PRINCIPAL CD	GREENSTATE-1030 (Old 1026)	9/2/2023	\$ 51,757.12
	LIBRARY-KROUTH INTEREST CD	GREENSTATE-1031 (Old 1027)	9/2/2023	\$ 24,263.30
	GEN FUND-STREETSCAPE-ACCIONA DONATION CD	GREENSTATE-1033 (Old 1028)	12/6/2024	\$ 7,041.90
	SAVINGS ACCOUNTS			
	GENERAL FUND SAVINGS	GREENSTATE-0001		\$ 5.00
	LIBRARY - KROUTH INTEREST	FIDELITY-SAVINGS ACCOUNT		\$ 8,517.00
	LIBRARY - M GRAY SAVINGS	FIDELITY-SAVINGS ACCOUNT		\$ 16,343.04
	TOTAL CD'S & SAVINGS ACCOUNTS			\$ 273,504.31
	SUB TOTAL			\$ 6,032,477.92
	O/S DEPOSITS			\$ -
LESS:	O/S CREDIT CARD			\$ -
LESS:	O/S CHECKS			\$ 528,486.39
	ENDING BOOK BALANCE			\$ 5,503,991.53
	NON-RECONCILIATION ITEM-CUBBY PARK CONCESSIONS			\$ 600.00

CLERK'S REPORT FOR THE MONTH OF DECEMBER 2022

DESCRIPTION	CHECKING	INVESTMENT	BEGINNING BALANCE	RECEIPTS	TRANSFER IN	DISBURSED	TRANSFER OUT	NET CHANGE LIABILITIES	CLERK'S BALANCE
GENERAL									
*(001) GENERAL OPERATING FUND	\$ 1,096,281.73	\$ 5.00	\$ 1,096,286.73	\$ 137,353.00		\$ 159,011.61		\$ (244.62)	\$ 1,074,383.50
** 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	\$ 27.66					\$ 7,041.90
PARK EQUIPMENT/RESERVE	\$ 8,000.00	\$ -	\$ 8,000.00						\$ 8,000.00
(022) CIVIC CENTER	\$ 43,680.17	\$ -	\$ 43,680.17	\$ 1,242.13		\$ 888.36			\$ 44,033.94
(027) MEMORIAL GARDEN PROJECT	\$ 414.00	\$ -	\$ 414.00						\$ 414.00
(028) SPLASH PAD RESERVE	\$ 100.00	\$ -	\$ 100.00						\$ 100.00
(031) LIBRARY	\$ (90,136.99)	\$ 91,700.38	\$ 1,563.39	\$ 4,522.37		\$ 19,870.32			\$ (13,784.56)
(036) TORT LIABILITY	\$ (14,162.19)	\$ -	\$ (14,162.19)	\$ 1,924.66		\$ 1,937.87			\$ (14,175.40)
SPECIAL REVENUE									
(110) ROAD USE TAX	\$ 87,150.63	\$ -	\$ 87,150.63	\$ 29,418.68		\$ 13,796.30			\$ 102,773.01
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	\$ 318,591.05	\$ -	\$ 318,591.05	\$ 10,805.65		\$ 31,266.37			\$ 298,130.33
(119) EMERGENCY TAX FUND	\$ 24,942.08	\$ -	\$ 24,942.08	\$ 1,104.40					\$ 26,046.48
(121) LOCAL OPTION SALES TAX	\$ 368,933.79	\$ -	\$ 368,933.79	\$ 54,322.74					\$ 423,256.53
(125) TIF	\$ 346,787.41	\$ -	\$ 346,787.41	\$ 11,276.74		\$ 28,656.00			\$ 329,408.15
(126) TIF LMI MEADOWS PT 4	\$ -	\$ -	\$ -	\$ 453.95					\$ 453.95
(160) REVOLVING LOAN FUND	\$ 137,082.45	\$ -	\$ 137,082.45						\$ 137,082.45
DEBT SERVICE									
(226) DEBT SERVICE	\$ 359,740.46	\$ -	\$ 359,740.46	\$ 7,731.81		\$ 2,860.20			\$ 364,612.07
CAPITAL PROJECTS									
(300) CAPITAL IMPROVEMENT RESERVE	\$ 94,794.10	\$ -	\$ 94,794.10	\$ 1,603.86					\$ 96,397.96
(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	\$ (5,107.22)	\$ -	\$ (5,107.22)						\$ (5,107.22)
(321) WIDENING WAPSI CREEK @ BERANEK PARK	\$ 44,411.90	\$ -	\$ 44,411.90			\$ 7,597.88			\$ 36,814.02
(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	\$ (354,043.26)	\$ -	\$ (354,043.26)	\$ 224,956.26		\$ 494,557.80			\$ (623,644.80)
(326) ROUNDABOUT MAIN & CEDAR	\$ (34,382.68)	\$ -	\$ (34,382.68)			\$ 2,796.75			\$ (37,179.43)
(327) SPONSORED WATER QUALITY IMPE 2021	\$ (20,000.00)	\$ -	\$ (20,000.00)						\$ (20,000.00)
(329) EASTSIDE WATER MAINS	\$ (12,995.13)	\$ -	\$ (12,995.13)			\$ 827.00			\$ (13,822.13)
PERMANENT									
(500) CEMETERY PERPETUAL FUND	\$ 31,410.60	\$ 97,759.92	\$ 129,170.52	\$ 734.77					\$ 129,905.29
(501) KROUTH PRINCIPAL FUND	\$ -	\$ 51,335.26	\$ 51,335.26	\$ 434.15					\$ 51,769.41
(502) KROUTH INTEREST FUND	\$ (0.00)	\$ 24,060.74	\$ 24,060.74	\$ 202.56					\$ 24,263.30
ENTERPRISE									
(600) WATER FUND	\$ 280,749.50	\$ -	\$ 280,749.50	\$ 52,675.10		\$ 26,654.05	\$ 5,079.17		\$ 301,691.38
(603) WATER SINKING FUND	\$ 30,501.27	\$ -	\$ 30,501.27	\$ -	\$ 5,079.17	\$ 2,181.25			\$ 33,399.19
(610) SEWER FUND	\$ 651,104.65	\$ -	\$ 651,104.65	\$ 72,771.10		\$ 14,452.10	\$ 29,235.44		\$ 680,188.21
(611) SEWER FUND SPECIAL	\$ 645,769.62	\$ -	\$ 645,769.62	\$ -	\$ 29,235.44	\$ 13,830.13			\$ 661,174.93
(614) WASTEWATER LIFT STATION	\$ -	\$ -	\$ -						\$ -
(740) STORM WATER UTILITY	\$ 143,635.09	\$ -	\$ 143,635.09	\$ 5,127.00					\$ 148,762.09
(950) BC/BS FLEXIBLE BENEFIT	\$ (6,793.29)	\$ -	\$ (6,793.29)						\$ (6,793.29)
TOTAL	\$ 5,434,856.01	\$ 271,875.54	\$ 5,706,731.55	\$ 618,688.59	\$ 34,314.61	\$ 821,183.99	\$ 34,314.61	\$ (244.62)	\$ 5,503,991.53
O/S CHECKS			\$172,519.40						\$528,486.39
O/S DEPOSIT			\$1,156.38						\$0.00
O/S CREDIT CARD			\$0.00						\$0.00
BANK STATEMENT BALANCE			\$5,879,250.95						\$6,032,477.92

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

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	1,822,617.51	137,380.66	159,011.61	1,800,986.56	0.00	(244.62)	1,800,741.94
011-POLICE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
014-FIRE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
016-CEMETERY BLDG/EQUIP RES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
017-PARK & REC RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
018-PUBLIC WORKS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-CIVIC CENTER	43,680.17	1,242.13	888.36	44,033.94	0.00	0.00	44,033.94
026-SIGNS-ACCIONA DONATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
027-MEMORIAL GARDEN PROJECT	414.00	0.00	0.00	414.00	0.00	0.00	414.00
028-SPLASH PAD RESERVE	100.00	0.00	0.00	100.00	0.00	0.00	100.00
031-LIBRARY	1,563.39	4,522.37	19,870.32	(13,784.56)	0.00	0.00	(13,784.56)
036-TORT LIABILITY	(14,162.19)	1,924.66	1,937.87	(14,175.40)	0.00	0.00	(14,175.40)
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	87,150.63	29,418.68	13,796.30	102,773.01	0.00	0.00	102,773.01
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	318,591.05	10,805.65	31,266.37	298,130.33	0.00	0.00	298,130.33
119-EMERGENCY TAX FUND	24,942.08	1,104.40	0.00	26,046.48	0.00	0.00	26,046.48
121-OPTION TAX	368,933.79	54,322.74	0.00	423,256.53	0.00	0.00	423,256.53
125-T I F	346,787.41	11,276.74	28,656.00	329,408.15	0.00	0.00	329,408.15
126-TIF LMI MEADOWS PT 4	0.00	453.95	0.00	453.95	0.00	0.00	453.95
160-REVOLVING LOAN FUND	137,082.45	0.00	0.00	137,082.45	0.00	0.00	137,082.45
225-TIF DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
226-GO DEBT SERVICE	359,740.46	7,731.81	2,860.20	364,612.07	0.00	0.00	364,612.07
300-CAPITAL IMPROV. RESERVE	94,794.10	1,603.86	0.00	96,397.96	0.00	0.00	96,397.96
301-REAP GRANT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
302-ARPA NEU FUND	372,611.19	0.00	0.00	372,611.19	0.00	0.00	372,611.19
303-FIRE CAP PROJECT ADDITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
304-W MAIN ST STORMWATER IMP	10,000.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00
305-MAIN ST CROSSINGS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
306-4TH ST IMPROVEMENTS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
307-MAIN ST INTERSECTION IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
308-PARK IMP - PEDERSEN VALLE	14,827.20	0.00	0.00	14,827.20	0.00	0.00	14,827.20
309-PHASE I PARK IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
310-COLLEGE STREET BRIDGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
311-BERANEK PARKING IMPROVEME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
312-DOWNTOWN EAST REDEVELOPME	173,912.82	0.00	0.00	173,912.82	0.00	0.00	173,912.82
313-MAIN ST SIDEWALK-PHASE 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00
314-N FIRST ST IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
315-MAIN ST WATER MAIN IMPROV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
316-I & I LINE/GROUT PH 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
317-ORANGE ST 4TH TO 5TH IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
318-COLLEGE ST & 2ND ST IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
319-RELOCATING WATER & SEWER	(5,107.22)	0.00	0.00	(5,107.22)	0.00	0.00	(5,107.22)
320-LIBRARY PARKING LOT IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
321-WIDENING WAPSI CREEK @ BE	44,411.90	0.00	7,597.88	36,814.02	0.00	0.00	36,814.02
322-SPLASH PAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
323-I-80 WEST, WATER MAIN REL	(24,271.48)	0.00	0.00	(24,271.48)	0.00	0.00	(24,271.48)
324-WW TREATMT FAC IMP 2021	(354,043.26)	224,956.26	494,557.80	(623,644.80)	0.00	0.00	(623,644.80)
326-ROUNDAABOUT MAIN & CEDAR-J	(34,382.68)	0.00	2,796.75	(37,179.43)	0.00	0.00	(37,179.43)
327-SPONS WATER QUAL IMP 2021	(20,000.00)	0.00	0.00	(20,000.00)	0.00	0.00	(20,000.00)

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

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
328-GREENVIEW WATER MAIN NLOO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
329-EASTSIDE WATER MAINS (12,995.13)	0.00	827.00	(13,822.13)	0.00	0.00	(13,822.13)
500-CEMETERY PERPETUAL FUND	129,170.52	734.77	0.00	129,905.29	0.00	0.00	129,905.29
501-KROUTH PRINCIPAL FUND	51,335.26	434.15	0.00	51,769.41	0.00	0.00	51,769.41
502-KROUTH INTEREST FUND	24,060.74	202.56	0.00	24,263.30	0.00	0.00	24,263.30
600-WATER FUND	280,749.50	52,675.10	31,733.22	301,691.38	0.00	0.00	301,691.38
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	30,501.27	5,079.17	2,181.25	33,399.19	0.00	0.00	33,399.19
610-SEWER FUND	651,104.65	72,771.10	43,687.54	680,188.21	0.00	0.00	680,188.21
611-SEWER FUND SPECIAL	645,769.62	29,235.44	13,830.13	661,174.93	0.00	0.00	661,174.93
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	143,635.09	5,127.00	0.00	148,762.09	0.00	0.00	148,762.09
950-BC/BS FLEXIBLE BENEFIT (6,793.29)	0.00	0.00	(6,793.29)	0.00	0.00	(6,793.29)
GRAND TOTAL	5,706,731.55	653,003.20	855,498.60	5,504,236.15	0.00	(244.62)	5,503,991.53

