



CITY COUNCIL MEETING
MONDAY, APRIL 3, 2023 – 7:00 p.m.
CITY COUNCIL CHAMBERS
110 N. POPLAR STREET, WEST BRANCH, IOWA

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

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

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda. /Move to action.
6. Approve Consent Agenda/Move to action.
 - a. Approve minutes from the March 20, 2023 City Council meeting.
 - b. Approve a West Branch Fire Department Cadet Appointment
 - c. Approve Claims for 4/3/2023
7. Presentations/Communications/Open Forum (action cannot be taken)
8. Public Hearing/Non-Consent Agenda
 - a. **Public Hearing** – Regarding Adopting the Final Proposed Annual Budget for Fiscal Year 2024.
 - b. **Resolution 2023-28** – Adopting the Final Proposed Annual Budget for Fiscal Year 2024. / Move to action.
 - c. **Public Hearing** – Regarding the Proposed Contract Documents (plans, specifications and form of contract) and Estimated Cost for the East Side Water Main Replacement Project.
 - d. **Resolution 2023-29** - To accept and award the contract for the East Side Water Main Replacement Project to _____ in the amount of \$_____. / Move to action.
 - e. **Public Hearing** – on the Proposal to Vacate an Unused Portion of Green Street.
 - f. **First Reading of Ordinance 801** – Vacating an Unused Portion of Green Street on the former Croell Site to BBCO, LLC. / Move to action.
 - g. **Resolution 2023-30** – Approving the Annual Renewal Rates with Wellmark Blue Cross Blue Shield through the Iowa Community Trust. / Move to action.
 - h. **Resolution 2023-31** – Approving a REVISED Sewer Agreement with West Branch Village c/o Havenpark Capital Partners LLC. / Move to action.
 - i. **Resolution 2023-32** – Approving the Collateral Assignment of the Development Agreement for BBCO, LLC. / Move to action.
 - j. **Resolution 2023-33** – Hiring Gabriel Trimpe as a Streets Maintenance worker for the City of West Branch and setting the salary for Fiscal Year 23/FY24. / Move to action.
 - k. **Resolution 2023-34** – Entering into a Training Reimbursement Agreement with Gabriel Trimpe. / Move to action.
9. Discussion
 - a. Leaf vac purchase and financing options
 - b. IT Contracts
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**

**March 20, 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, and Nick Goodweiler. Absent: Jodee Stoolman and Tom Dean. City Staff present: City Clerk Leslie Brick, Public Works Director Matt Goodale, Parks & Recreation Director Matt Condon and City Attorney Kevin Olson. Staff attending via Zoom: City Administrator Adam Kofoed and Police Chief John Hanna. Absent: Kevin Stoolman, Heidi Van Auken and Nick Shimmin.

APPROVE THE AGENDA

Motion by Sexton, second by Miller to approve the agenda.

APPROVE CONSENT AGENDA

Approve minutes from the March 6, 2023 City Council meeting
Approve a Special Event Permit for Main Street West Branch for Kickoff to Summer 2023
Appoint Evie White to the Parks & Recreation Commission, term expiration 12/31/2024
Approve the January Monthly Financial Report
Approve Claims for 3/20/2023

EXPENDITURES	3/20/2023	
AMAZON.COM	PROGRAM SUPPLIES-LIBRARY	822.09
BAKER & TAYLOR	BOOKS	151.49
BOWERS CUSTOM SERVICES	SAND HAUL TO PW SHOP	625.00
CAPITAL ONE	VARIOUS ITEMS-LIBRARY	250.00
CEDAR CO TRANSFER STATION	TRASH DISPOSAL	85.00
CJ COOPER & ASSOCIATES	DRUG TEST-PW	105.00
CROELL	SAND	160.97
HAWKINS	CHEMICALS	3,039.50
HI-LINE	PARTS & SUPPLIES	206.57
HINTON, DANYA	SOFTBALL REG REFUND	60.00
ILLINOIS LIBRARY ASSOC	LIBRARY PROGRAM SUPPLIES	158.70
JOHNSON, WENDY & TODD	SOFTBALL REG REFUND	60.00
KANOPY	ON DEMAND VIDEO SERVICE	39.00
KIESLER POLICE SUPPLY	AMMO SUPPLIES	328.34
LAGUNAS, KALINA	SOFTBALL REG REFUND	60.00
LRS HOLDINGS	TRASH & RECYCLING FEB 2023	17,482.25
MACQUEEN EQUIPMENT	STREET SWEEPER BROOMS	840.10
MERCY IOWA CITY PHYSICIAN	PHYSICAL - CONDON	42.00
MPEC	PARTS & SUPPLIES	405.13
NASH, KERRI	SOFTBALL REG REFUND	60.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	465.68
QC ANALYTICAL SERVICES	LAB ANALYSIS	505.75
RECDESK	SUBSCRIPTION & FIN EXTRACT	7,000.00
ROOD, KRISTIN	P&R REGISTRATION REFUND	25.00
SENO, ERIN	SOFTBALL REG REFUND	60.00
SPAHN & ROSE LUMBER	SIGN REPLACEMENT SUPPLIES	75.66
STATE HYGIENIC LAB	LAB ANALYSIS	40.50
TYLER TECHNOLOGIES	TAX SERVICES FOR 2022	3,050.00
VEENSTRA & KIMM	FUTURE LAND USE PLANNING	696.50
ZIEHR, SARA & SCOTT	SOFTBALL REG REFUND	60.00
TOTAL		36,960.23
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	3/17/2023	53,949.71
PAID BETWEEN MEETINGS		
SISCO	HEALTH CLAIMS 3/13/2023	78.31
ALLIANT ENERGY	ALLIANT ENERGY	11,668.47

AT&T MOBILITY	WIRELESS SERVICE	364.72
BOUND TREE MEDICAL	MEDICAL SUPPLIES	948.33
CEDAR CO FIREFIGHTERS ASSOC	2023 MEMBER DUES	15.00
CLIA LAB PROGRAM	CERTIFICATE FEE	180.00
CULLIGAN WATER TECH	WATER SOFTENER SERVICES	29.99
FELD FIRE EQUIP	TRUCK SERVICE - FIRE	1,025.00
FRONTLINE PLUS FIRE & RESCUE	WARNING SIRENS MAINT SERV	600.00
LINN COUNTY REC	STREET LIGHTS	202.50
MATT PARRORR	LASER CHECKS	442.27
MED COMPASS	FIRE DEPT PHYSICAL EXAMS	3,275.00
WEST BRANCH TIMES	LEGAL PUBLICATIONS & AD	633.95
GLOBAL PAYMENTS	FEB CREDIT CARD FEES	1,026.44
DEPT OF TREASURY	941 TAX WITHHOLDING	347.42
BBCO LLC	HERRING PROPERTY PURCHASE	150,000.00
AMAZON	VARIOUS ITEMS	469.74
BAKER & TAYLOR	BOOKS	349.20
CARRIE HOURIGAN	CLEANING SERVICES-LIBRARY	368.00
JOHN DEERE FINANCIAL	SUPPLIES-PW	308.46
JOURNEYED	MICROSOFT OFFICE LICENSE	53.07
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,570.72
STATE INDUSTRIAL PRODUCTS	CHEMICALS	243.08
VERIZON WIRELESS	VERIZON WIRELESS	411.98
WEX BANK	VEHICLE FUEL	1,272.35
TOTAL		175,884.00
GRAND TOTAL EXPENDITURES		266,793.94

FUND TOTALS		
001 GENERAL FUND	66,548.54	
022 CIVIC CENTER	789.78	
031 LIBRARY	9,703.87	
110 ROAD USE TAX	8,462.02	
112 TRUST AND AGENCY	12,305.36	
312 DOWNTOWN EAST REDEV	150,000.00	
600 WATER FUND	11,636.74	
610 SEWER FUND	7,347.03	
GRAND FUND TOTAL	266,793.34	

REVENUE-FISCAL YEAR 2023		
FUND JANUARY		
001 GENERAL FUND	41,277.05	
022 CIVIC CENTER	353.45	
031 LIBRARY	321.71	
036 TORT LIABILITY	238.56	
110 ROAD USE TAX	24,849.37	
112 TRUST & AGENCY	3,238.06	
119 EMERGENCY TAX FUND	136.87	
121 LOCAL OPTION SALES TAX	23,659.08	
125 TIF	3,081.74	
126 TIF LMI MEADOWS PT 4	1,336.08	
226 DEBT SERVICE	1,439.24	
300 CAPITAL IMPROVEMENT RESERVE	198.79	
324 WW TREATMENT FACILITY	1,245,319.77	
500 CEMETERY PERPETUAL FUND	300.00	
600 WATER FUND	60,562.50	
610 SEWER FUND	74,874.52	
740 STORM WATER UTILITY	6,669.00	
TOTAL	1,487,855.79	

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

Hanna, at the Council's request investigated pros and cons of adding traffic cameras at Exit 254 on I-80. Hanna said data shows that automated traffic enforcement cameras does slow the traffic and that cameras would generate a lot of revenue for the city, however it would also increase staffing. Hanna suggested that the Council

review the information provided and wait on a decision regarding the current bill being deliberated at the State level to ban traffic cameras. Sexton said he was surprised at how much additional time the cameras would add to an already overextended staff. The Council decided that the subject should be tabled and reconsidered in the future.

PUBLIC HEARING / NON-CONSENT AGENDA

Discussion – minor budget changes (due to SF181)

Kofoed said Senate File 181 (an Act relating to property taxes and income taxes by modifying the calculation of assessment limitations for certain property, amending provisions relating to certain tax withholding requirements and tax credits, and including effective date and retroactive applicability provisions) caused the County to have to re-calculate valuations for fiscal year 2024. This re-calculation had an approximate (negative) thirty-eight-thousand-dollar effect on the city's already strained budget. In turn, the original proposed budget was adjusted and cuts have been made to the city owned civic center, fire department and a few small city projects which is reflected in the proposed budget form.

Resolution 2023-21 – Adopting the Final Proposed Fiscal Year 2024 Annual Budget and Ordering a Notice of Public Hearing for April 3, 2023. / Move to action.

Motion by Miller, second by Sexton to approve Resolution 2023-21. AYES: Miller, Sexton, Goodweiler. NAYS: None. Absent: Stoolman and Dean. Motion carried.

Resolution 2023-22 – Approving a 60-Month Lease Agreement with Koch Brothers on a Lanier IM C4500 Copier for \$132.00 per month plus a monthly service charge based on number of copies. / Move to action.

Miller asked if other proposals were received for comparison purposes. Brick said that staff had solicited proposals from three different companies and that Koch was the least expensive and provided a similar machine. She said that staff felt that the lease option was the best option based on the current budget situation. Brick added that the current machine is having some mechanical issues and that replacement parts are no longer available. Miller also asked if the per copy price was comparable to what the city is paying currently. Brick confirmed that they are similarly priced.

Motion by Miller, second by Goodweiler to approve Resolution 2023-22. AYES: Miller, Goodweiler, Sexton. NAYS: None. Absent: Stoolman and Dean. Motion carried.

Resolution 2023-23 – Allowing the Consumption of Alcohol on a Public Street within the City of West Branch on Saturday, June 10, 2023 from 4:00 p.m. to midnight on the 100 block of North Downey Street for a free community concert. / Move to action.

Miller asked if the Chief had any issues from last year's event. Hanna responded that the only complaint received was for noise (at 7:30 p.m.), and commented that it was a well-run event and he had no issues with the request.

Motion by Miller, second by Goodweiler to approve Resolution 2023-23. AYES: Miller, Goodweiler, Sexton. NAYS: None. Absent: Stoolman and Dean. Motion carried.

Resolution 2023-24 – Support of the application of BBCO, LLC for funding via the Workforce Housing Tax Credit Program and Pledging City Monies for the same. / Move to action.

Motion by Sexton, second by Goodweiler to approve Resolution 2023-24. AYES: Sexton, Goodweiler, Miller. NAYS: None. Absent: Stoolman and Dean. Motion carried.

Resolution 2023-25 – Setting a Date for a Public Hearing on the Intent to Vacate a Portion of Green Street and to Dispose of the City's Interest in the same. / Move to action.

Olson said the particular part of the street is currently unused and has no value to the city and recommended proceeding with the partial street vacation.

Motion by Miller, second by Sexton to approve Resolution 2023-25. AYES: Miller, Sexton, Goodweiler. NAYS: None. Absent: Stoolman and Dean. Motion carried.

Resolution 2023-26 - Approving Pay Estimate Number 7 in the Amount of \$151,883.91 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. / Move to action.

Motion by Miller, second by Sexton to approve Resolution 2023-26. AYES: Miller, Sexton, Goodweiler. NAYS: None. Absent: Stoolman and Dean. Motion carried.

Resolution 2023-27 – Approving a Legal Services Agreement and Authority to Represent with Lynch Dallas, P.C. / Move to action.

Kofoed said the agreement is for updating the city’s employee handbook which has not been updated since 2016. Kofoed said employee handbooks should be reviewed every five years as employment laws change from time to time and it now necessary to do a full review. Miller asked if he had an estimated total cost for the update. Kofoed said he didn’t anticipate it to be more than twenty-five hundred dollars.

Motion by Miller, second by Sexton to approve Resolution 2023-27. AYES: Miller, Sexton, Goodweiler. NAYS: None. Absent: Stoolman and Dean. Motion carried.

Motion to accept the resignation of Library Director Nick Shimmin. / Move to action.

Laughlin and the Council thanked Shimmin for his years of service. Shimmin accepted a position with the North Liberty Public Library and will be leaving the City at the end of March.

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

Discussion:

Public Works Director, Matt Goodale - Direction on the purchase of a leaf vacuum

Goodale said the city’s leaf vac caught fire last October during a daily leaf collection. The public works crew operating the vac was not able to put the fire out themselves and the West Branch Fire Department was called. The leaf vac ended up being a total loss. The insurance has estimated its value to be approximately \$39,000. Goodale said he would like to put that money towards the purchase of a new vac and presented a proposal in the amount of \$75,000.00. Goodale said he had not budgeted for a replacement and the proposal provides two financing options. Miller adamantly stated that he does not support borrowing for equipment and that individual departments needs to use set aside funds for such purchases. Goodale said his set aside didn’t have enough funds to cover the difference and still allow him to make other planned purchases next year. Goodale added that if he didn’t make the purchase soon, the leaf vac may not get here in time for fall leaf collection. The Council was in agreement that outside financing was not an option and asked Goodale to discuss other funding options with Kofoed and Van Auken.