*** END OF REPORT ***

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

FUND	BEGINNING CASH BALANCE	Y-T-D REVENUES	Y-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	2,389,263.81	1,049,193.32	1,637,470.57	1,800,986.56	0.00	(244.62)	1,800,741.94
011-POLICE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
014-FIRE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
016-CEMETERY BLDG/EQUIP RES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
017-PARK & REC RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
018-PUBLIC WORKS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-CIVIC CENTER	36,168.07	13,766.95	5,901.08	44,033.94	0.00	0.00	44,033.94
026-SIGNS-ACCIONA DONATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
027-MEMORIAL GARDEN PROJECT	414.00	0.00	0.00	414.00	0.00	0.00	414.00
028-SPLASH PAD RESERVE	100.00	0.00	0.00	100.00	0.00	0.00	100.00
031-LIBRARY	97,660.23	18,924.02	130,368.81	(13,784.56)	0.00	0.00	(13,784.56)
036-TORT LIABILITY	15,143.11	40,096.64	69,415.15	(14,175.40)	0.00	0.00	(14,175.40)
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	44,218.90	177,102.60	118,548.49	102,773.01	0.00	0.00	102,773.01
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	252,569.07	192,805.00	147,243.74	298,130.33	0.00	0.00	298,130.33
119-EMERGENCY TAX FUND	3,182.77	22,863.71	0.00	26,046.48	0.00	0.00	26,046.48
121-OPTION TAX	274,943.44	148,313.09	0.00	423,256.53	0.00	0.00	423,256.53
125-T I F	51,273.32	306,790.83	28,656.00	329,408.15	0.00	0.00	329,408.15
126-TIF LMI MEADOWS PT 4	0.00	453.95	0.00	453.95	0.00	0.00	453.95
160-REVOLVING LOAN FUND	137,082.45	0.00	0.00	137,082.45	0.00	0.00	137,082.45
225-TIF DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
226-GO DEBT SERVICE	269,477.96	158,873.06	63,738.95	364,612.07	0.00	0.00	364,612.07
300-CAPITAL IMPROV. RESERVE	63,193.27	33,204.69	0.00	96,397.96	0.00	0.00	96,397.96
301-REAP GRANT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
302-ARPA NEU FUND	186,305.60	186,305.59	0.00	372,611.19	0.00	0.00	372,611.19
303-FIRE CAP PROJECT ADDITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
304-W MAIN ST STORMWATER IMP	10,000.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00
305-MAIN ST CROSSINGS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
306-4TH ST IMPROVEMENTS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
307-MAIN ST INTERSECTION IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
308-PARK IMP - PEDERSEN VALLE	14,827.20	0.00	0.00	14,827.20	0.00	0.00	14,827.20
309-PHASE I PARK IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
310-COLLEGE STREET BRIDGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
311-BERANEK PARKING IMPROVEME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
312-DOWNTOWN EAST REDEVELOPME	173,912.82	0.00	0.00	173,912.82	0.00	0.00	173,912.82
313-MAIN ST SIDEWALK-PHASE 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00
314-N FIRST ST IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
315-MAIN ST WATER MAIN IMPROV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
316-I & I LINE/GROUT PH 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
317-ORANGE ST 4TH TO 5TH IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
318-COLLEGE ST & 2ND ST IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
319-RELOCATING WATER & SEWER	(4,655.22)	0.00	452.00	(5,107.22)	0.00	0.00	(5,107.22)
320-LIBRARY PARKING LOT IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
321-WIDENING WAPSI CREEK @ BE	94,080.20	0.00	57,266.18	36,814.02	0.00	0.00	36,814.02
322-SPLASH PAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
323-I-80 WEST, WATER MAIN REL	(24,271.48)	0.00	0.00	(24,271.48)	0.00	0.00	(24,271.48)
324-WW TREATMT FAC IMP 2021	(152,858.55)	2,796,391.25	3,267,177.50	(623,644.80)	0.00	0.00	(623,644.80)
326-ROUNDABOUT MAIN & CEDAR-J	(21,393.55)	0.00	15,785.88	(37,179.43)	0.00	0.00	(37,179.43)
327-SPONS WATER QUAL IMP 2021	(20,000.00)	0.00	0.00	(20,000.00)	0.00	0.00	(20,000.00)

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

FUND	BEGINNING CASH BALANCE	Y-T-D REVENUES	Y-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
328-GREENVIEW WATER MAIN NLOO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
329-EASTSIDE WATER MAINS	0.00	0.00	13,822.13	(13,822.13)	0.00	0.00	(13,822.13)
500-CEMETERY PERPETUAL FUND	127,472.86	2,432.43	0.00	129,905.29	0.00	0.00	129,905.29
501-KROUTH PRINCIPAL FUND	51,169.10	600.31	0.00	51,769.41	0.00	0.00	51,769.41
502-KROUTH INTEREST FUND	23,983.81	279.49	0.00	24,263.30	0.00	0.00	24,263.30
600-WATER FUND	196,476.68	343,864.30	238,649.60	301,691.38	0.00	0.00	301,691.38
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	30,475.02	2,181.25	33,399.19	0.00	0.00	33,399.19
610-SEWER FUND	513,988.98	475,190.59	308,991.36	680,188.21	0.00	0.00	680,188.21
611-SEWER FUND SPECIAL	459,860.14	215,144.92	13,830.13	661,174.93	0.00	0.00	661,174.93
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	32,485.27	18,640.00	148,762.09	0.00	0.00	148,762.09
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	6,245,557.03	6,138,856.83	5,504,236.15	0.00	(244.62)	5,503,991.53

*** END OF REPORT ***

PROGRAM EXPENDITURES FOR THE MONTH DECEMBER OF 2022

50.00%

FUNCTIONS	BUDGET EXP	MTD EXP	YTD EXP	REMAINING BALANCE	PERCENT OF EXPENSES
PUBLIC SAFETY					
POLICE DEPARTMENT					
GENERAL FUND	\$ 409,802.00	\$ 26,222.70	\$ 209,961.50	\$ 199,840.50	51.23%
TORT LIABILITY	\$ 13,326.00	\$ 533.27	\$ 12,724.96	\$ 601.04	95.49%
TRUST & AGENCY	\$ 118,349.00	\$ 5,812.33	\$ 34,155.08	\$ 84,193.92	28.86%
FIRE DEPARTMENT					
GENERAL FUND	\$ 293,500.00	\$ 56,687.28	\$ 894,549.20	\$ (601,049.20)	304.79%
TORT LIABILITY	\$ 29,216.00	\$ 699.32	\$ 25,142.47	\$ 4,073.53	86.06%
TRUST & AGENCY	\$ 12,950.00	\$ 5,529.38	\$ 11,328.62	\$ 1,621.38	87.48%
ANIMAL CONTROL	\$ 3,000.00	\$ -	\$ 32.50	\$ 2,967.50	1.08%
BUILDING INSPECTIONS	\$ 21,077.00	\$ 2,595.24	\$ 21,266.10	\$ (189.10)	100.90%
TORT LIABILITY	\$ 190.00	\$ 18.00	\$ 149.99	\$ 40.01	78.94%
TRUST & AGENCY	\$ 2,400.00	\$ 618.10	\$ 4,704.19	\$ (2,304.19)	196.01%
TOTAL PUBLIC SAFETY	\$ 903,810.00	\$ 98,715.62	\$ 1,214,014.61	\$ (310,204.61)	134.32%
PUBLIC WORKS					
ROADS & STREETS					
GENERAL FUND	\$ 51,508.00	\$ 3,298.23	\$ 41,197.11	\$ 10,310.89	79.98%
TORT LIABILITY	\$ 15,002.00	\$ 343.50	\$ 13,277.00	\$ 1,725.00	88.50%
ROAD USE TAX FUND	\$ 317,355.00	\$ 13,796.30	\$ 118,548.49	\$ 198,806.51	37.36%
TRUST & AGENCY	\$ 55,371.00	\$ 3,539.26	\$ 21,130.22	\$ 34,240.78	38.16%
STREET LIGHTING - GENERAL FUND	\$ 45,477.00	\$ 3,069.96	\$ 18,212.69	\$ 27,264.31	40.05%
SOLID WASTE - GENERAL FUND	\$ 212,447.00	\$ 17,408.00	\$ 119,369.06	\$ 93,077.94	56.19%
TOTAL PUBLIC WORKS	\$ 697,160.00	\$ 41,455.25	\$ 331,734.57	\$ 365,425.43	47.58%
TOTAL HEALTH & SOCIAL SERVICES	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CULTURE & RECREATION					
LIBRARY					
GENERAL FUND	\$ 226,587.00	\$ 19,870.32	\$ 130,368.81	\$ 96,218.19	57.54%
TORT LIABILITY	\$ 4,885.00	\$ 26.62	\$ 4,803.44	\$ 81.56	98.33%
TRUST & AGENCY	\$ 56,035.00	\$ 2,972.45	\$ 19,042.39	\$ 36,992.61	33.98%
PARKS & RECREATION				\$ -	
GENERAL FUND	\$ 223,546.00	\$ 10,598.86	\$ 97,419.92	\$ 126,126.08	43.58%
TORT LIABILITY	\$ 6,585.00	\$ 219.44	\$ 5,838.64	\$ 746.36	88.67%
TRUST & AGENCY	\$ 38,361.00	\$ 2,232.86	\$ 19,488.60	\$ 18,872.40	50.80%
CEMETERY					

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
GENERAL FUND	\$ 61,028.00	\$ 3,282.15	\$ 35,242.80	\$ 25,785.20	57.75%
TORT LIABILITY	\$ 2,228.00	\$ 56.87	\$ 1,879.98	\$ 348.02	84.38%
TRUST & AGENCY	\$ 10,891.00	\$ 869.77	\$ 5,142.00	\$ 5,749.00	47.21%
CIVIC CENTER				\$ -	
GENERAL FUND	\$ 19,975.00	\$ 888.36	\$ 5,901.08	\$ 14,073.92	29.54%
TRUST & AGENCY	\$ -	\$ -	\$ -	\$ -	#DIV/0!
COMMUNITY & CULTURAL DEV. (HHTD)	\$ 62,225.00	\$ 2,430.30	\$ 48,268.32	\$ 13,956.68	77.57%
LOCAL CABLE ACCESS				\$ -	
GENERAL FUND	\$ 19,244.00	\$ 1,109.46	\$ 8,151.23	\$ 11,092.77	42.36%
TRUST & AGENCY	\$ -	\$ 155.44	\$ 1,090.21	\$ (1,090.21)	#DIV/0!
TOTAL CULTURE & RECREATION	\$ 731,590.00	\$ 44,712.90	\$ 382,637.42	\$ 348,952.58	52.30%
COMMUNITY & ECONOMIC DEV.					
ECONOMIC DEVELOPMENT	\$ 67,159.00	\$ 4,014.29	\$ 35,315.42	\$ 31,843.58	52.58%
PLANNING & ZONING	\$ 29,383.00	\$ 733.88	\$ 2,932.63	\$ 26,450.37	9.98%
REVOLVING LOAN FUND	\$ -	\$ -	\$ -	\$ -	
TIF DEBT SERVICE	\$ 77,268.00	\$ 28,656.00	\$ 28,656.00	\$ 48,612.00	37.09%
TOTAL COMMUNITY & E.D.	\$ 173,810.00	\$ 33,404.17	\$ 66,904.05	\$ 106,905.95	38.49%
GENERAL GOVERNMENT					
MAYOR & COUNCIL					
GENERAL FUND	\$ 17,800.00	\$ 10,322.09	\$ 12,718.04	\$ 5,081.96	71.45%
TRUST & AGENCY	\$ 2,228.00	\$ 847.51	\$ 1,084.46	\$ 1,143.54	48.67%
CLERK & TREASURER					
GENERAL FUND	\$ 155,820.00	\$ 15,093.22	\$ 79,988.78	\$ 75,831.22	51.33%
TORT LIABILITY	\$ 6,066.00	\$ 40.85	\$ 5,598.67	\$ 467.33	92.30%
TRUST & AGENCY	\$ 36,715.00	\$ 2,206.46	\$ 13,980.89	\$ 22,734.11	38.08%
LEGAL SERVICES	\$ 27,000.00	\$ 2,145.95	\$ 12,845.27	\$ 14,154.73	47.58%
TOTAL GENERAL GOVERNMENT	\$ 245,629.00	\$ 30,656.08	\$ 126,216.11	\$ 119,412.89	51.38%
GO DEBT SERVICE	\$ 1,439,005.00	\$ 2,860.20	\$ 63,738.95	\$ 1,375,266.05	4.43%
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	\$ 657,648.00	0.07%
WIDENING WAPSI CREEK @ BERANEK	\$ 1,000,000.00	\$ 7,597.88	\$ 57,266.18	\$ 942,733.82	5.73%
WW TREATMENT FACILITY IMP 2021	\$ 7,000,000.00	\$ 494,557.80	\$ 3,267,177.50	\$ 3,732,822.50	46.67%

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
ROUNDAABOUT MAIN & CEDAR	\$ 1,000,000.00	\$ 2,796.75	\$ 15,785.88	\$ 984,214.12	1.58%
EASTSIDE WATER MAINS	\$ 1,000,000.00	\$ 827.00	\$ 13,822.13	\$ 986,177.87	1.38%
TOTAL CAPITAL PROJECTS	\$ 11,189,467.00	\$ 505,779.43	\$ 3,354,503.69	\$ 7,834,963.31	29.98%
BUSINESS TYPE ACTIVITIES					
WATER FUND	\$ 412,791.00	\$ 26,654.05	\$ 208,174.58	\$ 204,616.42	50.43%
TRUST & AGENCY		\$ 5,754.43	\$ 11,759.64	\$ (11,759.64)	#DIV/0!
WATER SINKING FUND	\$ 61,538.00	\$ 2,181.25	\$ 2,181.25	\$ 59,356.75	3.54%
SEWER FUND	\$ 312,772.00	\$ 14,452.10	\$ 93,846.44	\$ 218,925.56	30.00%
TRUST & AGENCY	\$ -	\$ 728.38	\$ 4,337.44	\$ (4,337.44)	#DIV/0!
SEWER FUND SPECIAL	\$ -	\$ 13,830.13	\$ 13,830.13	\$ (13,830.13)	#DIV/0!
STORM WATER UTILITY	\$ 50,960.00	\$ -	\$ 18,640.00	\$ 32,320.00	36.58%
TOTAL BUSINESS TYPE ACTIVITIES	\$ 838,061.00	\$ 63,600.34	\$ 352,769.48	\$ 485,291.52	42.09%
NON-DEPARTMENTAL TRANSFERS					
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	\$ 30,475.02	\$ 92,412.98	24.80%
SEWER FUND	\$ 335,995.00	\$ 29,235.44	\$ 215,144.92	\$ 120,850.08	64.03%
SEWER FUND SPECIAL	\$ -	\$ -	\$ -	\$ -	#DIV/0!
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	\$ 34,314.61	\$ 246,337.95	\$ 1,140,483.05	17.76%
TOTAL FOR ALL FUNCTIONS	\$ 17,605,353.00	\$ 855,498.60	\$ 6,138,856.83	\$ 11,466,496.17	34.87%

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

001-GENERAL FUND

50.00% OF FISCAL YEAR

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL NON-PROGRAM	1,386,821.00	34,314.61	246,337.95	17.76	1,140,483.05
TOTAL PUBLIC SAFETY	903,810.00	98,715.62	1,214,014.61	134.32 (310,204.61)
TOTAL PUBLIC WORKS	697,160.00	41,455.25	331,734.57	47.58	365,425.43
TOTAL HEALTH & SOCIAL SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	731,590.00	44,712.90	382,637.42	52.30	348,952.58
TOTAL COMMUNITY & ECON DEVELOP	173,810.00	33,404.17	66,904.05	38.49	106,905.95
TOTAL GENERAL GOVERNMENT	245,629.00	30,656.08	126,216.11	51.38	119,412.89
TOTAL DEBT SERVICE	1,439,005.00	2,860.20	63,738.95	4.43	1,375,266.05
TOTAL CAPITAL PROJECTS	11,189,467.00	505,779.43	3,354,503.69	29.98	7,834,963.31
TOTAL BUSINESS TYPE/ENTERPRISE	838,061.00	63,600.34	352,769.48	42.09	485,291.52
TOTAL EXPENDITURES	17,605,353.00	855,498.60	6,138,856.83	34.87	11,466,496.17



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: February 6, 2023

AGENDA ITEM: Claims

PREPARED BY: Heidi Van Auken

DATE: January 31, 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**2/6/2023**

AERO RENTAL INC	BOOM LIFT RENTAL-LIGHTS	553.78
BAKER & TAYLOR	BOOKS	723.42
BEAN & BEAN	GRAVE OPENINGS	1,950.00
BMI	ANNUAL MUSIC LICENSE FEE	421.00
BROWN'S WEST BRANCH	VEHICLE SERVICE-POLICE	231.45
COMPASS MINERALS	ROAD SALT	4,525.92
CUTTING EDGE GRAPHICS	VINYL FOR PD FORD INTERCEPTOR	971.25
D & N FENCE COMPANY	GREENVIEW CONN FINAL PAYMENT	2,030.00
DEMCO	OFFICE SUPPLIES - LIB	80.59
HAWKINS INC	CHEMICALS	3,102.50
HI-LINE INC	SHOP SUPPLIES	294.78
IMPACT7G INC	WIDENING WAPSI CREEK	1,429.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	30.60
IOWA PRISON INDUSTRIES	TRAINING UNIFORM	230.00
LINDER TIRE SERVICE	FRONT TIRES OSH KOSH	1,567.40
LYNCH'S EXCAVATING	COMPRESSOR RENTAL	200.00
LYNCH'S PLUMBING	TOILET REPAIR PARTS - TH	21.60
MENARDS	OFFICE SUPPLIES-CITY	24.99
MERCY IOWA CITY PHYSICIAN	DRUG TEST FEES - PW	46.00
MID-STATES ORGANIZED CRIME	MOCIC 2023 MEMBERSHIP FEES	100.00
MONICA TYLEE	CLEANING SERVICES-TH	194.25
MOORE'S WELDING INC	CUTTING EDGE FOR TRACTOR	194.00
OASIS ELECTRIC	ST LIGHT & WELL REPAIR	330.00
OLSON, KEVIN D	LEGAL SERVICES FEB 2023	1,500.00
OVERDRIVE INC	DIGITAL & AUDIO BOOKS	348.46
PARKSIDE SERVICE	TIRES - PW	1,383.24
THE HOME DEPOT PRO	BLDG SUPPLIES-LIB	369.22
UNIFORM DEN	UNIFORMS-POLICE	177.20
VEENSTRA & KIMM	VARIOUS PROJECTS	20,338.17
TOTAL		43,368.82

**PAYROLL-WAGES, TAXES, EMPLOYEE
BENEFITS****2/3/2023****45,257.34****PAID BETWEEN MEETINGS**

SISCO	HEALTH CLAIMS 1/30/2023	81.37
AMAZON.COM	SUPPLIES, TECH	198.76
STATE INDUSTRIAL PRODUCTS	CHEMICALS	243.08
USA BLUE BOOK	TESTING SUPPLIES & PARTS	795.00
SISCO	HEALTH CLAIMS 1/23/2023	89.46
SISCO	HEALTH CLAIMS 1/17/2023	14.80
METLIFE	INSURANCE	1,367.73
SISCO	INSURANCE	7,976.66

AMAZON.COM	VARIOUS ITEMS	390.73
D&R PEST CONTROL	PEST CONTROL-LIBRARY	70.00
JOHN DEERE FINANCIAL	SUPPLIES - PW	446.15
LEAL CAPITAL	COPIER LEASE - LIBRARY	142.02
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,549.72
MEDIACOM	CABLE SERVICE	41.90
QUILL CORP	BLDG & OFFICE SUPPLIES-CITY, TH	159.75
VERIZON WIRELESS	VERIZON WIRELESS	411.98
PITNEY BOWES PURCHASE	REPLENISH POSTAGE -CITY	563.49
BOOMERANG CORP	WW TREATMENT PAY ESTIMATE 6	510,181.34
ALLIANT ENERGY	ALLIANT ENERGY	12,687.41
AMAZON	VARIOUS ITEMS - LIBRARY	533.74
AT&T MOBILITY	WIRELESS SERVICE	364.48
BAKER & TAYLOR	BOOKS	289.98
BARRON MOTOR SUPPLY	SUPPLIES	156.54
BOUND TREE MEDICAL	SUPPLIES -FIRE	563.57
CAPITAL ONE	VARIOUS ITEMS - LIBRARY	158.80
CULLIGAN WATER TECH	WATER SOFTNER SERVICE	65.97
FELD FIRE EQUIPMENT	HUD HOSE & SOCKET ASSY	1,206.00
KOCH OFFICE GROUP	COPIER MAINTENANCE	150.99
QC ANALYTICAL SERVICES	LAB ANALYSIS	443.00
US BANK CORP CARD	CREDIT CARD PURCHASES	1,746.93

TOTAL	543,091.35
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GRAND TOTAL EXPENDITURES	631,717.51
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FUND TOTALS

001 GENERAL FUND	40,776.12
022 CIVIC CENTER	1,308.08
031 LIBRARY	10,286.10
110 ROAD USE TAX	12,913.89
112 TRUST AND AGENCY	15,659.44
321 WIDENING WAPSI CREEK	3,138.00
324 WW TREATMT FACILITY	523,946.51
326 ROUNDABOUT MAIN & CEDAR	199.00
329 EASTSIDE WATER MAINS	4,466.00
600 WATER FUND	11,916.55
610 SEWER FUND	7,107.82
GRAND FUND TOTAL	631,717.51

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	IOWA PRISON INDUSTRIES BROWN'S WEST BRANCH	TRAINING UNIFORM	230.00
			VEHICLE SERVICE-POLICE	118.66
		UNIFORM DEN INC. MID-STATES ORGANIZED CRIME INFORMATION CUTTING EDGE GRAPHICS	VEHICLE SERVICE-POLICE	112.79
			UNIFORMS-POLICE	177.20
			MOCIC 2023 MEMBERSHIP FEES	100.00
			VINYL FOR PD FORD INTERCEP	971.25
			TOTAL:	1,709.90
ROADS AND STREETS	GENERAL FUND	OASIS ELECTRIC LLC D & N FENCE COMPANY INC	ST LIGHT & WELL REPAIR	165.00
			GREENVIEW CONN FINAL PAYME	2,030.00
			TOTAL:	2,195.00
PARK & RECREATION	GENERAL FUND	LYNCH'S EXCAVATING INC	COMPRESSOR RENTAL	200.00
			TOTAL:	200.00
CEMETERY	GENERAL FUND	BEAN & BEAN	GRAVE OPENINGS	1,950.00
			TOTAL:	1,950.00
COMM & CULTURAL DEVEL	GENERAL FUND	AERO RENTAL INC BMI	BOOM LIFT RENTAL-LIGHTS	553.78
			ANNUAAL MUSIC LICENSE FEE	421.00
			TOTAL:	974.78
CLERK & TREASURER	GENERAL FUND	MENARDS	OFFICE SUPPLIES-CITY	24.99
			TOTAL:	24.99
LEGAL SERVICES	GENERAL FUND	OLSON, KEVIN D	LEGAL SERVICES FEB 2023	1,500.00
			TOTAL:	1,500.00
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	MEADOWS PT 3 REVIEW	199.00
			TOTAL:	199.00
TOWN HALL	CIVIC CENTER	LYNCH'S PLUMBING INC THE HOME DEPOT PRO MONICA TYLEE	TOILET REPAIR PARTS - TH	21.60
			BLDG SUPPLIES-TH	112.26
			CLEANING SERVICES-TH	127.75
			CLEANING SERVICES-TH	66.50
			TOTAL:	328.11
LIBRARY	LIBRARY	OVERDRIVE INC	DIGITAL & AUDIO BOOKS	294.60
			DIGITAL & AUDIO BOOKS	53.86
		DEMCO	OFFICE SUPPLIES - LIB	80.59
			BOOKS	44.29
			BOOKS	327.49
			BOOKS	232.49
			BOOKS	119.15
		THE HOME DEPOT PRO	BLDG SUPPLIES-LIB	79.21
			TOTAL:	1,231.68
ROADS & STREETS	ROAD USE TAX	MERCY IOWA CITY PHYSICIAN & CLINIC SER LINDER TIRE SERVICE INC COMPASS MINERALS AMERICA INC MOORE'S WELDING INC	DRUG TEST FEES - PW	46.00
			FRONT TIRES OSH KOSH	1,567.40
			ROAD SALT	4,525.92
			CUTTING EDGE FOR TRACTOR	194.00
			TOTAL:	6,333.32
CAPITAL PROJECT	WIDENING WAPSI CRE	VEENSTRA & KIMM INC. IMPACT7G INC	CHANNEL WIDENING FLOOD IMP	1,709.00
			WIDENING WAPSI CREEK	1,429.00
			TOTAL:	3,138.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
CAPITAL PROJECT	WW TREATMT FAC IMP	VEENSTRA & KIMM INC.	WW TREATMENT FACILITY	4,560.00
			WW TREATMENT FACILITY	9,205.17
			TOTAL:	13,765.17
INVALID DEPARTMENT	ROUNDAABOUT MAIN &	VEENSTRA & KIMM INC.	HHH & CEDAR JOHNSON INTERS	199.00
			TOTAL:	199.00
CAPITAL PROJECTS	EASTSIDE WATER MAI	VEENSTRA & KIMM INC.	EAST SIDE WATER MAINS	4,466.00
			TOTAL:	4,466.00
WATER OPERATING	WATER FUND	IOWA ONE CALL	UTILITY LOCATION SERVICE	15.30
		OASIS ELECTRIC LLC	ST LIGHT & WELL REPAIR	165.00
		HAWKINS INC	CHEMICALS	3,102.50
			TOTAL:	3,282.80
SEWER OPERATING	SEWER FUND	IOWA ONE CALL	UTILITY LOCATION SERVICE	15.30
		PARKSIDE SERVICE	TIRES - PW	1,383.24
		HI-LINE INC	SHOP SUPPLIES	294.78
		THE HOME DEPOT PRO	BLDG SUPPLIES-PW	177.75
			TOTAL:	1,871.07