City Administrator, Adam Kofoed - Local Option Sales Tax (LOST)

Kofoed asked the Council to start thinking about how the city could use future LOST funds when the current referendum ends in 2032. Kofoed said the Council will want to add a referendum language change on the ballot well in advance of the expiration of the current referendum in case it fails the first time. Currently LOST funds can only be used for park improvements.

City Administrator, Adam Kofoed -West Branch Village dba Havenpark sewer billing discussion (rules for reconsideration)

Kofoed explained that in order for the agreement to be re-considered, one of the Council members who was either not present for the first vote or one of the vetoing members would have to request that the agreement be placed back on the agenda for reconsideration. Schechinger explained how the \$40.00 per unit was arrived at, but Sexton still felt that it was too low. Schechinger also added that he checked the meter and it is not set up correctly and contacted Havenpark to remedy the situation. After further discussion on what a fair sewer rate was to be charged, Sexton agreed to have the item placed back on the next Council agenda for reconsideration.

CITY ADMINISTRATOR REPORT - NONE

CITY ATTORNEY REPORT – Olson reported that he is still awaiting a response from Hills Bank regarding the nuisance property on East Green Street. He also advised the Council that a new condemnation hearing was scheduled for March 30th on the Gaskill property.

CITY ENGINEER REPORT – Schechinger said Herbert Hoover Highway and West Main Street is still on schedule to close April 3rd for the start of the roundabout project. Moving of utilities has begun as part of the

project and there were no issues to report at this time. Laughlin said he had been asked about maintaining access to the baseball fields behind the middle school. Schechinger said the affected property owner on the south side of the road will have access off Cedar-Johnson at all times which should allow for vehicle access (including emergency vehicles) to the ball fields.

STAFF REPORTS - NONE

COMMENTS FROM MAYOR AND COUNCIL MEMBERS - NONE

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:17 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 3, 2023

AGENDA ITEM: Approve West Branch Fire Department Cadet Appointment

PREPARED BY: Leslie Brick, City Clerk
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DATE: March 23, 2023

BACKGROUND:

Approve appointments to the West Branch Fire Department:

Cadet – Nathan Hills (approved by the WBFD on March 8, 2023). All paperwork and parental signatures have been submitted and are in order.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 3, 2023

AGENDA ITEM: Claims

PREPARED BY: Heidi Van Auken

DATE: March 28, 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**4/3/2023**

ALATORRE	WINDOW CLEANING-CITY BLDG	70.00
AMAZON.COM	BOOKS	233.80
BAKER & TAYLOR	BOOKS	318.04
BOWERS CUSTOM SERVICES	ROCK FOR PARKING, SHOULDERS	750.00
CEDAR COUNTY COOPERATIVE	FUEL-PW	1,593.54
DAVID & RENEE HAUGLAND	BLDG INCENTIVE PAYMENT	637.60
IOWA ASSN. MUN. UTILITIES	MEMBERSHIP DUES	839.00
IOWA LAW ENFORCEMENT ACADEMY	ACADEMY TRAINING-MOORE	7,600.00
JOHANNIS, DEREK OR SARAH	BLDG INCENTIVE PAYMENT	1,350.60
JOHN DEERE FINANCIAL	SUPPLIES-PW	1,254.33
KIRKWOOD COMM. COLLEGE	BLS PROVIDER FEES-POLICE	18.00
KLINKKAMMER, MICHAEL & ANGIE	BLDG INCENTIVE PAYMENT	1,176.02
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,557.89
LRS HOLDINGS	GARBAGE STICKERS	285.00
LYNCH'S PLUMBING	SHOP TOILET PARTS-PW	19.00
OASIS ELECTRIC	DEFIBRILLATOR INSTALL-CUBBY	579.48
STATE INDUSTRIAL PRODUCTS	LIFT STATION PROGRAM	243.08
VEENSTRA & KIMM	VARIOUS PROJECTS	17,656.63
WEST BRANCH TIMES	SUBSCRIPTION EXP 5-30-2024	34.00
TOTAL		36,216.01

PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS**3/31/2023****45,932.29****PAID BETWEEN MEETINGS**

BOOMERANG	WW TREATMENT PAY ESTIMATE 7	151,883.91
AERO RENTAL	BRUSH CHIPPER RENTAL	726.00
ALTORFER	SKID LOADER PART	7.04
DAN'S OVERHEAD DOORS	DOOR REPAIR - PW	226.08
IOWA ONE CALL	UTILITY LOCATION SERVICE	33.30
KOCH OFFICE GROUP	COPIER MAINTENANCE	338.98
MEDIACOM	CABLE SERVICE	41.90
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-CITY	1,005.00
THE HOME DEPOT PRO	BLDG SUPPLIES-CITY, POLICE	103.10
TRUCK COUNTRY	TRUCK PART	61.70
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	5,225.56
VERIZON WIRELESS	VERIZON WIRELESS	411.98
SISCO	HEALTH CLAIMS 3/20/2023	1,758.35
VARIOUS VENDORS	UB REFUNDS	52.71
AMAZON.COM	DVD	14.96
D&R PEST CONTROL	PEST CONTROL - LIBRARY	70.00
IMPACT 7G	WIDENING WAPSI CREEK	5,210.00
JOURNEYED	MICROSOFT OFFICE LICENSE	53.07

PITNEY BOWES	POSTAGE METER RENTAL-CITY	180.00
METLIFE	INSURANCE	1,407.94
SISCO	INSURANCE	11,000.69

TOTAL		179,812.27
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GRAND TOTAL EXPENDITURES		261,960.57
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FUND TOTALS

001 GENERAL FUND		45,359.05
022 CIVIC CENTER		44.54
031 LIBRARY		7119.68
110 ROAD USE TAX		10,017.33
112 TRUST AND AGENCY		17,981.78
319 RELOCATING WATER & SEWER		1,772.00
324 WW TREATMT FAC IMP 2021		162,620.81
321 WIDENING WAPSI CREEK		5,210.00
326 ROUNDABOUT MAIN & CEDAR		607.48
329 EASTSIDE WATER MAINS		2,902.60
600 WATER FUND		3655.56
610 SEWER FUND		<u>4,669.74</u>

GRAND FUND TOTAL		261,960.57
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	KIRKWOOD COMM. COLLEGE	BLS PROVIDER FEES-POLICE	18.00
			IOWA LAW ENFORCEMENT ACADEMY	7,100.00
		LIBERTY COMMUNICATIONS	RIFLE TRAINING-MOORE	500.00
			TELEPHONE SERVICE	303.13
			TOTAL:	7,921.13
FIRE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	88.68
			TOTAL:	88.68
PARK & RECREATION	GENERAL FUND	OASIS ELECTRIC LLC	DEFIBRILLATOR INSTALL-CUBB	579.48
			LIBERTY COMMUNICATIONS	279.67
		TOTAL:	859.15	
CEMETERY	GENERAL FUND	JOHN DEERE FINANCIAL	SPRING RESTOCK FOR SUMMER	1,090.90
			TOTAL:	1,090.90
ECONOMIC DEVELOPMENT	GENERAL FUND	JOHANNIS, DEREK OR SARAH DAVID & RENEE HAUGLAND KLINKKAMMER, MICHAEL & ANGELA	BLDG INCENTIVE PAYMENT	1,350.60
			BLDG INCENTIVE PAYMENT	637.60
			BLDG INCENTIVE PAYMENT	1,176.02
			TOTAL:	3,164.22
CLERK & TREASURER	GENERAL FUND	WEST BRANCH TIMES LIBERTY COMMUNICATIONS ALATORRE LLC	SUBSCRIPTION EXP 5-30-2024	34.00
			TELEPHONE SERVICE	420.72
			WINDOW CLEANING-CITY BLDG	70.00
			TOTAL:	524.72
SOLID WASTE	GENERAL FUND	LRS HOLDINGS, LLC	GARBAGE STICKERS	285.00
			TOTAL:	285.00
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	64.95
			TOTAL:	64.95
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	LOT SITE PLAN REVIEW	199.00
			MEADOWS PT5 REVIEW	225.00
			ANNEXATION STUDY	1,213.65
			TOTAL:	1,637.65
TOWN HALL	CIVIC CENTER	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	44.54
			TOTAL:	44.54
LIBRARY	LIBRARY	BAKER & TAYLOR INC.	BOOKS	142.77
			BOOKS	175.27
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	237.61
			BOOKS	17.96
			BOOKS	20.98
		HP LAPTOP BATTERY	35.57	
		LIBRARY PROGRAM SUPPLIES	142.34	
		TANK FILTER-LIBRARY	16.95	
		TOTAL:	789.45	
		ROADS & STREETS	ROAD USE TAX	LYNCH'S PLUMBING INC
CEDAR COUNTY COOPERATIVE	FUEL-PW			
JOHN DEERE FINANCIAL	SUPPLIES-PW			104.46
LIBERTY COMMUNICATIONS	TELEPHONE SERVICE			39.53
BOWERS CUSTOM SERVICES LLC	ROCK FOR PARKING, SHOULDER			750.00
TOTAL:	2,506.53			

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
CAPITAL PROJECT	RELOCATING WATER & VEENSTRA & KIMM INC.		I80 WIDENING COORDINATION	452.00
			I80 WIDENING COORDINATION	1,320.00
			TOTAL:	1,772.00
CAPITAL PROJECT	WW TREATMT FAC IMP VEENSTRA & KIMM INC.		WW TREATMENT FACILITY	3,896.90
			WW TREATMENT FACILITY	6,840.00
			TOTAL:	10,736.90
INVALID DEPARTMENT	ROUNDAABOUT MAIN & VEENSTRA & KIMM INC.		HHH & CEDAR JOHNSON INTERS	607.48
			TOTAL:	607.48
CAPITAL PROJECTS	EASTSIDE WATER MAI VEENSTRA & KIMM INC.		EAST SIDE WATER MAINS	2,902.60
			TOTAL:	2,902.60
WATER OPERATING	WATER FUND	JOHN DEERE FINANCIAL LIBERTY COMMUNICATIONS	SUPPLIES-PW	3.98
			TELEPHONE SERVICE	39.53
			TOTAL:	43.51
SEWER OPERATING	SEWER FUND	IOWA ASSN. MUN. UTILITIES JOHN DEERE FINANCIAL LIBERTY COMMUNICATIONS STATE INDUSTRIAL PRODUCTS	MEMBERSHIP DUES	839.00
			UNIFORMS	54.99
			TELEPHONE SERVICE	39.53
			LIFT STATION PROGRAM	243.08
			TOTAL:	1,176.60

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

001	GENERAL FUND	15,636.40
022	CIVIC CENTER	44.54
031	LIBRARY	789.45
110	ROAD USE TAX	2,506.53
319	RELOCATING WATER & SEWER	1,772.00
324	WW TREATMT FAC IMP 2021	10,736.90
326	ROUNDAABOUT MAIN & CEDAR-J	607.48
329	EASTSIDE WATER MAINS	2,902.60
600	WATER FUND	43.51
610	SEWER FUND	1,176.60

GRAND TOTAL:		36,216.01



REQUEST FOR CONSIDERATION

MEETING DATE: April 3, 2023

AGENDA ITEM: Public Hearing – Regarding Adopting the Final Proposed Annual Budget for Fiscal Year 2024.
PREPARED BY: City Administrator Adam Kofoed
DATE: March 23, 2023

BACKGROUND:

Inflation rates are at a 40-year high, in addition, the state legislature sees property tax reform as it's #1 priority. FY 2023-2026 budget will likely be some of the most complicated budgets any West Branch City Council will face.

The City Administrator asked various boards and council for feedback on what topics need to be explained better to the public. The most common themes mentioned was the budget.

The purpose of this presentation is to recap the last four months of work help explain to the public the budget as requested by other boards and council. The following presentation should explain:

1. What does the budget process look like?
2. Where do my taxes go?
3. What's does this budget hope to accomplish?
4. What happens if our budget woes do not improve.
5. So, what's really changing?

NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET

Fiscal Year July 1, 2023 - June 30, 2024

City of: WEST BRANCH

The City Council will conduct a public hearing on the proposed Budget at: Council Chambers at City Office 110 N. Poplar Street West Branch, IA 52358

Meeting Date: 4/3/2023 Meeting Time: 07:00 PM

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the City Clerk and County Auditor.

City budgets are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-budget-appeals>.

The Budget Estimate Summary of proposed receipts and expenditures is shown below. Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property 13.61430

The estimated tax levy rate per \$1000 valuation on Agricultural land is 0

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

Phone Number
(319) 643-5888

City Clerk/Finance Officer's NAME
Heidi Van Auken

		Budget FY 2024	Re-estimated FY 2023	Actual FY 2022
Revenues & Other Financing Sources				
Taxes Levied on Property	1	2,138,573	2,043,736	2,010,265
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	2,138,573	2,043,736	2,010,265
Delinquent Property Taxes	4	0	0	1,664
TIF Revenues	5	650,292	599,780	526,647
Other City Taxes	6	330,956	327,179	402,399
Licenses & Permits	7	56,500	86,518	149,849
Use of Money and Property	8	10,765	11,500	20,100
Intergovernmental	9	1,991,840	1,979,867	1,051,527
Charges for Fees & Service	10	2,034,072	1,779,834	1,729,332
Special Assessments	11	0	0	0
Miscellaneous	12	27,000	31,000	68,580
Other Financing Sources	13	8,200,000	13,703,000	503,550
Transfers In	14	801,381	1,056,639	916,732
Total Revenues and Other Sources	15	16,241,379	21,619,053	7,380,645
Expenditures & Other Financing Uses				
Public Safety	16	990,574	1,693,113	588,836
Public Works	17	736,388	750,713	900,939
Health and Social Services	18	0	0	0
Culture and Recreation	19	760,100	770,742	692,868
Community and Economic Development	20	295,381	223,491	139,527
General Government	21	283,214	263,684	215,334
Debt Service	22	930,769	1,439,005	1,124,373
Capital Projects	23	4,930,712	4,189,467	1,069,208
Total Government Activities Expenditures	24	8,927,138	9,330,215	4,731,085
Business Type / Enterprises	25	8,463,151	11,436,394	849,957
Total ALL Expenditures	26	17,390,289	20,766,609	5,581,042
Transfers Out	27	801,381	1,056,639	916,732
Total ALL Expenditures/Transfers Out	28	18,191,670	21,823,248	6,497,774
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-1,950,291	-204,195	882,871
Beginning Fund Balance July 1	30	5,193,341	5,397,536	4,514,665
Ending Fund Balance June 30	31	3,243,050	5,193,341	5,397,536

A photograph of a busy outdoor festival or fair. In the foreground, a white sign on a stand reads "NIABI ZOO 100 & 3 00", "RANGER LED GAMES", and "RANGER LED GAMES". The background is filled with people walking through a path lined with various tents and booths. A large white archway with an American flag is visible in the distance. The scene is set outdoors with trees and a clear sky.