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

001	GENERAL FUND	8,753.67
022	CIVIC CENTER	328.11
031	LIBRARY	1,231.68
110	ROAD USE TAX	6,333.32
321	WIDENING WAPSI CREEK @ BE	3,138.00
324	WW TREATMT FAC IMP 2021	13,765.17
326	ROUNDAABOUT MAIN & CEDAR-J	199.00
329	EASTSIDE WATER MAINS	4,466.00
600	WATER FUND	3,282.80
610	SEWER FUND	1,871.07

GRAND TOTAL: 43,368.82



REQUEST FOR CONSIDERATION

MEETING DATE: February 6, 2023

AGENDA ITEM:	Resolution 2023-07 – Setting a Public Hearing date for the Maximum Proposed Property Tax Levy rate for Fiscal Year 2024 - February 21, 2023.
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PREPARED BY:	City Clerk, Leslie Brick
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DATE:	January 31, 2022
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BACKGROUND:

For budget years beginning on or after July 1, 2020 and prior to filing the proposed budget with the State Auditor under Senate File 364, the City Council shall adopt a resolution establishing the total maximum dollar that may be certified for levy for general city services.

The State Code requires a public hearing and notice to be given to residents of the taxing district. This notice must be published not less than 10 days and not more than 20 days in the local newspaper, city website and city social media sites. Publish date of notice will be February 9, 2023.

Said public hearing for the FY2024 Max Levy is scheduled for February 21, 2023 at 7:00 p.m., at the City Council meeting, City Council Chambers, 110 N. Poplar St. West Branch, IA.

RESOLUTION 2023-07

**A RESOLUTION SETTING A PUBLIC HEARING DATE FOR THE MAXIMUM
PROPOSED PROPERTY TAX LEVY RATE FOR FISCAL YEAR 2024**

WHEREAS, The State of Iowa law now requires all cities to pass a resolution establishing their maximum property tax dollars to certify for levy, post notification and hold a public hearing and vote; and

WHEREAS, the notice of public hearing and proposed maximum property tax dollars is required to be published no less than ten (10) but no more than twenty (20) days prior to the date of the hearing.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, hereby orders a public hearing and notice thereof to be held on February 21, 2023 at 7:00 p.m. at 110 N. Poplar Street, West Branch, Iowa on the Fiscal Year 2024 maximum proposed property tax levy rate.

Roll Call Vote:

Colton Miller	– AYE / NAY / ABSENT
Jodee Stoolman	– AYE / NAY / ABSENT
Nick Goodweiler	– AYE / NAY / ABSENT
Tom Dean	– AYE / NAY / ABSENT
Jerry Sexton	– AYE / NAY / ABSENT

Passed and approved this 6th day of February, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

NOTICE OF PUBLIC HEARING - CITY OF WEST BRANCH - PROPOSED PROPERTY TAX LEVY
Fiscal Year July 1, 2023 - June 30, 2024

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

Meeting Date: 2/21/2023 **Meeting Time:** 07:00 PM **Meeting Location:** Council Chambers at City Office 110 N. Poplar Street West Branch, IA 52358

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After adoption of the proposed tax levy, the City Council will publish notice and hold a hearing on the proposed city budget.

City Website (if available)
<https://westbranchiowa.org>

City Telephone Number
(319) 643-5888 ext: 23

	Current Year Certified Property Tax 2022 - 2023	Budget Year Effective Property Tax 2023 - 2024	Budget Year Proposed Maximum Property Tax 2023 - 2024	Annual % CHG
Regular Taxable Valuation	153,020,406	158,599,171	158,599,171	
Tax Levies:				
Regular General	1,239,466	1,239,466	1,284,653	
Contract for Use of Bridge	0	0	0	
Opr & Maint Publicly Owned Transit	0	0	0	
Rent, Ins. Maint. Of Non-Owned Civ. Ctr.	0	0	0	
Opr & Maint of City-Owned Civic Center	20,658	20,658	21,411	
Planning a Sanitary Disposal Project	0	0	0	
Liability, Property & Self-Insurance Costs	72,000	72,000	78,000	
Support of Local Emer. Mgmt. Commission	11,126	11,126	11,917	
Emergency	41,316	41,316	42,822	
Police & Fire Retirement	0	0	0	
FICA & IPERS	165,000	165,000	165,000	
Other Employee Benefits	163,000	163,000	165,000	
Total Tax Levy	1,712,566	1,712,566	1,768,803	3.28
Tax Rate	11.19175	10.79808	11.15267	

Explanation of significant increases in the budget:

Loss of revenue due to legislation adopted by the state in 2021 that made changes to the property tax system that impacted city revenues: 1) The state is phasing out its reimbursement to the city for property tax reductions resulting from the rollback of commercial and industrial property, and 2) The elimination of the multi-residential property class. Previously, the majority of this class of property was valued as commercial and is being rolled back to a residential valuation. Additional increases in the general fund budget are due to inflation.

If applicable, the above notice also available online at:

<https://westbranchiowa.org/city-of-west-branch/reports-information/finances/max-levy/>

*Total city tax rate will also include voted general fund levy, debt service levy, and capital improvement reserve levy.

**Budget year effective property tax rate is the rate that would be assessed for these levies if the dollars requested is not changed in the coming budget year



REQUEST FOR CONSIDERATION

MEETING DATE: February 6, 2023

AGENDA ITEM:	Resolution 2023-08- Promoting Henry (Max) Kober as Lead Water/Wastewater Operator and setting the salary for the position.
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PREPARED BY:	City Administrator, Adam Kofoed
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DATE:	January 25, 2023
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BACKGROUND:

One employee applied and interviewed in front of the panel where mutual expectations were set. Additional responsibilities were added to the job description which include being back-up for the Public Works Director in his/her absence.

Based on added responsibilities, the Public Works Director and I feel that a salary adjustment is warranted. A wage of \$25.00 per hour is requested.

RESOLUTION 2023-08

A RESOLUTION PROMOTING HENRY (MAX) KOBER AS LEAD WATER / WASTEWATER OPERATOR AND SETTING THE SALARY FOR THE POSITION.

WHEREAS, the City of West Branch is interested in promoting Henry (Max) Kober as Lead Water / Wastewater Operator.

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

Section 1. That the City of West Branch, Iowa will promote Henry (Max) Kober to the Lead Water/Wastewater Operator position which includes additonal duties as assigned.

Section 2. Employee salary increase will be effective February 13, 2023.

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

Position	Name	Wage	Basic Hours
Lead Water / Wastewater Operator	Henry (Max) Kober	\$25/hour	40/week

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

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

Passed and approved this 6th day of February, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



REQUEST FOR CONSIDERATION

MEETING DATE: February 6, 2023

AGENDA ITEM:	Resolution 2023-09 – Hiring Matthew Condon as the Parks & Director and setting the salary for the position.
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PREPARED BY:	City Administrator, Adam Kofoed
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DATE:	January 31, 2023
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BACKGROUND:

Matt Condon is a Graduate of Linn Mar High School and recently received a Masters in Sports and Recreation Management. Matt comes with a letter of recommendation from Kirk Ferentz where he was a Football Operation Graduate Assistant & Head Football Student Manager since March 2018. Matt interned at the Red Zone Football Academy in Coralville where several West Branch residents send their children for additional football training. Early in Matt's career, he interned as a Football Operation Intern at the Cleveland Browns.

Matt will be starting Tuesday, February 7 and will be earning an annual salary of \$48,600.

RESOLUTION 2023-09

A RESOLUTION HIRING MATTHEW CONDON AS THE PARKS & RECREATION DIRECTOR AND SETTING THE SALARY FOR THE POSITION.

WHEREAS, the City of West Branch is interested in hiring Matthew Condon as the Parks & Recreation Director.

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

Section 1. That the City of West Branch, Iowa will hire Matthew Condon as the Parks & Recreation Director.

Section 2. Employee start date will be February 7, 2023.

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

Position	Name	Wage Annual	Basic Hours
Parks & Recreation Director	Matthew Condon	\$48,600	45/week

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

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

Passed and approved this 6th day of February, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



REQUEST FOR CONSIDERATION

MEETING DATE: February 6, 2023

AGENDA ITEM:	Resolution 2023-10 – Approving the Preliminary Plat of The Meadows Subdivision – Part 3, West Branch, Iowa. / Move to action.
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PREPARED BY:	City Clerk, Leslie Brick
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DATE:	January 25, 2023
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BACKGROUND:

Staff met with developer Chad Kuene to discuss and review the preliminary plat submission. The following comments were made:

- 1) Sidewalks are to be constructed along Cedar-Johnson Rd from Meadows Place to West Main Street where the sidewalk will cross at the entrance of the roundabout to the south side of West Main Street. Kuene will also grade for a sidewalk from Meadows Place to the north end of the property line.
- 2) Meadows Place will be a public street and street lighting will be added and shown on the final plat. Street width is 29', here will be no on-street parking. Fire truck turn exhibit is included. Fire Chief Stoolman has no concerns.
- 3) Kuene will be doing an auditor's parcel at the northeast corner of the property and giving it back to KLM Investments (aka The Meadows Development Inc.) due to drainage issues on the property. All parties are in agreement with this item.

Kuene is seeking approval of the preliminary plat so that work can commence with the roundabout project.

Planning & Zoning approved the Preliminary Plat at their January 24, 2023 meeting.

RESOLUTION 2023-10

**A RESOLUTION APPROVING THE PRELIMINARY PLAT OF THE MEADOWS
SUBDIVISION - PART 3, WEST BRANCH, IOWA.**

WHEREAS, the developer did file with the City Clerk of West Branch, a preliminary plat for The Meadows Subdivision - Part 3, West Branch, Iowa, which is legally described on Exhibit “A” attached hereto; and

WHEREAS, the aforementioned plat and subdivision is found to conform with Chapter 166 of the West Branch Code of Ordinances, and all other ordinances and statutory requirements; and

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the preliminary platting of The Meadows Subdivision – Part 3, West Branch, Iowa, be and the same is hereby approved.

* * * * *

Passed and approved this 6th day of February, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



CIVIL ENGINEERS
LAND PLANNERS
LAND SURVEYORS
LANDSCAPE ARCHITECTS
ENVIRONMENTAL SPECIALISTS

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

www.mmsconsultants.net

Date	Revision
01/13/2023	PER CITY COMMENT - LSS

PRELIMINARY PLAT

THE MEADOWS SUBDIVISION - PART THREE

WEST BRANCH, CEDAR COUNTY, IOWA

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

OWNER/APPLICANT:
ADVANTAGE DEVELOPMENT INC.
2881 INDEPENDENCE ROAD
IOWA CITY, IOWA 52240

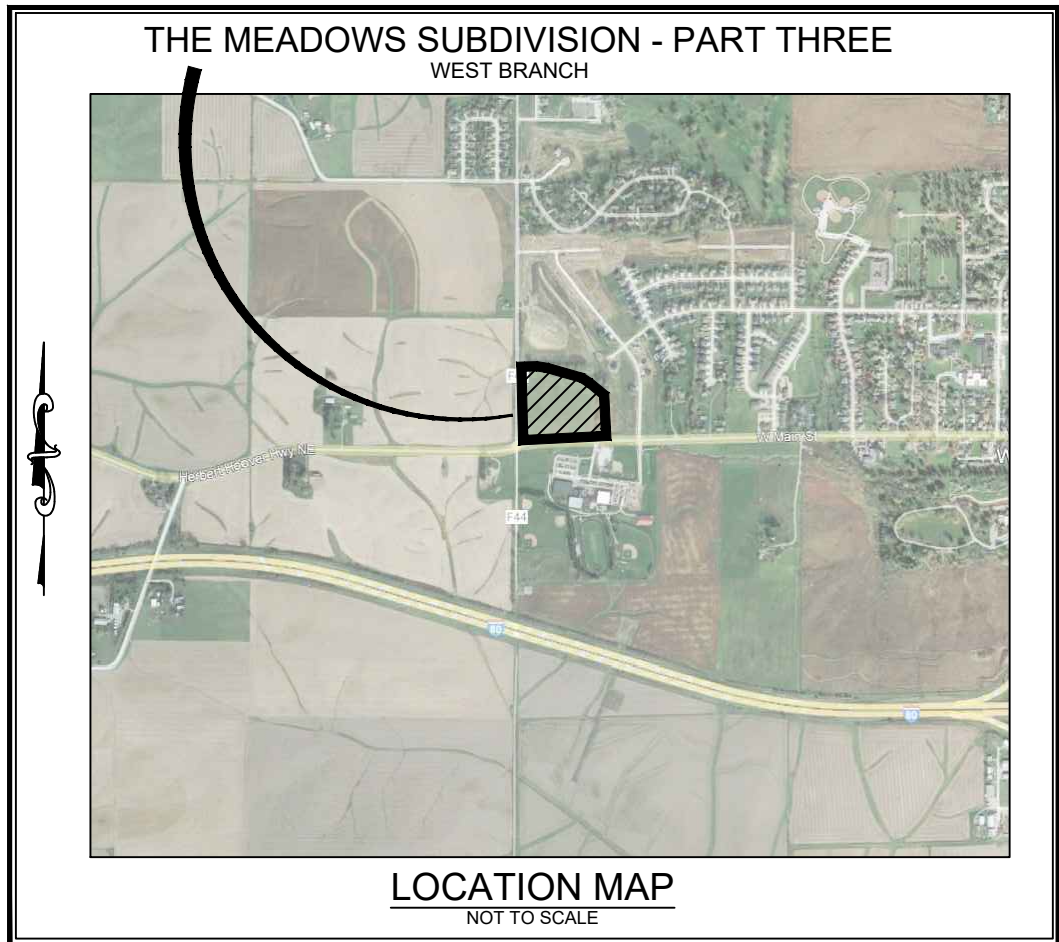
APPLICANT'S ATTORNEY:
KIRSTEN H. FREY
327 2ND STREET, SUITE 300
CORALVILLE, IOWA 52241

A PORTION OF AUDITORS PARCEL G

IN ACCORDANCE WITH THE PLAT THEREOF RECORDED IN BOOK "I" AT PAGE 103 OF THE RECORDS OF THE CEDAR COUNTY RECORDER'S OFFICE.

OUTLOT A
THE MEADOWS
SUBDIVISION
PART 4A

IN ACCORDANCE WITH THE PLAT THEREOF RECORDED IN BOOK 1492 AT PAGE 39 OF THE RECORDS OF THE CEDAR COUNTY RECORDER'S OFFICE.



LOTS	ZONING	SETBACKS
LOTS 1 THRU 4	RB-1	FRONT REAR SIDE
		-25 FEET -25 FEET -10 FEET

- NOTES:
1. THE SITE DOES NOT LIE WITHIN ANY FEMA DESIGNATED ZONES.
 2. LOTS 1 AND 4 WILL NOT HAVE DRIVEWAY ACCESS ONTO CEDAR JOHNSON ROAD.
 3. LOTS 3 AND 4 WILL NOT HAVE DRIVEWAY ACCESS ONTO WEST MAIN STREET.
 4. ALL RIGHT-OF-WAY SHALL BE DEDICATED TO THE CITY OF WEST BRANCH.

STANDARD LEGEND AND NOTES	
- EXIST -	- PROPERTY &/OR BOUNDARY LINES
- PROP -	- CONGRESSIONAL SECTION LINES
- R -	- RIGHT-OF-WAY LINES
- C -	- EXISTING RIGHT-OF-WAY LINES
- CL -	- CENTER LINES
- L -	- LOT LINES, INTERNAL
- PL -	- LOT LINES, PLATTED OR BY DEED
- P -	- PROPOSED EASEMENT LINES
- E -	- EXISTING EASEMENT LINES
- B -	- BENCHMARK
- D -	- RECORDING DIMENSIONS
- S -	- CURVE SEGMENT NUMBER
- P -	- POWER POLE
- W/D -	- POWER POLE W/DROP
- W/T -	- POWER POLE W/TRANS
- L -	- LIGHT POLE
- M -	- SANITARY MANHOLE
- F -	- FIRE HYDRANT
- V -	- WATER VALVE
- D -	- DRAINAGE MANHOLE
- C -	- CURB INLET
- F -	- FENCE LINE
- S -	- EXISTING SANITARY SEWER
- P -	- PROPOSED SANITARY SEWER
- S -	- EXISTING STORM SEWER
- P -	- PROPOSED STORM SEWER
- W -	- WATER LINES
- E -	- ELECTRICAL LINES
- T -	- TELEPHONE LINES
- G -	- GAS LINES
- C -	- CONTOUR LINES (1' INTERVAL)
- T -	- EXISTING TREE LINE
- D -	- EXISTING DECIDUOUS TREE & SHRUB
- E -	- EXISTING EVERGREEN TREES & SHRUBS

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

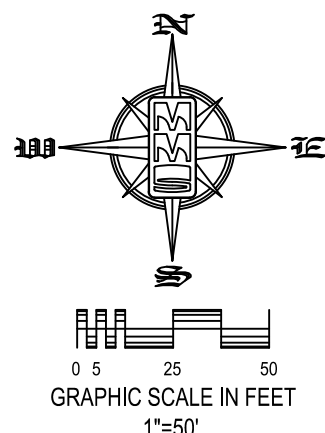
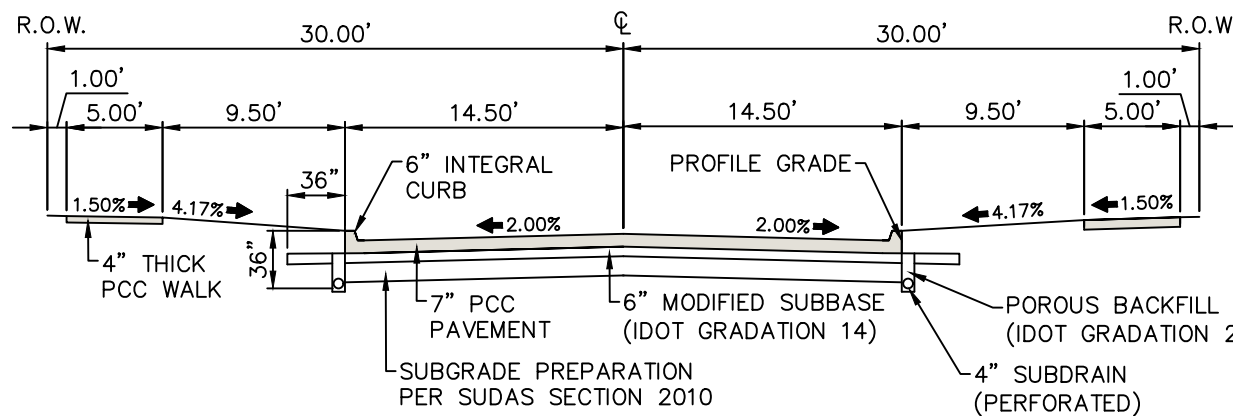


EXHIBIT A

TYPICAL STREET SECTIONS

N.T.S.



MEADOWS PLACE

LEGAL DESCRIPTION - THE MEADOWS SUBDIVISION - PART THREE

A PORTION OF AUDITORS PARCEL G OF THE SOUTHWEST FRACTIONAL QUARTER OF THE SOUTHWEST FRACTIONAL QUARTER OF SECTION 6, TOWNSHIP 79 NORTH, RANGE 4 WEST, OF THE FIFTH PRINCIPAL MERIDIAN, WEST BRANCH, CEDAR COUNTY, IOWA, DESCRIBED AS FOLLOWS:

Commencing at the Southwest Corner of Section 8, Township 79 North, Range 4 West, of the Fifth Principal Meridian, West Branch, Cedar County, Iowa; Thence N01°19'18"W, along the West Line of the Southwest Fractional Quarter of said Section 6, a distance of 74.25 feet to the POINT OF BEGINNING; Thence continuing N01°19'18"W, 754.85 feet, to a point on the West Line of Auditors Parcel G in accordance with the Plat thereof Recorded in Book "I" at Page 103 of the Records of the Cedar County Recorder's Office; Thence N88°33'49"E, 158.30 feet, along the Southeasterly Line of Outlot A of The Meadows Subdivision Part 4A in accordance with the Plat thereof Recorded in Book 1492 at Page 39 of the Cedar County Recorder's Office; Thence S81°14'08"E, along said Southeast Line, 108.80 feet; Thence S74°04'38"E, along said Southeast Line, 39.79 feet; Thence continuing S74°04'38"E, along said Southeast Line, 365.26 feet; Thence continuing S57°29'45"E, along said Southeast Line, 95.36 feet; Thence continuing S50°34'07"E, along said Southeast Line, 365.26 feet; Thence continuing S02°31'07"E, 451.99 feet, to a point on the South Line of said Auditors Parcel G; Thence continuing S87°06'55"W, along said South Line, 854.83 feet, to the Point of Beginning. Said tract of land contains 12.72 Acres, and is subject to easements and restrictions of record.

PRELIMINARY PLAT

THE MEADOWS
SUBDIVISION
- PART THREE

WEST BRANCH
CEDAR COUNTY
IOWA

MMS CONSULTANTS, INC.

Date: 1/03/2023

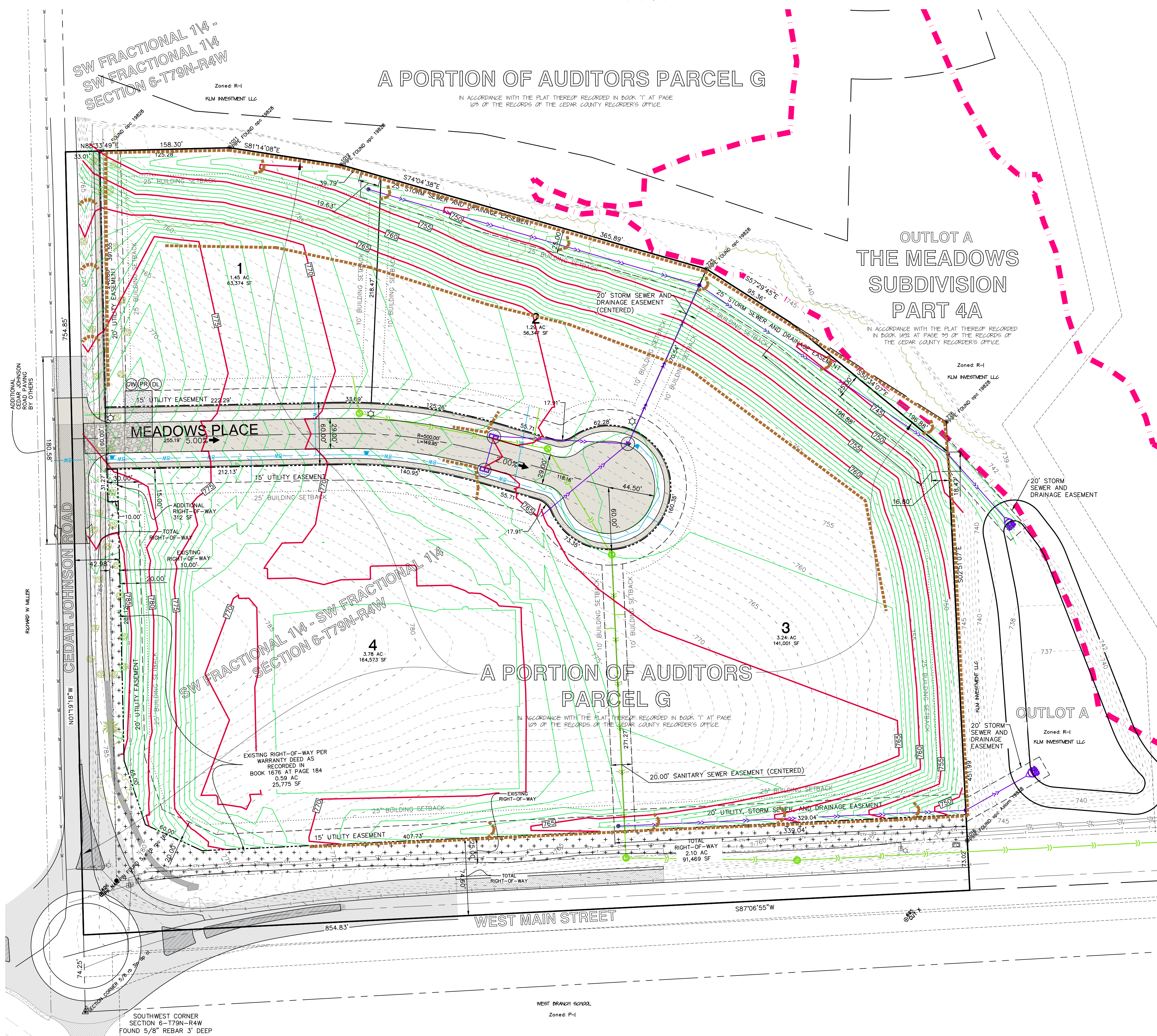
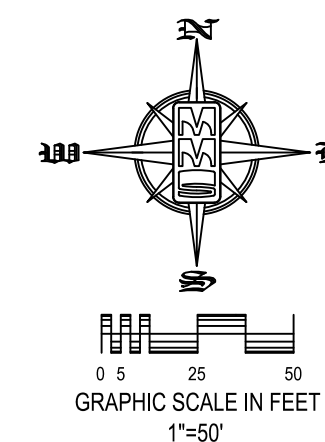
Designed by: RLA Field Book No: 1354