City of West Branch

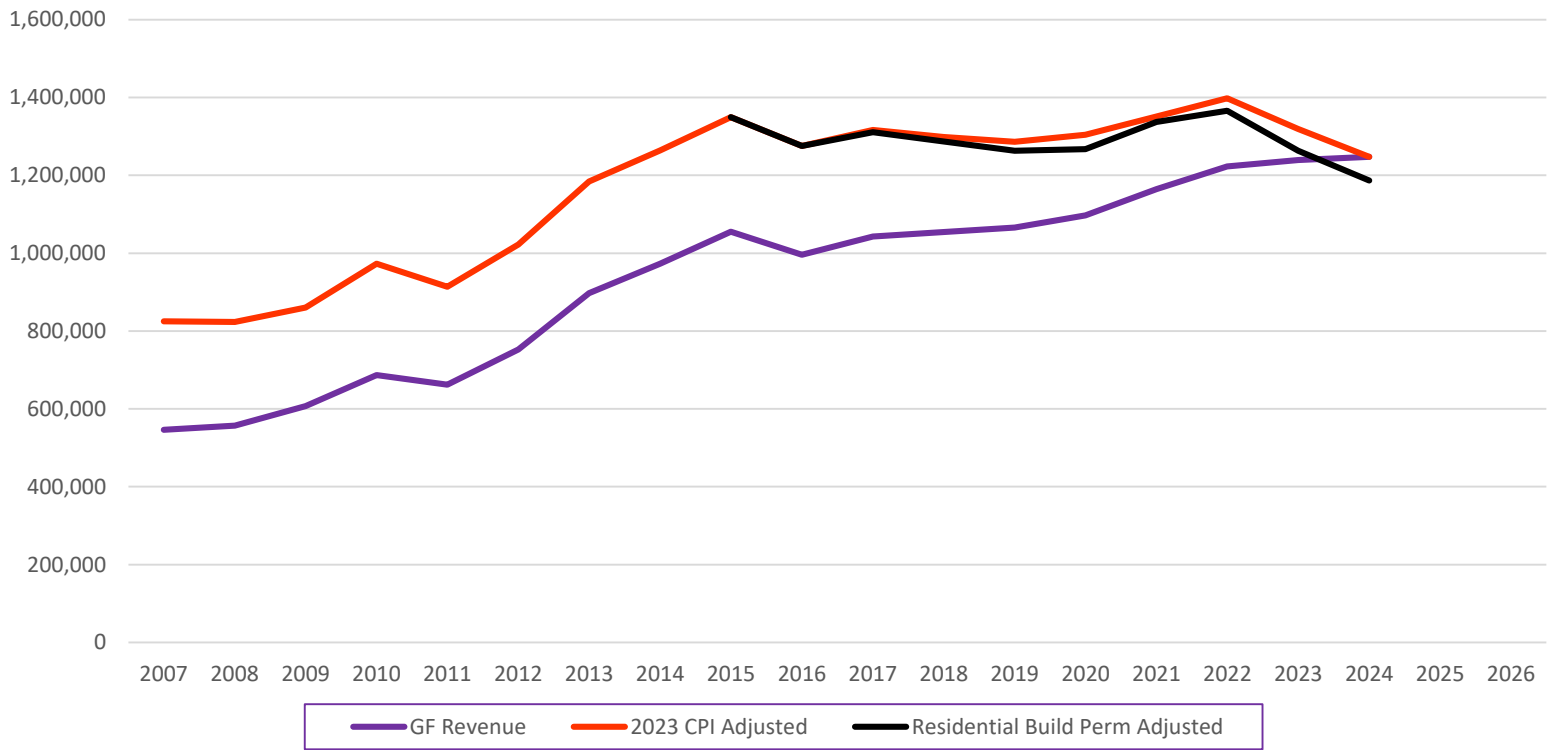
FISCAL YEAR 2023-2024
BUDGET PRESENTATION

Recap

- 1.** Nov. 2022 Budget Outlook:
 1. Why a growing town is cutting its services?
- 2.** Dec. 2022 Strategic Planning
- 3.** Jan. 2023 Held Two Public Worksessions
- 4.** Feb. 2023 Maximum Property Tax Levy Hearing
- 5.** Apr. 2023 Budget Hearing & Adoption

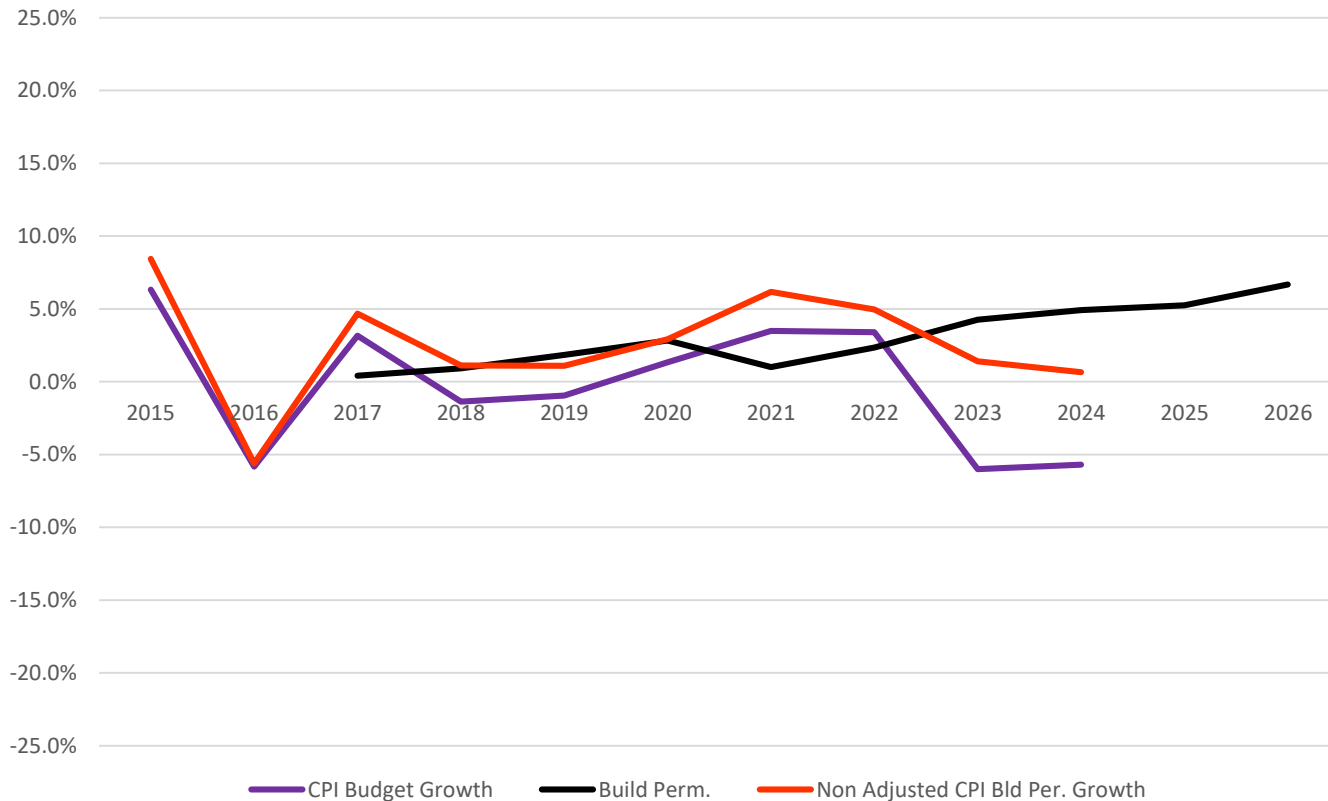
What Public Sees Vs. Staff/Council

Total General Fund Levy Dollars



FY 2025 will be a key year

Budget Percentage Change with CPI 2023 Dollars and a Two Year Delay
 in New Residential Buildings Factor



More Money?



General Fund only received \$5,000 more when -\$10,000 rollback is factored after 2023 SF 181 was passed.

- SSB1125 if passes -\$10,731 for Industrial Rollback
- -\$1,425 Veteran Credit Increase
- -\$990 Veteran Exemption
- **A 10% taxable value increase? Or Caps?**

Road Use Tax revenue expected to increase by only \$8,000

Addressing Councils Strategic Plan

- 1.** Finalize, pass, and get shovels in the ground for the 2023-2028 capital improvement plan.
 1. HH Roundabout bids in
 2. Moving towards East Side and Wapsi

- 2.** Prioritize financial sustainability before making new decisions and reconsider the city's needs during tax cuts and high inflation.
 1. Cut from celebrations, programs don't break even, and incentive food items.
 2. Sitting with a large surplus this year but waiting on inflation before hiring 5th officer or comm development director.

- 3.** Draft a plan for a Main St. reconstruction project.
 1. Once CIP plans are done we will budget for Main St. Needs Assessment. FY25

- 4.** Conduct a water needs assessment to plan future water main improvements while considering Greenview north loop as a priority.
 1. Budgeted money for V&K to run a water needs assessment.

Addressing Councils Strategic Plan

1. Renew the local options sales tax referendum for the Nov. 2023 election.
 1. February Discussion move to March vote.
2. Continue to support and find ways to alleviate public safety trends.
 1. If inflation slows down to 4% or less can fund 5th officer by FY26. Police have made the first move by delaying purchase of vehicle.
 2. Continued on call pay. Supporting WBFD through concert at HHTD
3. Reevaluate programs and services the city offers to meet financial sustainability goals.
 1. Ongoing
4. Finalize lead service line inventory.
 1. Budgeted more labor time in water for lead service line inventory. Replaced some cemetery and park full time wages with a part time mower.

Addressing Councils Strategic Plan

- 1. Complete a city office succession plan and increase education training for staff. .**
 1. Funds a 20 hour week position for water/sewer in hopes to either save library labor costs or start training a replacement. FY25 planned full time water/sewer coordinator, or deputy city clerk.

- 2. Save for grants and upcoming projects. .**
 1. Continued savings for Heritage Square/Hotel Motel.
 2. Eastside/downtown revitalization has \$150k surplus that can be moved to a downtown project.
 3. Surplus in GF, sewer, water, stormsewer, streets for projects or equipment.

- 3. Restart sidewalk repair enforcement.**
 1. FY25-27 plan to restart sidewalk repair enforcement, depends on upfront money for PW to fix sidewalks if owners don't comply.

- 4. Continue Main St./Community Development Director discussions going**
 1. FY26-27 plan to enter an agreement with main St. Depends on funding availability, hotel/motel funds, and health benefit costs.



If FY 25 is not good: City Administrator Skimming Plan

FY23: General skimming \$150,000

FY24: Cuts to celebrations, equipment, and parks \$150,000

FY25: Cut from library and eliminate city's role in HHTD's

FY26: Cut parks and cemetery

FY27: Eliminate all TIF debt which will increase taxes

FY 28: Eliminate City Administrator position

FY29: Cut police, parks, cemetery, library, and Hotel/Motel

FY30: Cut city lights on at night.

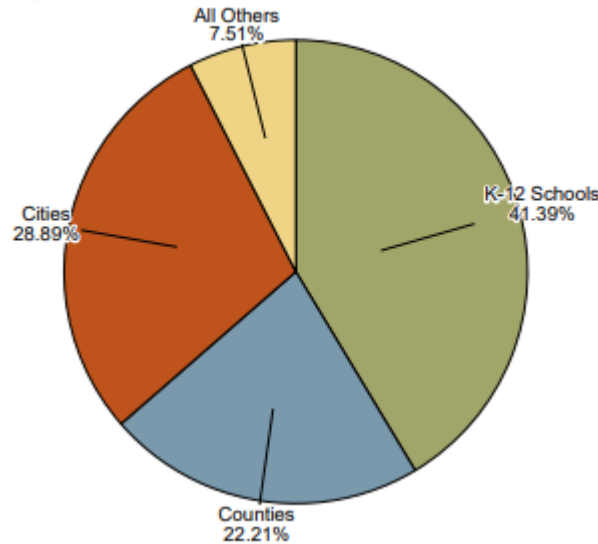
Conclusion: Livin on a Prayer

FY2025 will be pivotal

The Grit

1. Where do your property taxes go?
2. Where do West Branch Property Taxes Go?
3. The Big Bucket: General Fund
4. Lots of budget and services discussions. What is exactly changing in FY 2024?

Where do my property taxes go?