Drawn by: LSS Scale: 1"=50'

Checked by: RLA Sheet No: 1

Project No: 6992-395

PLAT PREPARED BY: MMS CONSULTANTS INC. 1917 S. GILBERT STREET IOWA CITY, IA 52240	OWNER/APPLICANT: ADVANTAGE DEVELOPMENT INC. 2881 INDEPENDENCE ROAD IOWA CITY, IOWA 52240	APPLICANT'S ATTORNEY: KIRSTEN H. FREY 327 2ND STREET, SUITE 300 CORALVILLE, IOWA 52241
---	--	--



STANDARD LEGEND AND NOTES

—	PROPERTY &/or boundary LINES
—	CONGRESSIONAL SECTION LINES
—	RIGHT-OF-WAY LINES
—	EXISTING RIGHT-OF-WAY LINES
—	CENTER LINES
—	EXISTING CENTER LINES
—	LOT LINES, INTERNAL
—	LOT LINES, PLATTED OR BY DEED
—	PROPOSED EASEMENT LINES
—	EXISTING EASEMENT LINES
—	BENCHMARK
—	RECORDED DIMENSIONS
—	CURVE SEGMENT NUMBER
(R) 22-1	
-EXIST-	-PROP-

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

EROSION CONTROL LEGEND

<p>===== SILT FENCE/FILTER SOCK</p> <p> TEMPORARY ROCK CONSTRUCTION ENTRANCE/EXIT</p> <p> TEMPORARY PARKING AND STORAGE</p> <p> CONCRETE TRUCK/EQUIPMENT WASHOUT</p> <p> PORTABLE RESTROOM</p> <p> DOCUMENT LOCATION (PERMITS, SWPPP, INSPECTION FORMS, ETC.)</p> <p> FILTER SOCK INLET PROTECTION</p> <p> FILTER SOCK BEHIND CURB AT CURB RAMP</p>	<p>----- PERIMETER SILT FENCE</p> <p> TEMPORARY SOIL STOCKPILE AREA</p> <p> DIRECTION OF OVERLAND FLOW</p> <p> DUMPSTER FOR CONSTRUCTION WASTE</p> <p> RIP RAP OUTLET PROTECTION</p> <p> 8' EROSION CONTROL BLANKET</p> <p> OTHER MEASURE: _____</p> <p> OTHER MEASURE: _____</p>
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THE ABOVE LISTED ITEMS ARE SHOWN IN THEIR RECOMMENDED LOCATIONS. IF A CONTROL MEASURE IS ADDED OR MOVED TO A MORE SUITABLE LOCATION, INDICATE THE REVISION ON THIS SHEET. THE BLANKS LEFT FOR OTHER MEASURES SHOULD BE USED IF AN ITEM NOT SHOWN ABOVE IS IMPLEMENTED ON SITE. ADDITIONAL PRACTICES FOR EROSION PREVENTION AND SEDIMENT CONTROL CAN BE FOUND IN APPENDIX D OF THE SWPPP.

RURAL STABILIZING CROP SEEDING RATES AND SCHEDULE

MARCH 1 THROUGH SEPTEMBER 31

OAT	50 LBS. PER ACRE
GRAIN RYE	50 LBS. PER ACRE
CANADA BLUEWHEAT	9 LBS. PLS. PER ACRE
(ELYMUS CANADENSIS)	

NOVEMBER 1 THROUGH FEBRUARY 28 (OR 29)

OAT	62 LBS. PER ACRE
GRAIN RYE	62 LBS. PER ACRE
CANADA BLUEWHEAT	7 LBS. PLS. PER ACRE
(ELYMUS CANADENSIS)	

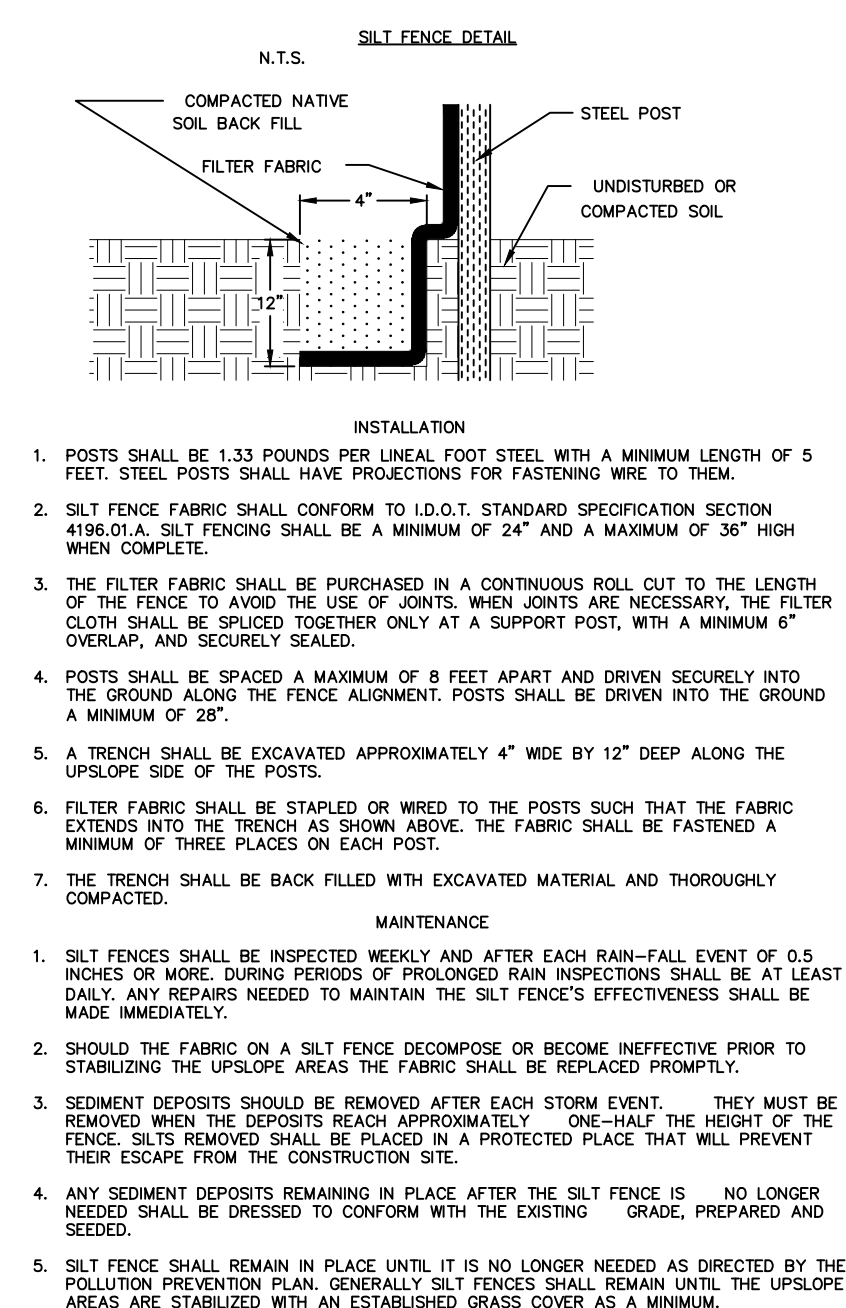
FOR STABILIZING CROP ONLY: CANADA BLUEWHEAT (ELYMUS CANADENSIS) SEED IS NOT REQUIRED TO BE CERTIFIED AS SOURCE IDENTIFIED CLASS (YELLOW TAG) SOURCE GO-OWA.

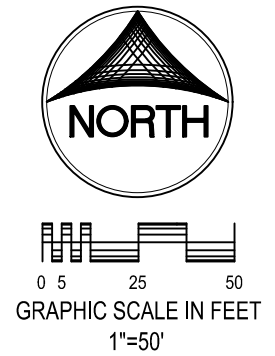
CANADA BLUEWHEAT (ELYMUS CANADENSIS) SEED SHALL BE DEBARDED OR EQUAL TO FACILITATE APPLICATION OF SEED.

FERTILIZER SHALL BE APPLIED AT A RATE OF 250 LBS. PER ACRE USING CHEMICALLY COMBINED COMMERCIAL 15-13-13 FERTILIZER.

GRADING NOTES

- 1) MAXIMUM SLOPE ON CUTS AND FILLS SHALL BE 3:5. HORIZONTAL TO 1: VERTICAL.
- 2) NO EXCAVATION SHALL BE ALLOWED WITHIN 2' OF PROPERTY LINE.
- 3) WHERE HEIGHT OF FILL IS GREATER THAN 30" AN INTERMEDIATE TERRACE OR LEAST 6' WIDE SHALL BE ESTABLISHED AT MID POINT.
- 4) COMPACT TO THE 90% WEDDED STANDARD PROCTOR WHERE $\gamma = 6:1$ SLOPE.
- 5) ALL TRESSES OUTSIDE THE LIMITS OF GRADING OPERATIONS SHALL BE SAVED, UNLESS OTHERWISE INDICATED TO BE REMOVED. TREES NEAR THE EDGES OF GRADING AND IN THE STORM WATER DETENTION BASIN AREAS SHALL BE SAVED IF POSSIBLE AND PROPERLY MAINTAINED.
- 6) STABILIZATION SEEDING SHALL BE COMPLETED AS SOON AS POSSIBLE, BUT NOT MORE THAN 14 DAYS, FOLLOWING GRADING IN ANY AREA OF GRADING OPERATIONS. THE SEEDING SHALL BE KEPT IN PLACE UNTIL THE VEGETATION IS ESTABLISHED. PRIOR TO THE GRADING CONTRACTOR SHALL GRADING OPERATIONS FOR MORE THAN 14 DAYS IN ANY ONE SECTION SEEDING SHALL BE COMPLETED. AROSE SHALL BE USED.
- 7) SLOPE LOCATIONS AND LENGTHS, AS INDICATED, ARE APPROXIMATE ONLY. THE LOCATIONS AND LENGTHS WILL BE DETERMINED, AS NEEDED, UPON COMPLETION OF THE GRADING AND ARE IN AN APPROXIMATE POSITION.
- 8) ALL STREET SUBURBS SHALL BE CONSTRUCTED AND COMPACTED IN ACCORDANCE WITH JOHNSON COUNTY DESIGN AND CONSTRUCTION STANDARDS AND PROCEDURES.
- 9) THE SIDE SLOPES OF THE DETENTION BASINS SHALL BE SEEDDED WITH A MIXTURE OF TOP SOIL AND SEED MIX FOR RURAL AREAS ACCORDING TO IOD SPECIFICATION 2601.03C.





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

Date	Revision
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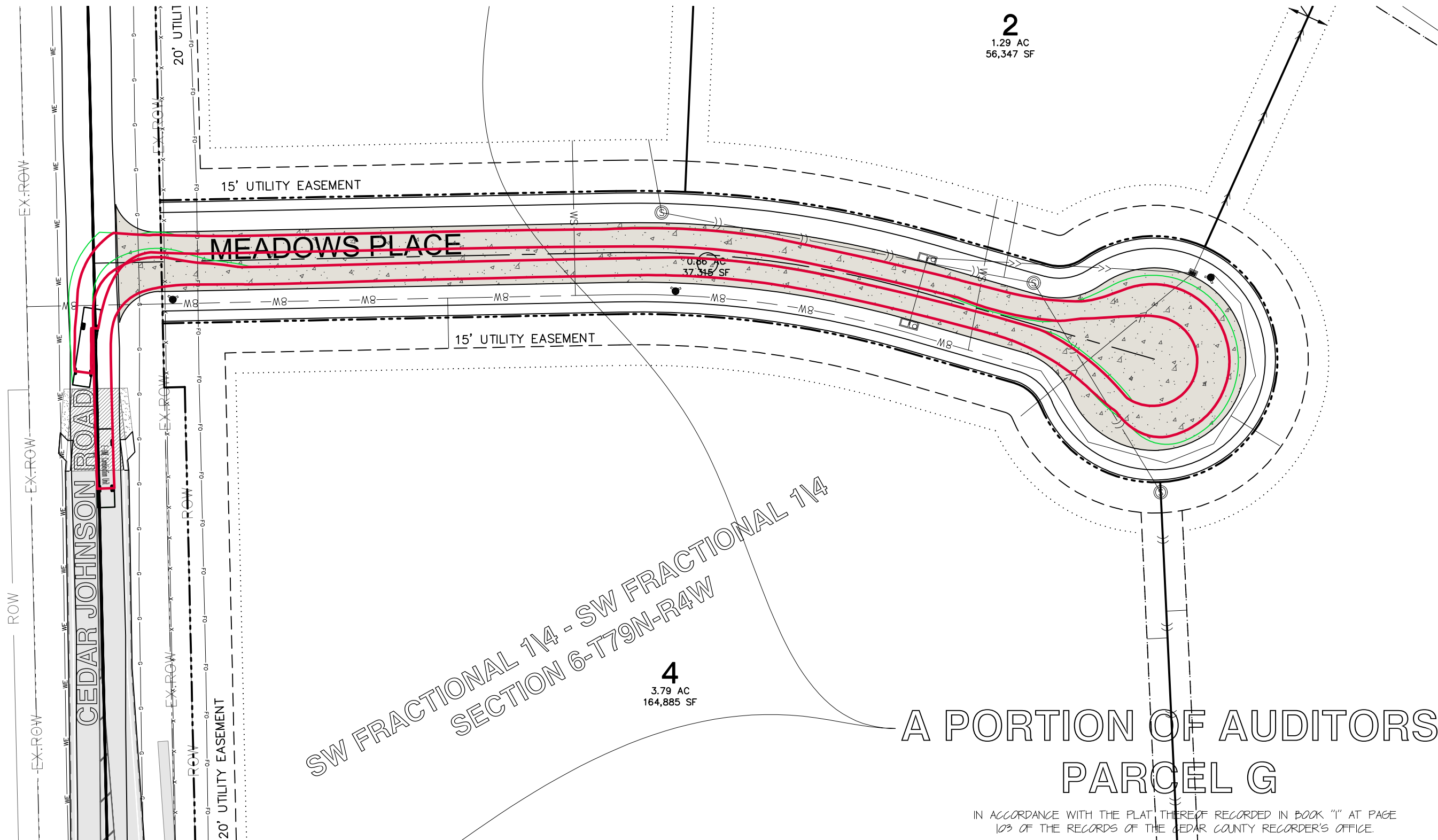
THE MEADOWS

- PART THREE

WEST BRANCH
CEDAR COUNTY
IOWA

MMS CONSULTANTS, INC.

Date:		1/11/2023
Designed by:	RLA	Field Book No:
Drawn by:	BAH	Scale: 1" = 50'
Checked by:	RLA	Sheet No: 1
Project No: 6992-395		



A PORTION OF AUDITORS
PARCEL G

IN ACCORDANCE WITH THE PLAT THEREOF RECORDED IN BOOK "1" AT PAGE 103 OF THE RECORDS OF THE CEDAR COUNTY RECORDER'S OFFICE.



REQUEST FOR CONSIDERATION

MEETING DATE: February 6, 2023

AGENDA ITEM:	Resolution 2023-11- Approving a one-year extension regarding the Site Plan for Lot 11, Parkside Hills, West Branch, Iowa. / Move to action.
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PREPARED BY:	City Clerk, Leslie Brick
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DATE:	January 25, 2023
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BACKGROUND:

Per Chapter 167.09 of the West Branch Code of Ordinances, Site Plans are valid for one year from date of City Council approval.

167.09 VALIDITY OF APPROVAL.

1. A site plan shall become effective upon certification of approval by the City Council.
2. The City Council approval of any site plan required by this chapter shall remain valid for one year allowing one-year extension with approval of City Council upon recommendation of the Commission after the date of approval, after which time the site plan shall be deemed null and void if the development has not been established or actual construction commenced. For the purpose of this chapter "actual construction" shall mean that the permanent placement of construction materials has started and is proceeding without undue delay. Preparation of plans, securing financial arrangements, issuance of building permits, letting of contracts, grading of property, or stockpiling of materials on the site shall not constitute actual construction.

Parkside Hills – Lot 11 is planned for 2 - 12 units condo buildings.

Lot 11 Site Plan – approved by P&Z on 10/12/2021

Lot 11 Site Plan – approved by City Council on 11/15/2021

Developer, Chad Kuene is requesting a one-year extension as construction is expected to begin in 2023 on Lot 11. Based on availability of certain materials, colors will be slightly different than the original proposed concept. (samples are attached.)

Planning & Zoning reviewed Kuene's request and approved the one-year extension at their January 24, 2023 meeting.

RESOLUTION 2023-11

A RESOLUTION APPROVING A ONE-YEAR EXTENSION REGARDING THE SITE PLAN FOR LOT 11, PARKSIDE HILLS, WEST BRANCH, IOWA.

WHEREAS, Advantage Development, Inc. (“Advantage”), is the owner of Lot 11, Parkside Hills, West Branch, Iowa (the “Property”); and

WHEREAS, Advantage has submitted a proposed Site Plan for the Property; and

WHEREAS, the Planning and Zoning Commission and City Council previously approved the Site Plan in 2021; and

WHEREAS, said Site Plan complies with the requirements of Chapter 167 of the Code of Ordinances of the City of West Branch; and

WHEREAS, Advantage has requested a one-year extension of said Site Plan since construction has not commenced; and

WHEREAS, the Planning and Zoning Commission has granted the one-year extension subject to City Council approval.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the site plan of Advantage for Lot 11, Parkside Hills, West Branch, Iowa, is hereby extended for one-year and approved.

Passed and approved this 6th day of February, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

Roof: Timberline Natural Shadows - Charcoal

Soffit, Fascia: White

Front, back, and sides: Norandex Granite horizontal

6" White LP Trim (front and back only): Gable peaks, windows on siding, patio/deck doors.



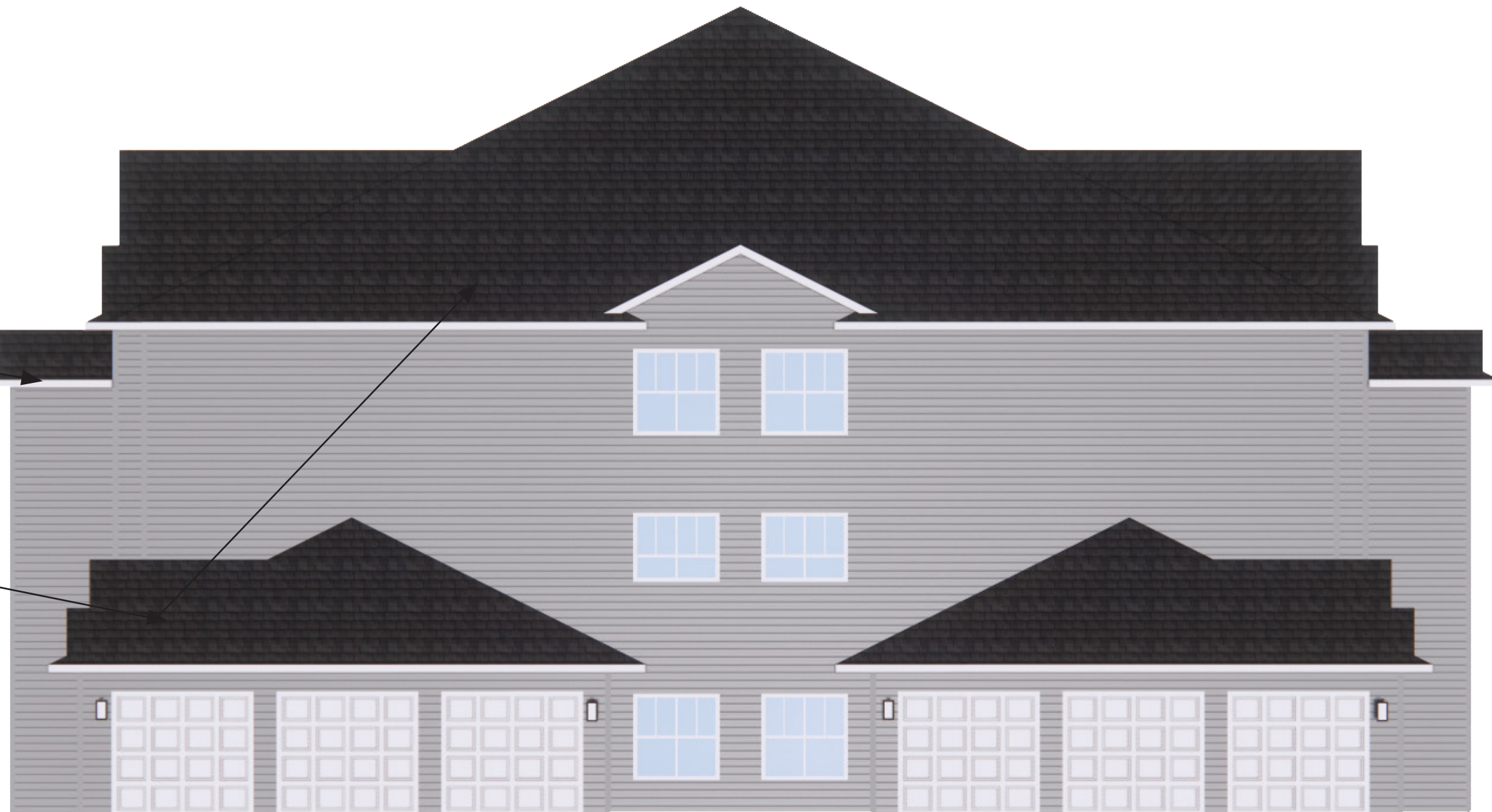
Front and Back elevations

Roof: Timberline Natural Shadows - Charcoal

Soffit, Fascia: White

Front, back, and sides: Norandex Granite horizontal

6" White LP Trim (front and back only): Gable peaks, windows on siding, patio/deck doors.



Side elevations



REQUEST FOR CONSIDERATION

MEETING DATE: February 6, 2023

AGENDA ITEM:	Resolution 2023-12 – Ordering construction of certain public improvements, approving preliminary plans, and fixing a date for hearing thereon and taking of bids therefore for improvements known as the I-80 Utilities Relocation Project. / Move to action.
---------------------	--

PREPARED BY:	City Clerk, Leslie Brick
---------------------	--------------------------

DATE:	January 25, 2023
--------------	------------------

BACKGROUND:

I-80 Utility Relocation Project description

Construct I-80 Utility Relocation including all labor, equipment, and materials necessary for installation of 10" water main in steel casing and 12" and 16" sanitary sewer force main in steel casing; and associated work including cleanup.