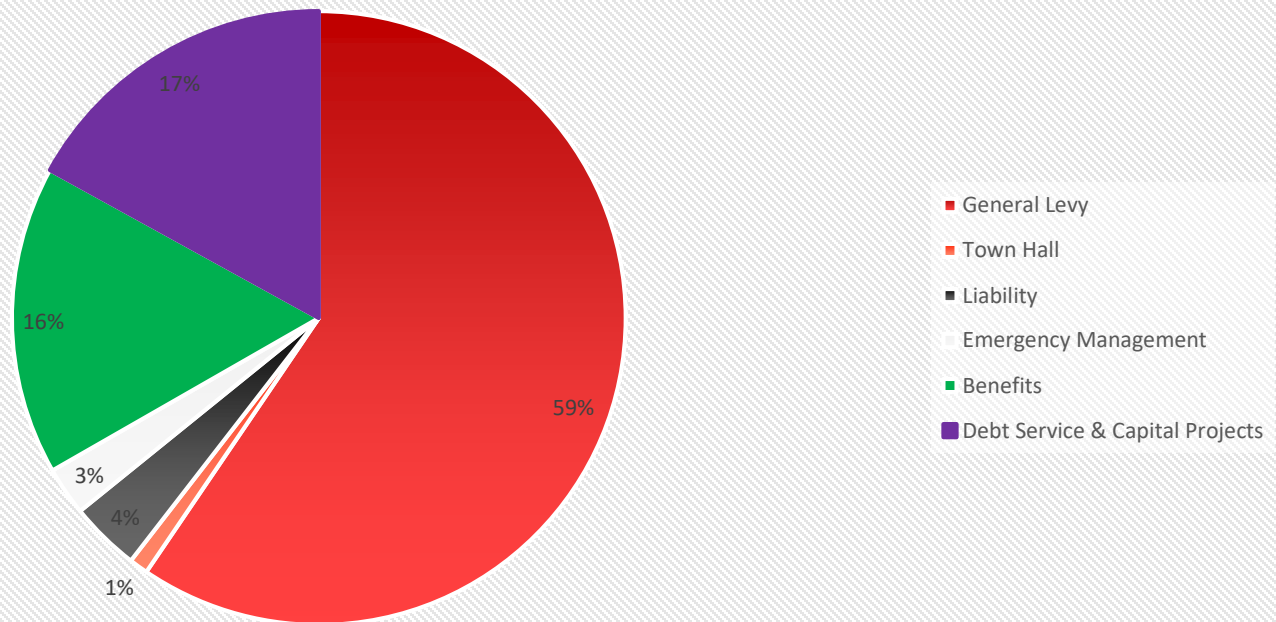


Graph A

2022 Iowa League
of Cities

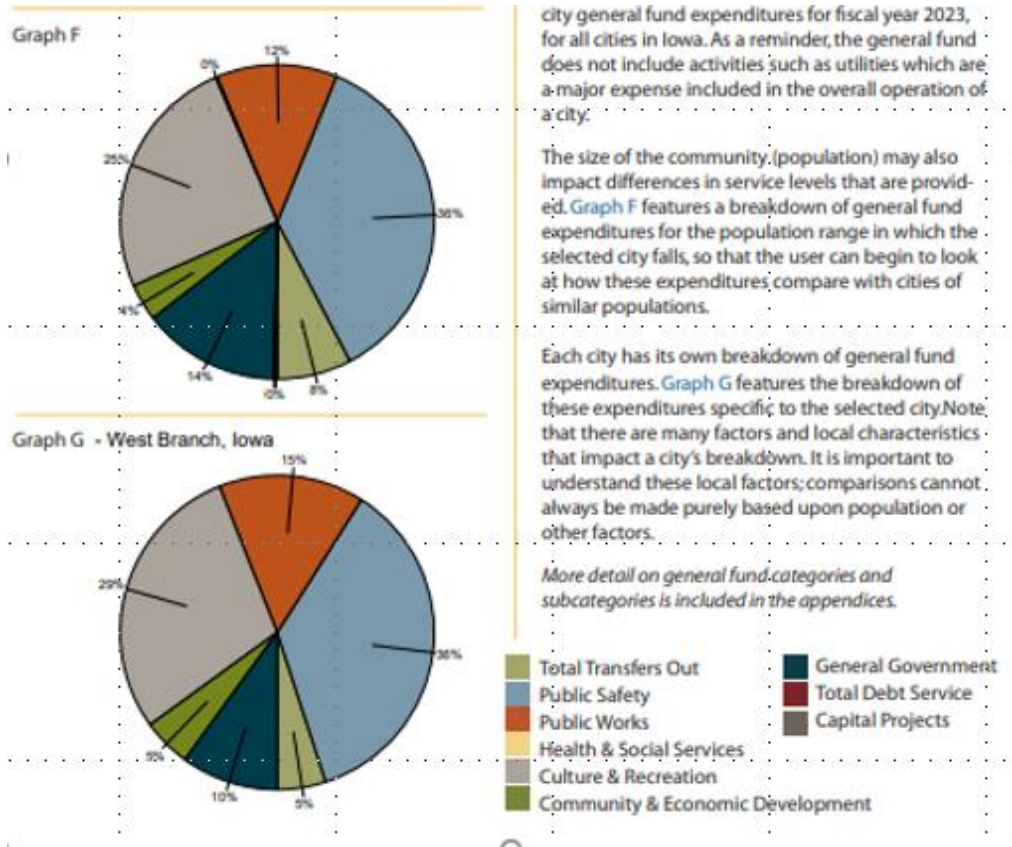
Where do my city taxes go?

(Simplified) Where city taxes go as a percentage of their tax bill



FY 2024 Tax Levy Simplified, Kofoed, Adam 2023

The Big Bucket : General Fund Money



2022 Iowa League of Cities: Iowa State University Community Indicators Profile: West Branch, Iowa

2022-2023 Budget Overview

Tax Rate

Assumptions:

- **DON'T MAKE 'EM**
- WB Tax rate will go from 13.22 to \$13.61 due to state law assessment changes.

	2020 CENSUS	Total Regular	State Rank
TIPTON	3,149	16.61884	87
DES MOINES	214,133	16.61	88
CEDAR RAPIDS	137,710	16.0262	113
MUSCATINE	23,797	15.97054	117
IOWA CITY	74,828	15.63305	138
HIAWATHA	7,183	14.75527	192
WEST LIBERTY	3,858	14.69026	196
CORALVILLE	22,318	14.3123	227
MARION	41,535	14.20203	241
WILTON	2,924	13.51036	298
WEST BRANCH	2,509	13.22028	313
MOUNT VERNON	4,527	12.99906	332
TIFFIN	4,512	11.80746	433
NORTH LIBERTY	20,479	11.3192	479
SOLON	3,018	10.97629	512
ELY	2,328	10.94693	514

2023–2024 Budget Overview

All Budget Assumptions

- 6% increase in full time permanent wages.
- 6% increase in health insurance (20% last year)
- 25% increase in fuel, utilities, travel, and equipment.
- Only a \$5,000 increase in General Fund after SF 181 passed.
- Conservative Revenue assume no new growth or now sewer/water rate increase.
- Will be a working progress due to new state laws and a 2nd time WB budget for CA and FO.

Reserve Requirements

City Council Self Imposed Reserve Goals				
	<u>Fund</u>	<u>Reserve Requirement</u>	<u>Amount</u>	To Meet Goal
1.	General Fund	25% or 3 Months Operating Expenses	\$ 523,298	\$ (45,901)
2	Hotel/Motel	One Year's Receipts	\$ 30,000	\$ 42,332
5a	Capital Proj. Reserve	One Year's Receipts	\$ 82,127	\$ 103,000
7.	Tort and Liability	25% of Expected Operating Expenses	\$ 20,350	\$ (52,196)
8.	Employee Benefits Fund	25% of Expected Operating Expenses	\$ 96,593	\$ 142,066
9	Local Option Fund	One Year's Receipts, for relevant referendum	\$ 262,809	\$ (84,549)
10	Road Use Tax	50% of Expected Operating Expenses	\$ 163,085	\$ (85,501)
11	Water Fund	50% of Operating Expenses & 100% Annual Debt Pmts	\$ 333,500	\$ 28,188
12	Sewer Fund	50% of Operating Expenses & 100% of Annual Debt Pmts	\$ 467,276	\$ 227,380
13	Storm Sewer Fund	50% of Expected Operating Expenses	\$ 33,000	\$ 63,142

Birdseye View (As of Today)

City of West Branch FY-24 Budget Summary

Fund	Projected	Projected		Rev vs. Exp	Transfers In	Transfers Out+	To/From	Projected
	Beginning	Revenues	Expenses				Fund Balance	Ending
	Balance							Balance
General Fund	\$448,453	\$2,093,193	\$1,676,638	\$416,554	\$7,014	\$394,624	\$28,944	\$477,398
Fire Reserve	\$140,000			\$0	\$131,850	\$125,000	\$6,850	\$146,850
Police Reserve Fund	\$49,530			\$0	\$35,000	\$0	\$35,000	\$84,530
Parks and Rec Reserve Fund	\$17,340			\$0			\$0	\$17,340
Public Works Reserve	\$0		\$0	\$0	\$9,500		\$9,500	\$9,500
Signs Acciona Investment	\$7,014					\$7,014	-\$7,014	\$0
Park Equipment Reserve	\$8,000				\$0		\$0	\$8,000
Civic Center Active Fund	\$36,535	\$24,568	\$19,900	\$4,668	\$0	\$0	\$4,668	\$41,203
Hotel/Motel Active Fund	\$29,832		\$0	\$0	42,500		\$42,500	\$72,332
Heritage Square Fund	\$5,000	\$0	\$0	\$0	7,500	\$0	\$7,500	\$12,500
Memorial Garden	\$414						\$0	\$414
Splash Pad Reserve	\$100						\$0	\$100
Library Reserve	\$31,820	\$32,092	\$231,365	-\$199,274	\$199,274	\$0	\$0	\$31,820
City Hall Reserve Fund	\$1,500	\$0	\$0	\$0	\$2,000	\$0	\$2,000	\$3,500
COVID Emergency Response	\$15,000	\$0	\$0	\$0	\$0		\$0	\$15,000
Community Betterment	\$2,000	\$0	\$0	\$0	\$2,000	\$0	\$2,000	\$4,000
Tort and Liability	-\$36,472	\$81,400	\$76,774	\$4,626	\$0	\$0	\$4,626	-\$31,846
Special Revenues							\$0	\$0
Road Use Tax	\$51,367	\$326,170	\$299,953	\$26,217	\$0		\$26,217	\$77,584
Employee Benefits	\$191,507	\$386,372	\$339,220	\$47,152	\$0	\$0	\$47,152	\$238,659
Local Option	\$63,651	\$262,809	\$0	\$262,809	\$90,000	\$238,200	\$114,609	\$178,260
TIF	\$160,983	\$580,328	\$199,055	\$381,273	\$0	\$381,273	\$0	\$160,983
LMI TIF	\$2,000	\$71,636	\$0	\$71,636		\$0	\$71,636	\$73,636
Revolving Loan Fund	\$137,082						\$0	\$137,082
Debt Service	\$317,378	\$338,712	\$930,768	-\$592,056	\$608,558	\$0	\$16,502	\$333,879
All Capital Projects		\$11,750,000	\$11,750,000	\$0	\$0	\$0	\$0	\$0
Capital Improve. Reserve	\$103,000	\$82,127	\$0	\$82,127	\$0	\$0	\$82,127	\$185,127
ARPA	\$372,611						\$0	\$372,611
W. Main Stormwater Imp	\$10,000						\$0	\$10,000
Park Imp. Pedersen Valley	\$14,827						\$0	\$14,827
Downtown East Redevelopment	\$0				\$150,000		\$150,000	\$150,000

Relocation of Water & Sewer Lin	-\$4,655						\$0	-\$4,655
Widening Wapsi Creek @ Berane	\$60,185						\$0	\$60,185
I-80 W Relocation	-\$24,271						\$0	-\$24,271
WW Treatment Fac Imp	-\$147,028						\$0	-\$147,028
Roundabout	-\$25,523						\$0	-\$25,523
Sponsored Water Quality	-\$20,000						\$0	-\$20,000
East Side Mains	-\$199						\$0	-\$199
Permanent Funds							\$0	\$0
Cemetery Perpetual	\$128,871						\$0	\$128,871
Krouth Prinicpal Fund	\$51,335						\$0	\$51,335
Krouth Interest Fund	\$24,061						\$0	\$24,061
Enterprise Funds							\$0	\$0
Water Funds	\$329,625	\$666,999	\$503,625	\$163,374	\$0	\$131,311	\$32,063	\$361,687
Sinking Water Fund	\$20,343	\$0	\$61,768	-\$61,768	\$61,768	\$0	\$0	\$20,343
Sewer Fund	\$686,709	\$934,552	\$367,509	\$567,043	\$0	\$584,394	-\$17,351	\$669,358
Sewer Fund Special	\$176,805	\$0	\$503,360	-\$503,360	\$503,360	\$0	\$0	\$176,805
Storm Sewer	\$77,449	\$66,000	\$47,307	\$18,693	\$0	\$0	\$18,693	\$96,142
BC/BS Flex Benefits	-\$6,793				\$11,917		\$11,917	\$5,124
TOTAL	\$3,517,304	\$16,029,405	\$15,523,673	\$505,731	\$1,862,241	\$1,861,816	\$644,816	\$4,207,442

\$425

10 Biggest Changes Council and the Public should know

1. Water & Sewer Increases
2. HHTD Cuts
3. Park and Rec Cuts & Changes
4. Fee Increases
5. Home Rebate Changes
6. Employment Policy Changes
7. Library/Cable Cuts
8. Equipment Delays
9. Stormwater Wages
10. Economic Development Ups and Downs

1. Water & Sewer Changes

❖ 10% increase in sewer rates to pay for DNR mandated Lagoon Expansion Project.

❖ 2% cost of living sewer increases each year.

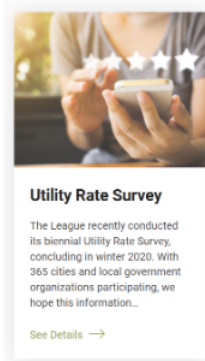
❖ A water rate increase for upcoming water projects.

❖ 2% cost of living increases each year.

City-Operated Utility Rates Data

Utility Rates Example

- League surveys & data
- Partnership with IFA on a 2022-23 Utility Rate Dashboard
- Conversations with:
 - Cities now addressing long-overdue rate studies or changes
 - Cities complying with regulations



Residential Water	\$1.00-1.50 Average increases for those using a flat fee structure were in the range of \$1.00-1.50 to the flat fee.
Commercial Water	\$1.00-2.00 Average increases for those using a flat fee structure were in the range of \$1.00-1.50 to the flat fee.
Residential and Commercial Stormwater	\$0.50 Average increases and decreases varied for stormwater but monthly averaged less than \$0.50.
Garbage	\$0.50 Average increases for those with a flat garbage fee were in the range of \$0.50.
Recycling	\$1.00 Average increases for those with a flat recycling fee were in the range of \$1.00.