Schedule:

February 7, 2023	Plans & Specifications available
February 7, 2023	Post notice to bidders
February 20, 2023	Post Public Hearing Notice (week of)
March 2, 2023	Receive bids for Project (bid opening 2:00 p.m. – City Office)
March 6, 2023	Public Hearing & award contract
March 15, 2023	Notice to proceed (contingent on gas main relocation)
June 30, 2023	Final completion

RESOLUTION 2023-12

RESOLUTION ORDERING CONSTRUCTION OF CERTAIN PUBLIC IMPROVEMENTS, APPROVING PRELIMINARY PLANS, AND FIXING A DATE FOR HEARING THEREON AND TAKING OF BIDS THEREFORE FOR IMPROVEMENTS KNOWN AS THE I-80 UTILITIES RELOCATION PROJECT

WHEREAS, it is deemed advisable and necessary to construct certain public improvements described in general as the I-80 Utilities Relocation Project in accordance with an agreement between the Iowa Department of Transportation and the City of West Branch, and the City has caused to be prepared preliminary plans, specifications and form of contract, together with estimate of cost, on file in the office of the Clerk for public inspection, for the construction of said public improvements, and said preliminary plans, specifications and form of contract are deemed suitable for the making of said public improvements; and

WHEREAS, before said preliminary plans, specifications, form of contract and estimate of cost may be adopted, and contract for the construction of the public improvements entered into, it is necessary, pursuant to Division VI of Chapter 384 of the Code of Iowa, to hold a public hearing and to advertise for bids,

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

Section 1. That it is hereby determined that it is necessary and advisable to construct certain public improvements described in general as the I-80 Utilities Relocation Project, in the manner set forth in the preliminary plans and specifications and form of contract, above referred to, the cost thereof to be paid in accordance with the provisions as set out in the Instructions to Bidders, said public improvements being more generally described as follows:

I-80 Utility Relocation

Construct I-80 Utility Relocation including all labor, equipment, and materials necessary for installation of 10" water main in steel casing and 12" and 16" sanitary sewer force main in steel casing; and associated work including cleanup.

Section 2. That the amount of bid security to accompany each bid shall be in an amount which shall conform to the provisions of the Notice to Bidders approved as a part of said specifications; and,

BE IT FURTHER RESOLVED, that the Clerk be and is hereby directed to publish notice of public hearing and notice to bidders once in the West Branch Times Newspaper, a legal newspaper, printed wholly in the English language, published at least once weekly and having general circulation in this City. Publication shall be not less than four clear days nor more than twenty days prior to the public hearing scheduled to be held at the

March 6, 2023, meeting at the West Branch City Hall (110 N. Poplar Street). The date for receiving bids is hereby fixed as March 2, 2023. Said bids are to be filed prior to 2:00 p.m. on said date; and,

BE IT FURTHER RESOLVED, that bids shall be received and as provided in the public notice and the results of said bids shall be considered at a meeting of this Council on March 6, 2023, at 7:00 p.m., at the West Branch City Hall (110 N Poplar Street); and,

BE IT FURTHER RESOLVED, that the City Administrator is hereby designated as the authority to receive and open said bids on behalf of the City of West Branch, Iowa.

PASSED and APPROVED this 6th day of February, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

NOTICE OF PUBLIC HEARING

I-80 UTILITY RELOCATION WEST BRANCH, IOWA

Notice is hereby given that a public hearing will be held by the City of West Branch on the proposed contract documents (plans, specifications, and form of contract) and estimated cost for the I-80 Utility Relocation project at its meeting at 7:00 p.m. on the 6th day of March, 2023, in the Council Chambers at City Hall, 110 North Poplar Street, West Branch, Iowa. At the hearing, the City will receive and consider any objections made by any interested party, to the Plans and Specifications, proposed Form of Contract, and the Estimate of the Cost for the project.

The work will include but is not limited to the following improvements:

I-80 UTILITY RELOCATION

Construct I-80 Utility Relocation including all labor, equipment, and materials necessary for installation of 10" water main in steel casing and 12" and 16" sanitary sewer force main in steel casing; and associated work.

Sealed proposals will be received by the City Clerk of the City of West Branch, Iowa, at City Hall, 110 North Poplar Street, West Branch, Iowa, until 2:00 p.m. on the 2nd day of March, 2023, for the construction of I-80 Utility Relocation as described in the plans and specifications therefore, now on file in the office of the City Clerk. Proposals will be opened and the amount of the bids announced by the City Clerk at the time and date specified above. Proposals will be acted upon by said City at the March 6th City Council Meeting or at such later time and place as then may be fixed.

Published by the order of the City of West Branch, Iowa.



REQUEST FOR CONSIDERATION

MEETING DATE: February 6, 2023

AGENDA ITEM:	Resolution 2023-13 – Authorizing the Mayor and Council to send a letter to State Representative Bobby Kauffman. / Move to action.
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PREPARED BY:	City Administrator, Adam Kofoed
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DATE:	January 30, 2023
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BACKGROUND:

Upon the request of Mayor Laughlin, suggestions from Councilperson Dean, and information provided by City Administrator Kofoed, staff recommending council sign and send a formal letter to West Branch's elected state representatives in opposition to House File 1.

The letter also invites representatives to attend council meetings for better dialogue between West Branch and State Legislators.

GENERAL INFORMATION ON HF-1:

TIF Impacts: Division 1 impacts the school aid formula, shifting 50 cents of the current \$5.40 school aid foundation levy to state aid. This impacts local governments that use tax increment finance (TIF).

Assessment Limitation: Division 2 limits future assessments of "actual value" on individual parcels to 103% of the previous assessment year (3% increase). Exceptions are made for new construction and improvements, changes to the classification of the property, sale of properties and lack of previous assessments.

Bonding: Division 3 requires cities to deposit 10% of the cost of a project into a fund before seeking bond approval for the project or issuing bonds. Adds individual notice requirements by mail for bonds for every property taxpayer affected.

Essential Corporate Purpose: Division 3 also moves projects under Chapter 403 (urban renewal and 28E matters) out of Essential Corporate Purpose and places them in General Corporate Purpose.

RESOLUTION 2023-13

**RESOLUTION AUTHORIZING THE MAYOR AND CITY COUNCIL TO
SEND A LETTER TO STATE REPRESENTATIVE BOBBY KAUFFMAN.**

WHEREAS, the City Council, City of West Branch, Iowa would like to discuss Senate Bill House File 1 co-sponsored by State Representative Bobby Kauffman.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council hereby directs the Mayor to send the letter attached as “Exhibit A” to State Representative Bobby Kauffman.

Passed and approved this 6th day of February, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



EXHIBIT A

February 7, 2023

To: State Representative Bobby Kauffman

CC: State Senator Kerry Gruenhagen, State Senator Dawn Driscoll, State Rep: Heather Hora

Dear Bobby,

Thank you for your service to our community.

The City of West Branch is writing this letter in response to HF 1 in which you have co-sponsored and chair on the Ways and Means Committee. Many of us are fond of the work you do, but would like an explanation as to why there has been no communication or coordination from your office on HF bill 1 this year. We would like to invite you to a Council meeting to discuss this bill. The West Branch City Council meets the first and third Monday each month at 7:00 p.m.

Urban Renewal Changes Would Increase Taxes

As proposed, HF1 would require a referendum vote on any urban renewal funds used to fund essential capital improvement projects. In Fiscal Year 2025, the city will spend roughly \$381,000 on projects through incremental values from new growth. For us to raise that type of revenue, it would lead to a \$2.40 increase in our levy or roughly a \$336 tax increase. Multiply that over 15 years to pay for a bond and your co-sponsored bill would cost taxpayers \$5,040 per home valued at \$250,000 assessed dollars.

In addition, development costs will increase, delay time tables, and discourage private investments if developers must wait a year for a referendum vote.

Capped Assessments Hurt EMS Funding

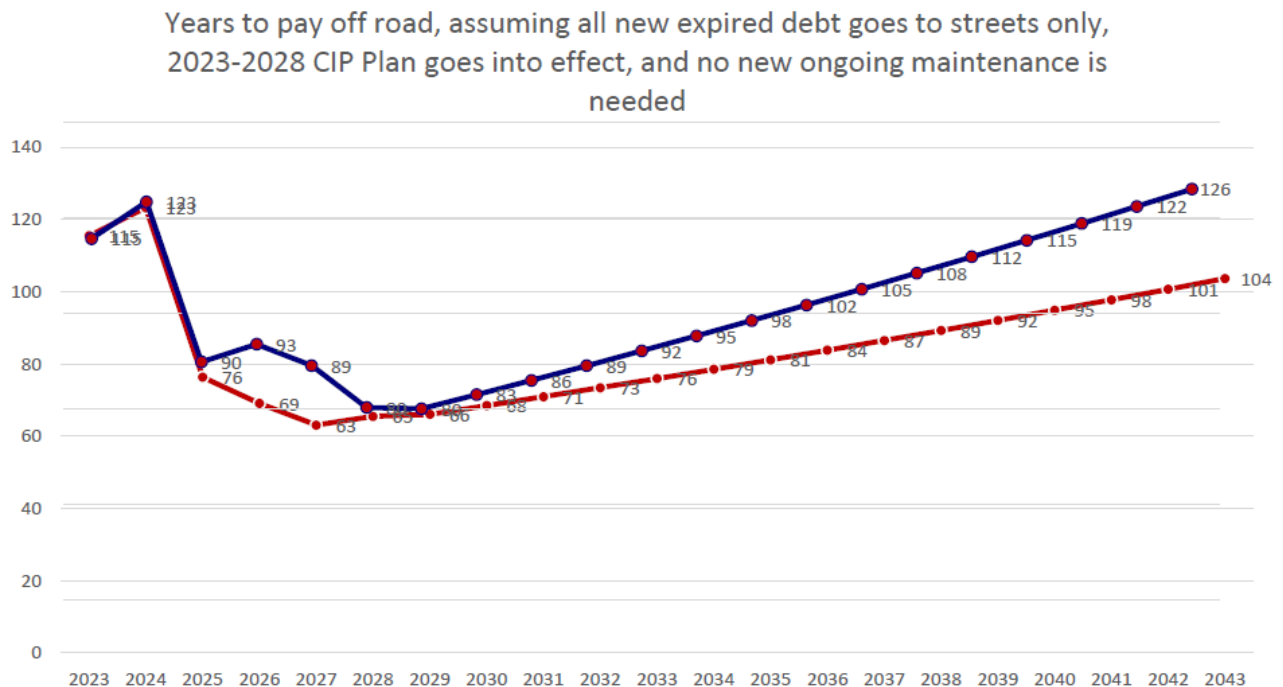
Based on the new assessments, the West Branch Fire Department only received a \$400 revenue increase. At a time of dwindling volunteers and high interest rates, a \$400 increase is not enough to fund EMS services for rural West Branch residents. As a reminder, West Branch is inching closer to 1,000 EMS calls per year and sits on the third busiest section of I-80 equalling roughly 52,000 vehicles a day. Currently, West Branch is growing at a rate of 5% yet we only saw a 3.3% increase in our taxable value property. Let us remind you that inflation expenses well exceed the \$400 increase in revenue. For the first time in at least 16 years, the WBFD cut its total budget. This delays equipment purchases that become more expensive overtime. If assessments get capped at 3%, we are looking at larger cuts than just equipment.



10% Down Not Feasible for Essential Corporate Purpose Bonds

In theory, this makes sense and it's something we strive for. We have recently passed several reserve requirement policies. However, it's not possible for all projects to meet the 10% down threshold. Streets is a great example. We have 17 paved miles valued at roughly \$42,500,000 in West Branch. The road use tax money we receive from the state is only \$330,000 a year which includes staffing for street cleaning, plowing, crack sealing, filling potholes, and necessary equipment to carry out normal maintenance. City staff ran a scenario and as you can see below in blue, HF1 will delay projects by 20 years. Keep in mind the life line for a concrete road is roughly 70 years and our current tax rate can only replace a specific road every 123 years.

10% Downpayment Requirement or \$500 year



Source: Adam Kofoed 2023, using city revenue and Veenstra & Kimm street estimates per mile, please contact Adam Kofoed for further questions.

Letter Requirements: State Should Follow the Same Requirements

West Branch holds two public work sessions, two public hearings on our budget and tax rate, posts regular information on our budget in our community newsletter, West Branch Times, and on social media. If this section passes, imagine what would happen to building costs, project



management times, and economic development confidence, if everyone is allowed to weigh in on essential infrastructure projects. In the end, cities' will just increase taxes to pay for additional mailings, more engineering fees for additional public hearings, election fees, and others costs associated with more public hearings or votes.

If this section does pass, we ask for one thing, the state should follow the same procedures. It is unfair for the state to set one set of requirements for cities and another standard for itself.

What Happened to Local Representation Is What's Best for Iowa?

Simply put, we feel as elected and appointed officials, voters trusted us to run the city on their behalf. HF 1 takes away local elected leaders' choices and puts them in the hands of a more distant authority whom do not live in our neighborhoods. It should be our voters who have control by communicating their issues directly with us.

Bobby, thank you for your service to Iowa. We know this is a difficult time for all. However, we are humbly inviting you to attend a City Council meeting so we can have an open discussion on how HF 1 will lower the quality of life and likely increase taxes on our residents.

Please contact City Administrator, Adam Kofoed at adam@westbranchiowa.org or (319) 643-5888 to schedule a meeting.

Sincerely,

Roger Laughlin
Mayor

Colton Miller
Mayor Pro Tem.

Nick Goodweiler
Councilperson

Jodee Stoolman
Councilperson

Jerry Sexton
Councilperson

Tom Dean
Councilperson