2. HHTD Cuts

- ❖ \$25,000 cut or elimination of HHTD Fireworks
- ❖ \$2,000 cut to inflatables
- ❖ Other programs continue on as normal 😊

3. Parks and Rec Changes

- ❖ No summer camp. Scattergood will take WB's place but will cost more.
- ❖ Swimming will continue on but with volunteer chaperones 😊.
- ❖ Programs must break even.
 - ❖ For parents that could mean some programs could be cut, programs could come at a higher cost, or teams will need to share gym time.

3-6 Basketball								
Wages								
Rate 1	Hours	Rate 2	Hours	Rate 3	Hours	Rate 4	Hours	Total
								\$0.00
Supplies								
General	General	Uniforms	# Part.	Balls	# Part.	Concession	Per Item	Total
		\$75.00	8	\$60.00	8			\$1,080.00
Contractual								
Practice rental	General	Lone Tree League	# Part.	Tipton League Rental	# Part.	Tournament Rental	# Part.	Total
\$2,200.00		\$25.00	60	\$360.00	2	\$360.00	2	\$5,140.00
Fee - R	# Res.	Concession	Per Item					Total
\$120.00	70							\$8,400.00
Required % Profit:			10.0%	Required Revenue:			\$6,911.11	
Actual % Profit:			26.0%	Minimum # Res. Part:			57.6	

4. Fees

- ❖ Fee Increases will likely occur in the following areas:
 - ❖ Credit Card Fees
 - ❖ Town Hall Fees
 - ❖ Field Rental
 - ❖ Subdivision
 - ❖ Fence

- ❖ Charges for services such as brush pickup, leaf pickup etc. still being researched

5. Home Rebates

- ❖ New construction after July 1, 2021 is no longer eligible.
- ❖ 2023 Changes:
 - ❖ \$1,000 max per year.
 - ❖ \$5,000 promise still being kept. 😊
 - ❖ City will no longer give rebates to the second homeowners.

6. Employment Policy Changes

- ❖ Staff is looking at comp time policies to reduce overtime pay.
- ❖ Hours worked calculations will not exceed FLSA rules for overtime or comp time calculations.
 - ❖ Sick time, comp time, vacation, will no longer count as “hours worked” when calculating overtime.

7. Library Changes

❖ Roughly a \$10,000 cut

- ❖ From Library/IT Director wages that transferred to Cable Access and other Department Support.
- ❖ Under new leadership, that means library will have \$10,000 less to work with next year.
- ❖ Library still received \$5,000 more in FY24 compared with FY23. Due to expected salary increases and increased operational costs.

8. Equipment Delays

- ❖ Police vehicle on year delay in hopes for a FY 2026 new officer position.
- ❖ Delay skid loader purchase for Public Works



9. Stormwater Wages

❖ First time applying stormwater wages.

❖ Helps Road Use Tax budget as staff was charging streets for stormwater time.

❖ Not a recommended or legal practice as money tax payers pay at gas pumps should be for streets not drainage.

❖ Council should monitor stormwater surplus each year due to the wage charges.

10. Economic Development Roller Coaster

- ❖ Expected increase in Hotel/Motel revenue due to past revenue reports.
 - ❖ Support for Main St. increases from \$13k to \$15k.
- ❖ Cut CCEDCO membership
 - ❖ A \$7,500 cut.
- ❖ Still keeping ICAD membership



City-Wide CIP Plan

City of Garner FY-20 Capital Improvement Plan

POLICE & CIVIL DEFENSE		FY-24		FY-25		FY-26		FY-27		FY-28		Future Years
1.	2015 Dodge Durango SS			\$70,000	RF							
2.	2017 Dodge Charger Pursuit					\$75,000	RF					
3.	2020 Dodge Ram 1500 SSV									\$75,000	RF	
4.	2022 Ford PI Utility											
5.	Smith & Wesson MP40 Handguns											\$4,000
6.	Main Server Replacement	\$15,000	RF									\$9,000
7.	Portable Radios, Multi-band x5			\$35,000	RF							\$12,000
8.	Office CPU's x 4, BodyCamps x5					\$9,000	RF					
9.	Shotguns x4, Rifles x4, Tazers x6									\$11,000	RF	
10.	New Flooring/ Building Maintenance											\$6,200
11.	New Officer Training					\$15,000	RF/GF					
12.	5th Officer					\$65,000	GF					
13.	6-10 Officers with growth											
14.	New Facility Population 5,000											\$5,000,000
15.												
TOTALS		\$15,000		\$105,000		\$99,000		\$0		\$86,000		

FIRE DEPARTMENT		FY-24		FY-25		FY-26		FY-27		FY-28		Future Years
1.	Suburban											\$75,000
2.	Air Packs			\$200,000	RF							
3.	192 Pumper											\$3,000,000
4.	Med Truck											\$1,000,000
5.	Radios											\$50,000
6.	Air Tanks											
7.												
8.												
9.	Full Time Employee											
10.	New Facility Population 5,000											\$5,000,000
TOTALS		\$0		\$200,000		\$0		\$0		\$0		

CIVIL DEFENSE		FY-24		FY-25		FY-26		FY-27		FY-28		Future Years
1.	3 Outdoor Warning Sirens - Purchased 2009											\$60,000
2.	VMRC Backup Generator - Emergency Shelter									\$16,000	LO/HM	
TOTALS		\$0		\$0		\$0		\$0		\$16,000		

CEMETERY		FY-24		FY-25		FY-26		FY-27		FY-28		Future Years
1.	Mower	\$7,500	RF									
2.	Chip and Seal											
3.	Signage											
4.	Trees & Planters											
5.												
6.												
TOTALS		\$7,500		\$0		\$0		\$0		\$0		

LIBRARY		FY-24		FY-25		FY-26		FY-27		FY-28		Future Years

City of Garner FY-20 Capital Improvement Plan

1.	Replace Lights with LED tubes	\$2,500	GF								\$2,000
2.	East Sidewalk Repair			\$2,000	GF						
3.	Replace East Handrails set 1					\$1,500	GF				
4.	Replace East Handrails set 2							\$1,500	GF		
5.	Libray Reshingling									\$10,000	RF
6.											
TOTALS		\$2,500		\$0		\$0		\$0		\$0	\$2,000

SOURCE OF FUNDS:	GF = General Fund	LO = Local Option	S = Sewer Fund	RU = Road Use	SS = Storm Sewer	RF = Reserve Fund
	HM = Hotel/Motel	BL = Bonds/Loans	W = Water Fund	SA = Special Ass.	G = Grant	O = Other Funds

PARK & REC CAPITAL PROJECTS		FY-24		FY-25	FY-26	FY-27	FY-28	Future Years
1.	Park and Rec Master Plan	\$1	O					
2.	Beranek Park Trail	\$20,000	GF					
3.	Mower	\$7,000	GF				\$7,000	RF
4.	New Truck					\$60,000	RF	
5.	Ballfield Infield Machine							\$30,000
6.	Infield Aglime Repair						\$5,000	GF
7.	OTHER SUGGESTIONS THROUGH MASTER P							
8.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
TOTALS		\$27,001		\$0	\$0	\$60,000	\$12,000	

CITY HALL & ADMINISTRATION		FY-24		FY-25	FY-26	FY-27	FY-28	Future Years
1.	Snow Guard Roof Repair	\$10,000	GF					
2.	Sucession Planning			\$60,000	S,W,SS,GF			
3.	New Office Space			\$10,000	S,W,SS,RF			
4.	Postage Machine							\$4,000
5.	New Front Door & ADA Openers			\$15,000	RF			\$15,000
6.	New Carpet							\$30,000
7.	Computers x4					\$10,000	GF	
8.	3rd Employee			\$50,000	S,W,GF			
9.								
10.								
TOTAL		\$10,000		\$135,000	\$0	\$10,000	\$0	

TOWN HALL		FY-24		FY-25	FY-26	FY-27	FY-28	Future Years
1.								
2.								\$60,000
3.								

**City of Garner FY-20
Capital Improvement Plan**

TOTAL	\$0	\$0	\$0	\$0	\$0
-------	-----	-----	-----	-----	-----

STORM SEWER SYSTEM		FY-24	FY-25	FY-26	FY-27	FY-28	Future Years
1.		\$7,335	SS				
2.							\$18,500
3.							\$54,000
4.				\$50,000	BL		\$54,000
TOTAL		\$7,335	\$0	\$50,000	\$0	\$0	

SOURCE OF FUNDS:	GF = General Fund	LO = Local Option	S = Sewer Fund	RU = Road Use	SS = Storm Sewer	RF = Reserve Fund
	HM = Hotel/Motel	BL = Bonds/Loans	W = Water Fund	SA = Special Ass.	G = Grant	O = Other Funds

Public Work Vehicles Mixed Reserve Funds		FY-24	FY-25	FY-26	FY-27	FY-28	Future Years
1.	2012 Cat 236		\$65,000	RF			
2.	2012 Dodge 1/2T			\$35,000	RF		
3.	End Loader (Sold 2022)				\$95,000	RF	
4.							
5.	2016 Dodge 1/2T					\$35,000	RF
6.	2005 DX55 Tractor						\$65,000
7.	2016 F550						\$80,000
8.	2017 F250						\$37,000
9.	2022 1025R tractor						\$25,000
10.	2013 Elgin Peligan						\$210,000
11.							
12.	2025 Skidloader						\$70,000
13.	2019 F550						\$83,000
14.	2022 F550						\$83,000
15.	2009 Sterling						\$83,000
16.							
17.	2024 Leaf vac						\$80,000
18.							
19.							
TOTAL		\$0	\$65,000	\$35,000	\$95,000	\$35,000	

WATER SYSTEM		FY-24	FY-25	FY-26	FY-27	FY-28	Future Years	
1.	South Water Tower Painting		\$37,895	W	\$37,895	W	\$37,895	W
2.	North Water Tower Painting		\$35,540	W	\$35,540	W	\$35,540	W
3.	New Meter Readers	Ongoing	W					
4.	Main Cleanings							
5.	Booster Station Replacements		\$600,000	W,O				
6.	Water Looping							
7.	Well Improvements							
8.								
9.								
TOTAL		\$0	\$673,435	\$73,435	\$73,435	\$73,435		

SEWER SYSTEM	FY-24	FY-25	FY-26	FY-27	FY-28	Future Years
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**City of Garner FY-20
Capital Improvement Plan**

1.	Televising/Cleanings/SlipLinings										
2.	Lift Stations Replacements										
3.	Sewer Improvements Pedersen			\$600,000	S,O						
4.											
5.											
6.											
7.											
8.											
TOTAL		\$0		\$600,000		\$0		\$0		\$0	

SOURCE OF FUNDS:	GF = General Fund	LO = Local Option	S = Sewer Fund	RU = Road Use	SS = Storm Sewer	RF = Reserve Fund
	HM = Hotel/Motel	BL = Bonds/Loans	W = Water Fund	SA = Special Ass.	G = Grant	O = Other Funds

CITY CAPITAL PROJECTS		FY-24	FY-25	FY-26	FY-27	FY-28	Future Years
1.	HH Roundabout	\$1,100,000	BL				
2.	Wapsi Creek Downstream Widening	\$1,000,000	G/BL				
3.	East Side Water Main Phase I	\$1,800,000	BL/W				
4.	East Side Water Main Phase II		\$1,800,000	BL/W			
5.	Main St. Reconstruction Phase I					\$5,000,000	BL,W,S
6.	Heritage Square		\$330,000	RF/HM/G/O			
7.	Cedar Johnson Reconstruction			\$4,200,000	BL		
8.	Main St. Reconstruction Phase II						\$5,000,000
9.	Main St. Reconstruction Phase III						\$7,000,000
10.	Water Improvements/Greenview Water Loop						
11.	Sewer Improvements						
12.	Parks or Trail Improvements						
13.							
TOTAL		\$0	\$2,130,000	\$4,200,000	\$0		\$12,000,000

SOURCE OF FUNDS:	GF = General Fund	LO = Local Option	S = Sewer Fund	RU = Road Use	SS = Storm Sewer	RF = Reserve Fund
	HM = Hotel/Motel	BL = Bonds/Loans	W = Water Fund	SA = Special Ass.	G = Grant	O = Other Funds

Questions

RESOLUTION 2023-28

**A RESOLUTION ADOPTING THE FINAL ANNUAL BUDGET FOR
FISCAL YEAR 2024**

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

The final fiscal year 2024 (July 1, 2023 – June 30, 2024) annual budget as set forth in the budget summary and certification of taxes and in the detailed budget in support thereof showing revenue estimates and appropriation expenditures and allocations to programs for said fiscal year is adopted.

Passed and approved the 3rd day of April, 2023.

Roger Laughlin, Mayor

ATTEST:

Heidi Van Auken, Deputy Clerk

NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET

Fiscal Year July 1, 2023 - June 30, 2024

City of: WEST BRANCH

The City Council will conduct a public hearing on the proposed Budget at: Council Chambers at City Office 110 N. Poplar Street West Branch, IA 52358

Meeting Date: 4/3/2023 Meeting Time: 07:00 PM

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the City Clerk and County Auditor.

City budgets are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-budget-appeals>.

The Budget Estimate Summary of proposed receipts and expenditures is shown below. Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property 13.61430

The estimated tax levy rate per \$1000 valuation on Agricultural land is 0

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

Phone Number
(319) 643-5888

City Clerk/Finance Officer's NAME
Heidi Van Auken

		Budget FY 2024	Re-estimated FY 2023	Actual FY 2022
Revenues & Other Financing Sources				
Taxes Levied on Property	1	2,138,573	2,043,736	2,010,265
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	2,138,573	2,043,736	2,010,265
Delinquent Property Taxes	4	0	0	1,664
TIF Revenues	5	650,292	599,780	526,647
Other City Taxes	6	330,956	327,179	402,399
Licenses & Permits	7	56,500	86,518	149,849
Use of Money and Property	8	10,765	11,500	20,100
Intergovernmental	9	1,991,840	1,979,867	1,051,527
Charges for Fees & Service	10	2,034,072	1,779,834	1,729,332
Special Assessments	11	0	0	0
Miscellaneous	12	27,000	31,000	68,580
Other Financing Sources	13	8,200,000	13,703,000	503,550
Transfers In	14	801,381	1,056,639	916,732
Total Revenues and Other Sources	15	16,241,379	21,619,053	7,380,645
Expenditures & Other Financing Uses				
Public Safety	16	990,574	1,693,113	588,836
Public Works	17	736,388	750,713	900,939
Health and Social Services	18	0	0	0
Culture and Recreation	19	760,100	770,742	692,868
Community and Economic Development	20	295,381	223,491	139,527
General Government	21	283,214	263,684	215,334
Debt Service	22	930,769	1,439,005	1,124,373
Capital Projects	23	4,930,712	4,189,467	1,069,208
Total Government Activities Expenditures	24	8,927,138	9,330,215	4,731,085
Business Type / Enterprises	25	8,463,151	11,436,394	849,957
Total ALL Expenditures	26	17,390,289	20,766,609	5,581,042
Transfers Out	27	801,381	1,056,639	916,732
Total ALL Expenditures/Transfers Out	28	18,191,670	21,823,248	6,497,774
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-1,950,291	-204,195	882,871
Beginning Fund Balance July 1	30	5,193,341	5,397,536	4,514,665
Ending Fund Balance June 30	31	3,243,050	5,193,341	5,397,536

NOTICE OF PUBLIC HEARING

EAST SIDE WATER MAIN REPLACEMENT
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 East Side Water Main Replacement project at its meeting at 7:00 p.m. on the 3rd day of April, 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:

EAST SIDE WATER MAIN REPLACEMENT

Construct East Side Water Main Replacement including all labor, materials, and equipment necessary for installation of 2549 linear feet of 8" water main; 574 linear feet of 6" water main; valves; hydrants; 2007 square yards 7" Portland concrete pavement; 589 linear feet of 12" Storm sewer; 53 linear feet of 36" storm sewer at crossings; seeding; and miscellaneous associated work, including cleanup.

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 30th day of March, 2023, for the construction of East Side Water Main Replacement 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 April 3rd 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.

CITY OF WEST BRANCH, IOWA,

Roger Laughlin, Mayor

NPH-1

368289

RESOLUTION 2023-29

**RESOLUTION TO ACCEPT AND AWARD THE CONTRACT FOR THE
EAST SIDE WATER MAIN REPLACEMENT PROJECT TO
_____ IN THE AMOUNT OF \$ _____.**

WHEREAS, notice to bidders has been duly given as required by law publication in the West Branch Times for the East Side Water Main Replacement Project, in the City of West Branch, as described in the plans and specifications therefore, and

WHEREAS, there has been filed with the City Clerk in response to the published notice to the bidders referred to above, certain proposals for the construction of the above designed improvement with the required certified checks or bid bond accompanying each proposal from the following bidders, to-wit:

WHEREAS, after consideration of all bids filed, it was determined and recommended by the City Engineer (Veenstra & Kimm) that the bid from _____ is the lowest and most responsible bid for the public improvement as is herein outlined.

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

Section 1. That the bid of _____ and the same is hereby accepted for the construction of the improvement as described in the plans and specifications therefore, as previously ordered by the City Council, and that the contract for the construction of same is now awarded to said contractor in the amount of \$ _____.

Section 2. The City Administrator of the City of West Branch, Iowa is hereby authorized and directed to execute the contract with the contractor for the public improvement as is herein referred to, that upon the contractor filling the required bond that the said bond and contract be then submitted to this Council for final approval as provided by law.

Section 3. The final settlement upon the contract, as referred to herein with said contractor, shall be upon the basis of the unit prices as are set forth in the bid of said contractor and for the actual quantities for each item of materials furnished or work performed in the construction of this public improvement. The said contract is subject to all of the conditions as are contained in the resolution ordering construction of this improvement. The notice of bidders as published, the terms of the bidder written proposal, the plans and specifications as are provided therefore, all of which are made a part of this resolution and the said bidders contract by reference as though the same were set out herein verbatim and in specific detail.

Section 4. This resolution as now adopted shall be in full force and binding effect upon the City of West Branch, Iowa, upon the final approval of the completed contract with the successful bidder and the approval of the contract's surety bond by resolution of this City Council.

RESOLUTION 2023-29 (page 2)

Passed and approved this 3rd day of April, 2023.

Roger Laughlin, Mayor

ATTEST:

Heidi Van Auken, Deputy Clerk

NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING ON PROPOSAL TO VACATE AN UNUSED PORTION OF GREEN LOCATED IN THE CITY OF WEST BRANCH, IOWA.

YOU ARE HEREBY NOTIFIED that a public hearing will be held by the City Council of the City of West Branch in the Council Chambers at 110 Poplar Street, at 7:00 o'clock P.M., on Monday, April 3rd, 2023. Said public hearing shall be to consider the proposal of vacating that portion of unused Green Street right-of-way described as Auditor's Parcel P according to the plat thereof recorded in Plat Book L, Page 160, Plat Records of Cedar County, Iowa.

All interested persons make appear at this meeting to make comment on the proposed ordinance to vacate the aforementioned right-of way in the City of West Branch, Iowa.

Leslie Brick, City Clerk,
by Direction of the City Council

BK: L PG: 160
 Page Range: 160-
 Instr. Number: 2023 393
 Recorded: 2/22/2023 at 1:24:29.0 PM
 County Recording Fee: \$7.00
 Iowa E-Filing Fee: \$3.13
 Combined Fee: \$10.13
 Revenue Tax:
 Melissa Bahnsen Recorder
 Cedar County, Iowa

PLAT OF SURVEY AUDITOR'S PARCEL "P"

A PORTION OF VACATED GREEN STREET, SOUTH OF BLOCK 13,
 ORIGINAL TOWN OF CAMERON, NOW WEST BRANCH, CEDAR
 COUNTY, IOWA

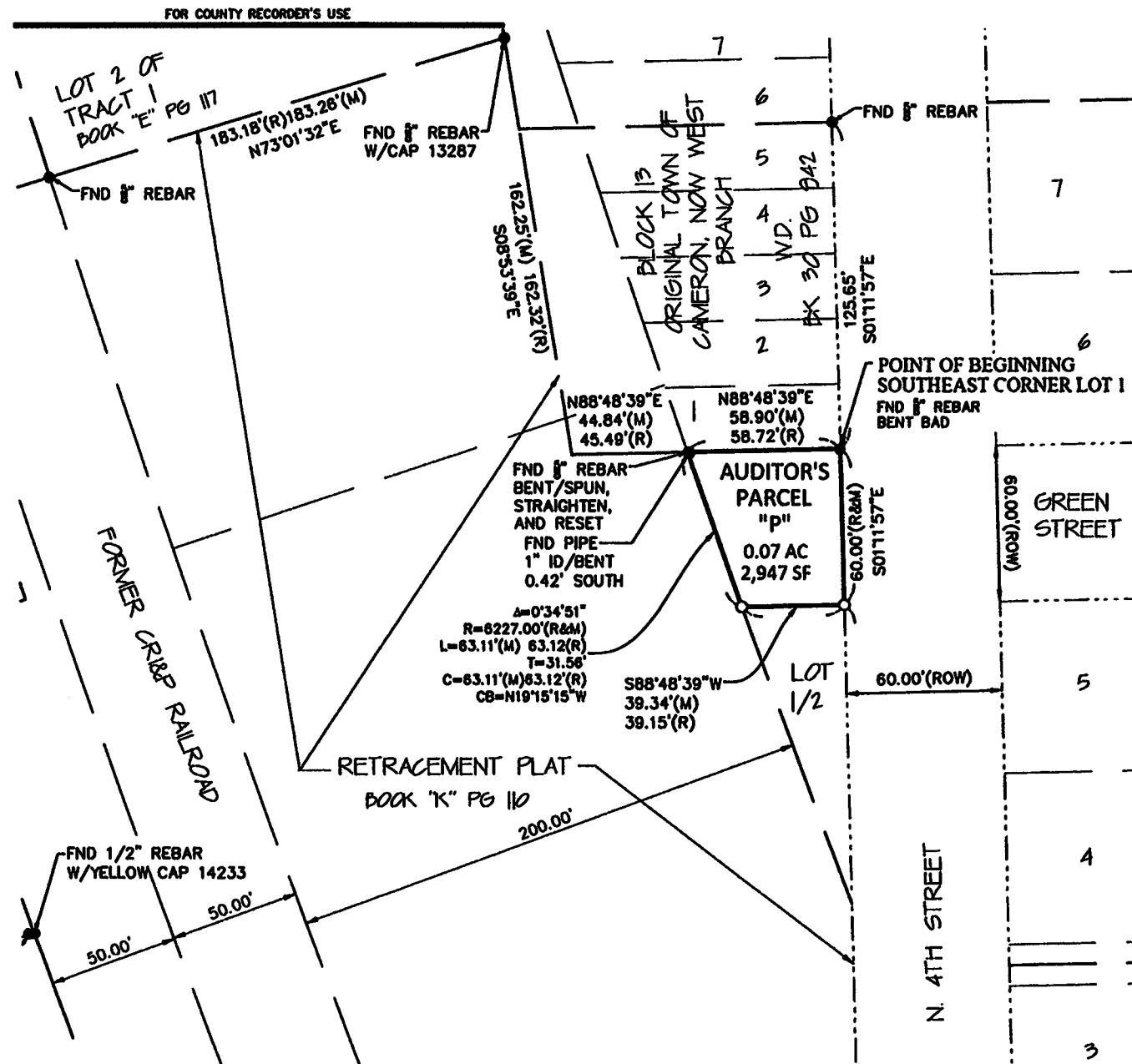
NOTES:
 1. BEARINGS ARE BASED ON THE IOWA STATE PLANE COORDINATE SYSTEM (SOUTH ZONE) LIBRARY CALIBRATION USING THE IOWA REAL TIME NETWORK (RTN) WITH DATUM NAD83(2011) (EPOCH 2010.000). THE DISTANCES SHOWN ON THE PLAT ARE HORIZONTAL GROUND DISTANCES AND NOT GRID DISTANCES. THE BEARING BASIS IS THE SAME AS THE RETRACEMENT PLAT FILED IN BOOK "K" PAGE 110.

LOCATION: A PORTION OF SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 79 NORTH, RANGE 4 WEST, OF THE FIFTH PRINCIPAL MERIDIAN, WEST BRANCH, CEDAR COUNTY, IOWA	SUBDIVIDER: BDCO LLC C/O BARRY FRANTZ CONSTRUCTION INC. PO BOX 277 WEST LIBERTY, IOWA, 52776
LAND SURVEYOR: RICHARD R. NOWOTNY P.L.S. MMS CONSULTANTS INC. 1917 SOUTH GILBERT STREET IOWA CITY, IOWA, 52240 PHONE: 319-351-8282	SUBDIVIDER'S ATTORNEY: JAMES D. HOUGHTON 216 STEVENS DRIVE IOWA CITY, IOWA 52240
DATE OF SURVEY: 05-16-2022	PROPRIETOR OR OWNER: CITY OF WEST BRANCH 8 COLLEGE STREET WEST BRANCH, IOWA, 52358
DOCUMENT RETURN INFORMATION: ATTORNEY	



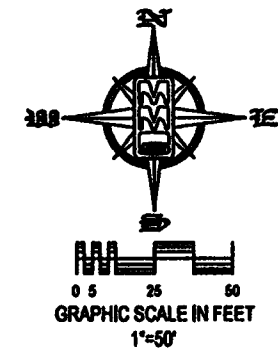
CIVIL ENGINEERS
 LAND PLANNERS
 LAND SURVEYORS
 LANDSCAPE ARCHITECTS
 ENVIRONMENTAL SPECIALISTS

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



LEGAL DESCRIPTION: AUDITOR'S PARCEL "P"
 A PORTION OF LAND IN THE SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 79 NORTH, RANGE 4 WEST OF THE 5TH PRINCIPAL MERIDIAN, WEST BRANCH, CEDAR COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF LOT 1 IN BLOCK 13 OF THE ORIGINAL TOWN OF CAMERON, NOW WEST BRANCH, CEDAR COUNTY, IOWA; THENCE S01°11'57"E, ALONG THE WESTERLY RIGHT-OF-WAY LINE OF NORTH 4TH STREET, 60.00 FEET TO A POINT ON THE EASTERLY LINE OF A TRACT OF LAND SHOWN ON A RETRACEMENT PLAT OF SURVEY RECORDED IN BOOK "K", PAGE 110, IN THE RECORDS OF THE CEDAR COUNTY RECORDERS OFFICE, THENCE S88°48'39"W, ALONG SAID EASTERLY LINE, 39.34 FEET; THENCE NORTHWESTERLY 83.11 FEET, ALONG SAID EASTERLY LINE AND AN ARC OF A 6227.00 FOOT RADIUS CURVE, CONCAVE NORTHEASTERLY, WHOSE 83.11 FOOT CHORD BEARS N19°15'15"W TO THE SOUTHWEST CORNER OF SAID LOT 1; THENCE N88°48'39"E, ALONG THE SOUTH LINE OF SAID LOT 1, A DISTANCE OF 58.90 FEET TO THE POINT OF BEGINNING. SAID PARCEL CONTAINS 0.07 ACRES (2,947 SQUARE FEET) AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.



LEGEND AND NOTES	
	- CONGRESSIONAL CORNER, FOUND
	- CONGRESSIONAL CORNER, REESTABLISHED
	- CONGRESSIONAL CORNER, RECORDED LOCATION
	- PROPERTY CORNER(S), FOUND (as noted)
	- PROPERTY CORNER(S) SET (8 1/2" Iron Pin w/ yellow, plastic LS Cap embossed with "MMS")
	- CUT "X"
	- PROPERTY &/or BOUNDARY LINES
	- CONGRESSIONAL SECTION LINES
	- RIGHT-OF-WAY LINES
	- CENTER LINES
	- LOT LINES, INTERNAL
	- LOT LINES, PLATTED OR BY DEED
	- EASEMENT LINES, WIDTH & PURPOSE NOTED
	- EXISTING EASEMENT LINES, PURPOSE NOTED
	- RECORDED DIMENSIONS
	- MEASURED DIMENSIONS
	- CURVE SEGMENT MARKER
UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDRETHS. ERROR OF CLOSURE IS LESS THAN 1 FOOT IN 20,000 FEET.	

PROFESSIONAL LAND SURVEYOR

RICHARD R. NOWOTNY

P.L.S. Iowa Lic. No. 17918

IOWA

SEAL

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

Richard R. Nowotny 2-22-23

RICHARD R. NOWOTNY
 P.L.S. Iowa Lic. No. 17918
 My license renewal date is December 31, 2023

Page or sheets covered by this seal: 1

Date: _____ Revision: _____
 DESIGNATED
 by
 CEDAR COUNTY AUDITOR
 PARCEL P
 DATE 2/23/2023
 INITIAL RL

AUDITOR'S
 PARCEL "P"

GREEN STREET,
 SOUTH OF BLOCK 13,
 ORIGINAL TOWN OF
 CAMERON, NOW
 WEST BRANCH,
 CEDAR COUNTY,
 IOWA
 MMS CONSULTANTS, INC.

Date: 08-01-22

Surveyed by: DMW	Field Book No: 1333, PG 77
Drawn by: TAV	Scale: 1"=50'
Checked by: MAS/RRN	Sheet No: 1
Project No: 11186-002	of: 1

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

ORDINANCE NO. 801

AN ORDINANCE VACATING AN UNUSED PORTION OF GREEN STREET ON THE FORMER CROELL SITE TO BBCO, LLC.

WHEREAS, the City Council of the City of West Branch has previously entered into a Development Agreement with BBCO, LLC to vacate an unused portion of Green Street legally described as Parcel P, as thereof recorded as Instrument No. 2023-393 (the “Parcel”); and

WHEREAS, the excess right-of-way is of no use to the City, and should be returned to the tax rolls.

NOW, THEREFORE, BE IT ORDAINED, as follows:

1. Vacation. That the unused portion of Green Street described as the Parcel above, is hereby vacated.
2. Conveyance. That pursuant to Section 354.23 of the Code of Iowa, this ordinance shall be deemed a conveyance of the Parcel to BBCO, LLC, an Iowa limited liability company, without further documentation from the City.
3. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.
4. Effective Date. This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed and approved this _____ day of _____, 2023.

Roger Laughlin, Mayor

Attest:

Leslie Brick, City Clerk

Approved on First Reading: April 3, 2023

Approved on Second Reading: _____

Approved on Third & Final Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the
_____ day of _____, 2023.

City Clerk

RESOLUTION 2023-30

**RESOLUTION APPROVING THE ANNUAL RENEWAL RATES WITH
WELLMARK BLUE CROSS BLUE SHIELD THROUGH THE IOWA
COMMUNITY TRUST FOR HEALTH INSURANCE.**

WHEREAS, the City of West Branch, Iowa received insurance renewal rates from the Wellmark Blue Cross Blue Shield through the Iowa Community Trust for health insurance; and

WHEREAS, after reviewing the insurance renewal rates and deemed acceptable, the City Council has decided to accept the renewal rates effective July 1, 2023; and

NOW, THEREFORE BE IT RESOLVED, by the Council of the City of West Branch, Iowa, that the insurance renewal with Wellmark Blue Cross Blue Shield through the Iowa Community Trust are hereby approved.

* * * * *

Passed and approved this 3rd day of April, 2023

Roger Laughlin, Mayor

ATTEST:

Heidi Van Auken, Deputy Clerk



City of West Branch
ICT Partially Self-Funded Program Summary
Effective Date: July 2023 - June 30, 2024

9/1/2022 - 6/30/2023					
	Single	EE+Child(ren)	EE+Spouse	Family	
Employee Counts	4	0	1	6	
					Annualized
Wellmark Premium	\$576.12	\$1,440.31	\$1,440.31	\$1,440.31	\$ 148,640
ICT Trust Fee	\$10.00	\$10.00	\$10.00	\$10.00	\$ 1,320
Total Fully Insured Cost	\$586.12	\$1,450.31	\$1,450.31	\$1,450.31	\$ 149,960
Partial Self-Fund Claims Estimate	\$100.92	\$263.54	\$263.54	\$263.54	\$ 26,982
SISCO TPA Administration Fee	\$7.75	\$7.75	\$7.75	\$7.75	\$ 1,023
Wellmark EOB Fee	\$0.83	\$0.83	\$0.83	\$0.83	\$ 110
C&B Broker Fee	\$50.00	\$50.00	\$50.00	\$50.00	\$ 6,600
Total Monthly Split-Funding Cost	\$159.50	\$322.12	\$322.12	\$322.12	\$ 34,714
Total Monthly Fixed + Claims Est.	\$745.62	\$1,772.43	\$1,772.43	\$1,772.43	\$ 184,674
4 Tier Equivalency	\$745.62	\$1,350.28	\$1,154.98	\$1,875.34	\$ 184,674

7/1/2023 - 6/30/2024						
	Single	EE+Child(ren)	EE+Spouse	Family		
Employee Counts	4	0	1	6		
					Annualized	% of Change
Wellmark Premium	\$613.18	\$1,532.96	\$1,532.96	\$1,532.96	\$ 158,201	
ICT Trust Fee	\$10.00	\$10.00	\$10.00	\$10.00	\$ 1,320	
Total Fully Insured Cost	\$623.18	\$1,542.96	\$1,542.96	\$1,542.96	\$ 159,521	6.4%
Partial Self-Fund Claims Estimate	\$100.92	\$263.54	\$263.54	\$263.54	\$ 26,982	
SISCO TPA Administration Fee	\$7.75	\$7.75	\$7.75	\$7.75	\$ 1,023	
Wellmark EOB Fee	\$0.83	\$0.83	\$0.83	\$0.83	\$ 110	
C&B Broker Fee	\$50.00	\$50.00	\$50.00	\$50.00	\$ 6,600	
Total Monthly Split-Funding Cost	\$159.50	\$322.12	\$322.12	\$322.12	\$ 34,714	
Total Monthly Fixed + Claims Est.	\$782.68	\$1,865.08	\$1,865.08	\$1,865.08	\$ 194,235	5.2%
4 Tier Equivalency	\$782.68	\$1,420.86	\$1,215.36	\$1,973.37	\$ 194,235	

Signature: _____ Date: _____



REQUEST FOR CONSIDERATION

MEETING DATE: April 3, 2023

AGENDA ITEM: Resolution 2023-31- Approving a REVISED Sewer Agreement with West Branch Village c/o Havenpark Capital Partners LLC

PREPARED BY: City Administrator, Adam Kofoed

DATE: March 23, 2023

BACKGROUND:

The Haven Park sewer meter is unable to read sewer until there is enough flow. Until enough homes are using sewer, the city needs to work out an agreement with Haven Park, or their users will be receiving public sewer services at no cost.

The first payment amount was calculated at 2,500 gallons x \$16.05/1000 gallons equaling \$40.13.

Councilperson Jerry Sexton would reconsider the agreement if the new July 1, 2023 rate (\$17.65) is included at 3,000 gallons. The payment in Sexton's proposal would be \$50 per month but actually equals \$52.95. Sexton would also like a clause stating rates will increase when sewer rates increase in the future.

RESOLUTION 2023-31

RESOLUTION APPROVING A SEWER AGREEMENT WITH WEST BRANCH VILLAGE LLC C/O HAVENPARK CAPITAL PARTNERS LLC.

WHEREAS, the West Branch Village LLC, c/o Havenpark Capital Partners LLC (Havenpark) has expanded West Branch Village to accommodate sixty additional homes; and

WHEREAS, the new homes are required to discharge all sewer and storm water to the City's sewer system; and

WHEREAS, West Branch Village is required to install a sewer meter to measure the flow to the City's sanitary system; and

WHEREAS, the City has been informed that the meter is on backorder due to supply chain issues; and

WHEREAS, a revised agreement has been proposed to Havenpark for the City to bill a monthly charge of \$_____ per dwelling unit until at which time the sewer meter is installed and accurately measuring flow; and

WHEREAS, it will also be necessary to adjusted monthly sewer rates according to the city's annual sewer rate increase; and

WHEREAS, it is now necessary to approve said agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned agreement between the City of West Branch and West Branch Village LLC c/o Havenpark Capital Partners LLC for sewer billing is hereby approved. Further, the Mayor is directed to execute the agreement on behalf of the City.

* * * *

Passed and approved this 3rd day of April, 2023.

Roger Laughlin, Mayor

ATTEST:

Heidi Van Auken, Deputy Clerk

RESOLUTION 2023-32

RESOLUTION APPROVING THE COLLATERAL ASSIGNMENT OF THE DEVELOPMENT AGREEMENT FOR BBCO, LLC.

WHEREAS, the City and BBCO, LLC (the “Developer”) entered into a Development Agreement for the redevelopment of the former Croell site in the City (the “Project”); and

WHEREAS, as part of the Developer’s financing for the Project, the bank has requested an assignment for collateral of the Development Agreement; and

WHEREAS, the City Administration recommends approval of the same.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that aforementioned Assignment be and the same is hereby approved. Further, the Mayor and Clerk are hereby directed to execute the Assignment on behalf of the City.

Passed and approved this 3rd day of April, 2023.

Roger Laughlin, Mayor

ATTEST:

Heidi Van Auken, Deputy Clerk

**COLLATERAL ASSIGNMENT OF PRIVATE REDEVELOPMENT AGREEMENT
AND TAX INCREMENT PAYMENTS**

THIS COLLATERAL ASSIGNMENT OF PRIVATE REDEVELOPMENT AGREEMENT AND TAX INCREMENT PAYMENTS (“Assignment”) is made and entered into as of _____, 2023, by and among BBCO, LLC, and Iowa limited liability company (“Owner”) and HILLS BANK AND TRUST COMPANY, an Iowa State Bank (“Lender”).

Recitals

A. The City of West Branch, Iowa (“City”) and Owner entered into that certain Agreement for Private Redevelopment recorded in Book 1658 at Page 203, Records of the Cedar County Recorder’s Office (“Development Agreement”), pertaining to the real property located in West Branch, Iowa, legally described on Exhibit A attached hereto and hereby made a part hereof (the “Project”), a copy of which Development Agreement is attached hereto as Exhibit B.

B. The City and Owner thereby amended the Development Agreement via that certain Amendment to that Certain Agreement for Private Redevelopment by and Between the City of West Branch, Iowa and BBCO, dated September 19, 2022, a copy of which is attached hereto as Exhibit C.

C. Pursuant to the Development Agreement and subject to the terms and conditions of the Development Agreement, the City agreed to pay Owner certain economic development tax increment payments described in Section 8.1 of the Development Agreement (collectively, the “TIF Reimbursements”).

D. Owner and Lender have entered into or will enter into that certain Construction Loan Agreement (the “Loan Agreement”) for the purpose of funding a loan (the “Loan”) to be made by Lender to Owner to finance the construction of certain improvements to the Project.

E. Lender has required, as an express condition of extending the Loan, that Owner assign all of its rights under the Development Agreement and the TIF Reimbursements to Lender to secure the obligations of Owner under the Loan.

NOW THEREFORE, in consideration of the foregoing recitals and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Owner hereby assigns to Lender all of its right, title and interest under and pursuant to the Development Agreement and the TIF Reimbursements to secure Owner’s obligations under the terms of the Loan and the documents related thereto. To perfect Lender’s security interest in the TIF Reimbursements, Owner consents to Lender filing UCC financing statements with respect to the TIF Reimbursements.

2. Owner hereby represents and warrants that: (a) there have been no prior assignments of the Development Agreement or the TIF Reimbursements; (b) the Development Agreement and the TIF Reimbursements are valid and enforceable; (c) neither the City nor the Owner are in default under the Development Agreement; (d) any and all consents to assignment required under the Development Agreement have been obtained and (e) to date, all covenants, conditions and agreements have been performed as required therein, except those not to be performed until after the date hereof. Owner agrees not to sell, assign, pledge, mortgage or otherwise transfer or encumber its interest in the Development Agreement or the TIF Reimbursements as long as this Assignment is in effect. Owner hereby irrevocably constitutes and appoints Lender as its attorney-in-fact to demand, receive and enforce Owner's rights with respect to the Development Agreement and/or the TIF Reimbursements for and on behalf of and in the name of Owner or, at the option of Lender, in the name of Lender, with the same force and effect as Owner could do if this Assignment had not been made.

3. This Assignment shall constitute a perfected, absolute and present assignment, provided that Lender shall have no right under this Assignment to enforce the provisions of the Development Agreement or the TIF Reimbursements, or to collect any funds payable to Owner pursuant to the TIF Reimbursements, or to exercise any rights or remedies under this Assignment until a default or event of default under the Loan or any other documents related thereto shall occur or be continuing.

4. Upon the occurrence of a default or event of default under the Loan or any other documents related thereto, Lender may (but without obligation), without affecting any of its rights or remedies against Owner under the Loan Agreement or any other instrument, document or agreement, exercise its rights under this Assignment as Owner's attorney-in-fact in any manner permitted by law and in addition Lender shall have the right to exercise and enforce any and all rights and remedies available after default to a secured party under the Uniform Commercial Code as adopted in the State of Iowa. If notice to Owner of any intended disposition of collateral or of any intended action as required by law is given or required in any particular instance, such notice shall be deemed commercially reasonable if given at least ten (10) days prior to the intended disposition or other action.

5. Owner agrees that except for an increase in the TIF Reimbursements, no change or amendment shall be made to the terms of the Development Agreement or to the TIF Reimbursements, without the prior written consent of Lender.

6. Owner agrees that Lender shall have the right, but not the obligation, to cure any default or breach by Owner under the Development Agreement.

7. This Assignment can be waived, modified, amended, terminated or discharged only explicitly in writing signed by Lender and Owner. A waiver by Lender shall be effective only in a specific instance and for the specific purpose given. Mere delay or failure to act shall not preclude the exercise or enforcement of any of Lender's rights or remedies hereunder. All rights and remedies of Lender shall be cumulative and shall be exercised singularly or concurrently, at Lender's option, and any exercise or enforcement of any one such right or remedy shall either be a condition to nor bar the exercise or enforcement of any other.

8. Lender hereby acknowledges that the TIF Reimbursements, when owed subject to the terms and conditions of the Development Agreement, will be a special, limited revenue obligation and not a general obligation of the City and are payable by City only from the sources and subject to the qualifications stated or referenced therein. Neither the full faith and credit nor the taxing powers of the City are pledged to the payment of the TIF Reimbursements and no property or other assets of City, except the Tax Increments (as defined in the Development Agreement) is or will be a source of payment of the TIF Reimbursements.

9. This Assignment shall be governed by and construed in accordance with the laws of the State of Iowa.

[remainder of page intentionally left blank; signature pages follow]

IN WITNESS WHEREOF, the parties have caused this Assignment to be duly executed as of the date set forth above.

OWNER:

BBCO, LLC

By: _____

Print Name: _____

Title: _____

STATE OF IOWA)
) ss:
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by _____, as _____ of BBCO, LLC.

Notary Public in and for said State
My Commission Expires: _____

EXHIBIT A
LEGAL DESCRIPTION

[see attached]

EXHIBIT B
DEVELOPMENT AGREEMENT

[see attached]

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

[see attached]

RESOLUTION 2023-33

A RESOLUTION HIRING GABRIEL TRIMPE AS A STREETS MAINTENANCE WORKER FOR THE CITY OF WEST BRANCH, IOWA, AND SETTING THE SALARY FOR THE POSITION FOR FISCAL YEAR 23/FY24.

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

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

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

Section 2. Employee start date will be April 4, 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
Streets Maintenance worker	Gabriel Trimpe	\$21.00/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. A \$.50/hour wage increase will occur when a CDL certification is obtained.

Section 6. This resolution will be effective upon final passage of the City Council.

Passed and approved this 3rd day of April, 2023.

Roger Laughlin, Mayor

ATTEST:

Heidi Van Auken, Deputy Clerk

RESOLUTION 2023-34

**A RESOLUTION ENTERING INTO A TRAINING REIMBURSEMENT AGREEMENT
WITH GABRIEL TRIMPE**

WHEREAS, the City of West Branch has hired Gabriel Trimpe as a Streets Maintenance worker with the Public Works Department.; and

WHEREAS, the position requires a Commercial Driver’s License (CDL) for operating certain city owned vehicles; and

WHEREAS, the City Attorney has prepared a training reimbursement agreement (Exhibit A) which requires approval from the City Council; and

WHEREAS, based on the terms of the training reimbursement agreement, the aforementioned employee Trimpe will reimburse the City should he leave before four years of service.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa approves the authorization of the aforementioned training reimbursement agreement be and the same is hereby approved by City Council of the City of West Branch. Further, the Mayor and City Administrator are directed to execute said agreement on behalf of the City.

* * * * *

Passed and approved this 3rd day of April, 2023.

Roger Laughlin, Mayor

ATTEST:

Heidi Van Auken, Deputy Clerk

PUBLIC WORKS TRAINING REIMBURSEMENT AGREEMENT

THIS AGREEMENT, made and entered this 3rd day of April, 2023, by and between the City of West Branch, Iowa, an Iowa municipal corporation, 110 N. Poplar Street, West Branch, Iowa (The "CITY") and Gabriel Trimpe, 1368 Langenburg Ave, Iowa City, Iowa 52240 (the "EMPLOYEE").

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

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

1. TRAINING OF THE EMPLOYEE

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

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

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

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

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

II. REIMBURSEMENT OF TOTAL TRAINING EXPENSES

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

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

1. The EMPLOYEE voluntarily resigns from the West Branch Public Works Department; OR

2. The EMPLOYEE is dismissed during the probationary period of six (6) months from the date of CDL certification (said probationary period to expressly include the training period hereunder); OR

3. The EMPLOYEE is properly terminated; THEN the EMPLOYEE shall reimburse the CITY for Total Training Expenses under the terms of this AGREEMENT as set forth below:

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

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

1. The first payment shall be made within thirty (30) calendar days from the date of resignation, dismissal, or termination, as applicable, and on the same date for each successive month thereafter until the CITY has been reimbursed in full for Total Training Expenses hereunder.

2. The minimum monthly payment shall be three hundred dollars (\$300.00).

3. Interest shall commence from the date of resignation, dismissal or termination at the rate of six per cent (6%) per year, and shall be calculated on the unpaid principal balance to the date of each installment paid, with the payments being credited first to the accrued interest and then to the reduction of principal.

4. Until such time as the CITY has been reimbursed in full by the EMPLOYEE in accordance with the terms of this Agreement, the EMPLOYEE has an ongoing duty to notify the CITY of any change in

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

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

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

III. DUTIES DURING TRAINING

A. The EMPLOYEE may, at the CITY'S sole option, be required by the CITY to work for the West Branch Public Works Department while attending the training program, and may be required to snow removal, emergency support, or do other duties as assigned by the Public Works Director's designee. The hours expended by the EMPLOYEE in attendance at the CDL training program and in service to the West Branch Public Works Department shall be subject to the same limitations and compensatory time policies as apply to all public works employees of the CITY.

IV. BONA FIDE EMPLOYMENT

A. The EMPLOYEE does hereby expressly acknowledge that the CITY is entering into this Agreement to facilitate the bona fide employment of the EMPLOYEE as a public works employee by the CITY. Accordingly, the EMPLOYEE does hereby further acknowledge that the EMPLOYEE is not entering into this Agreement to achieve certification as a CDL licensed public works employee by way of "sponsorship" through the CITY for the CDL training program.

V. CONTROLLING LAW

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

VI. HEADINGS

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

VII. SEVERABILITY

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

VIII. AUTHORITY

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

IX. FINAL AGREEMENT

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

EMPLOYEE:

By: 

Gabriel Trimpe

CITY:

Roger Laughlin, Mayor

ATTEST:

Adam Kofoed, City Administrator

**EXHIBIT A KIRKWOOD CONTINUING EDUCATION ENTRY LEVEL DRIVER TRAINING ELDT CLASS B CDL
COURSE NUMBER CTTK-1207**

1.

This approved [FMCSA Entry Level Driver Training \(ELDT\) course](#) is for anyone 18 years of age or older. To get a Class B CDL, you will utilize the Kirkwood Community College commercial vehicles to train and test for your license. After completion of the class, you will be able to drive qualifying Class B commercial vehicles such as a dump truck. Tuition includes ELDT online theory training, 1 week in person for behind the wheel training, and testing with a Certified Iowa DOT 3rd Party Examiner at our site. Participants are required to have a Class B permit with air brakes 14 days prior to the first day of class. A DOT long form physical and pre-employment drug test is required within 10 days of the start of the first day of class. All student drivers must register on the FMCSA Drug and Alcohol Clearinghouse per FMCSA regulations by the first day of class. Please call 319-398-7130 for more information. Tuition assistance may fund up to 100 percent of your registration cost for this program. Call 319-398-1022 for details

[Add To Cart »](#)

[Send to Friend »](#)

Class Details

5 Session(s)
Weekly - Mon, Tue, Wed, Thu, Fri

Location
[Kirkwood Continuing Education Training Center](#)

Instructor
[Chad Lerch](#)

CEUs : 3.6

Notice

Please read: Other expenses: DOT Physical - \$80-150, DOT Drug Test - \$50-100 must be within 10 days of class start), CDL Permit - \$12 If student has received their CLP on or after Feb 7, 2022: Per FMCSA, Entry Level Driver Training (ELDT), must be completed. This is already incorporated in to our ELDT Class A CDL course and ELDT Class B CDL course. If student has received their CLP prior to Feb 7, 2022 ELDT training is not required as long as their permit is still valid. All student requirements prior to the day of testing: ELDT online theory training must be complete prior to arrival for the first day of class. Students will get an email to start this course 1 month prior to their class dates. CLP-14 days prior to start of training (these are good for 1-year)DOT Long Form Physical (these are good for 2-years) and Pre-employment Drug screen within 10 days of start of training with a valid medical card. Register as a student or driver on the FMCSA Drug and Alcohol Clearing House. Click link below: <https://clearinghouse.fmcsa.dot.gov/register>. The online theory training is through ELDT Direct. If students need assistance please have them contact Ashley Grimm or Clarence Ruby.

Tuition: \$1,800.00

Registration Closes On
Monday, June 5, 2023 @ 12:00 AM

Schedule Information

Date(s)	Class Days	Times	Location	Instructor(s)	Instructional Method
6/5/2023 - 6/9/2023	Weekly - Mon, Tue, Wed, Thu, Fri	08:00 AM - 02:30 PM	Cedar Rapids, Kirkwood Continuing Education Training Center Map, Room: 1226	Chad Lerch	ClassRoom

Estimated Costs

1. Tuition= \$1,800
2. Physical=\$80
3. DOT Drug Test=\$50
4. CDL Permit=\$12
5. Others to be determined



REQUEST FOR CONSIDERATION

MEETING DATE: April 3, 2023

AGENDA ITEM: Discussion: Leaf Vacuum
PREPARED BY: City Administrator, Adam Kofoed
DATE: March 23, 2023

BACKGROUND:

There was no consensus from council on how to or if the city should purchase a leaf vac. Below are five options council may choose from.

Option 1: Lease

Public Works could lease the equipment over five years.

Pro	Con
Would allow Public Works to keep their equipment purchase cycle.	7.5% interest is very costly.
Would preserve a strong reserve in the stormwater fund for unforeseen future costs.	Will cost the city more in the long run or would delay a stormwater maintenance project.
Would not raise taxes or stormwater fees.	Requires a public hearing.

Option 2: Free Stormwater Obligations

Council could opt to save reserve stormwater funds instead of financially assisting the Wapsi Creek downstream widening project. Council would have to take out a larger bond which would increase their bond by \$40,000 plus interest over 15 years.

Pro	Con
Would allow Public Works to keep their equipment purchase cycle.	Would increase taxes by \$40,000.
Would preserve a strong reserve in the stormwater fund for unforeseen future costs.	Will cost the city more in the long run or would delay a stormwater maintenance project.
Would be lest costly than option 1	

Option 3: Delay Skid loader Purchase

Council could not approve the skidloader purchase for FY2024.

Pro	Con
Would not raise taxes or fees	Could increase costs, if skidloader breaks down sooner.
Would preserve a strong reserve in the stormwater fund for unforeseen future costs.	It would likely delay Public Works equipment purchase plan by one year.
Would be least costly option, if future maintenance costs don't increase.	

Option 4: Spend up to the Reserve Requirement

With debt obligations, future maintenance projects, and reserve requirements are calculated, there is \$60,000 to spend.

Pro	Con
Would not raise taxes or fees	It's risky as the city does not know what the Wapsi Creek downstream widening will cost. It's possible the \$40,000 plan, is not enough.
Would preserve a strong reserve in the stormwater fund for unforeseen future costs.	It's risky as the city does not know how state budget cuts will affect other funds.
Would be least costly option	Would likely lead to a delayed maintenance project.
Public Works would use most of the reserve, but not all.	It will take years for the city to have as strong of a reserve as they do in 2023.

Option 5: Don't Buy One

Council could opt to cut its losses and not purchase a leaf vacuum.

Pro	Con
City would receive a \$32,000 check.	Would increase drainage trouble shooting issues as leaves clog pipes.
With state mandated property tax reform and likely future growth, the leaf program will likely become a larger portion of the budget.	It does not preserve or protect the city's stormwater infrastructure.
Is council prepared to buy two new ones in 10 years? One for annexation growth and one to replace this new leaf vac.	Could be the costliest option in the long term as staff hours would be used to unclog and repair drainage infrastructure.
	May prevent drainage infrastructure from working property costing the city and property owners money in flash flooding damage.

March 6th, 2023

Matt Goodale
Public Works Director
City of West Branch

Matt,



Per your request, a Purchase Proposal has been generated for a Titan leaf vacuum trailer similar to what was demonstrated.

Titan Pro Base Model Standard Features:

- *Electric trailer brakes with breakaway system
- *7000 lb single axle and running gear
- *DOT compliant lighting with LED Lighting
- *Telescoping tongue with 7 positions spanning 36"
- *Adjustable pintle hitch rated at trailer capacity
- *74 HP Tier 4 Engine Kubota Diesel Engine
- *Magnetic prescreen on engine for added filtration
- *50-gallon aluminum fuel tank with sight gauge
- *30" diameter belt driven 5 blades of AR400
- *Blower housing liner
- *Discharge elbow liner
- *5 groove belt and sheave system for optimum performance
- *11-1/2" clutch to fit SAE #3 engine housing
- *Rigid discharge tube with 4' HD rubber adaptor hose
- *Curbside pickup with overhead boom.
- *Wheel chocks
- *Yellow waring flashers LED
- *Fire extinguisher
- *Manual trailer jack

OPTIONS:

- *Heavy duty rubber collection hose in lieu of clear flx-thane
- *Clean out door installed in blower housing cover.
- *Strobe light installed on an elevated bracket. Controlled by the lower strobes switch
- *Tool/Rake Holder Installed on Trailer
- *100 Gallon Dust Control System

Pricing Summary

NET PURCHASE PRICE: \$76,525.00



Municipal Lease Options:

Purchase Price: \$76,525.00

Down Payment: \$35,000.00

NET Financed: \$41,525.00

OPTION 1- First Payment: August, 2023

(Term Years-APR) Payments: (2 @ 7.47%) \$22,201.63 (3 @ 6.93%) \$15,219.77 (4 @ 6.41%) \$11,680.81

OPTION 2- First Payment: July, 2024

(Term Years-APR) Payments: (2 @ 7.47%) \$23,787.87 (3 @ 6.93%) \$16,228.90 (4 @ 6.41%) \$12,396.85

Pricing Includes: Delivery to city shop and on-site operator/maintenance training.

Delivery: August 2023 Dependent Upon Factory Availability.

Terms of Sale: Invoice Due 30 Days After Delivery if not opting for Municipal Lease. Proposed prices are based on current costs and therefore subject to change with written notice to account for changes in pricing beyond seller's control.

Warranty: 1 Year Parts & Labor Warranty

If you should have any questions about this proposal, pricing, or equipment please call.

Thank you.

A handwritten signature in black ink, appearing to read "Mike Osler".

Mike Osler

MacQueen Equipment

515-864-8171

www.macqueengroup.com

4607 SE Rio Ct, Ankeny, IA 50021 . Bus: 515.289.9994 . Fax: 515.289.9995
Formerly Trans Iowa Equipment Part of the MacQueen Group Since 2005