



**CITY COUNCIL MEETING**  
**MONDAY, MAY 1, 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 April 17, 2023 City Council meeting.
  - b. Approve a Class C Retail Alcohol (12-month) license with Outdoor Service privileges for Cedar's Edge Golf Course Inc., 3 Ember Lane, West Branch.
  - c. Approve a Special Class C Retail Alcohol (5 day) license, for The Down Under for West Branch Main Street's Kickoff to Summer event on June 10, 2023.
  - d. Appoint Jenna Maxson to the Parks & Recreation Commission, term expiration 12/31/2024.
  - e. Approve appointment of Annika Pettitt to the West Branch Library Board, term expiration 6/30/2023 (filling a vacancy)
  - f. Approve Claims for 5/1/2023.
7. Presentations/Communications/Open Forum
8. Public Hearing/Non-Consent Agenda
  - a. **Third Reading of Ordinance 801** – Vacating an Unused Portion of Green Street on the former Croell Site to BBCO, LLC. / Move to action.
  - b. **First Reading of Ordinance 802** - Amending the Code of Ordinances of The City of West Branch, Iowa, by Amending provisions pertaining to No Parking Zones. / Move to action.
  - c. **Public Hearing** – Amending the current Budget for Fiscal Year ending June 30, 2023. – **This item has been moved to May 15, 2023 due to a publication error.**
  - d. **Resolution 2023-39** – Setting time and place for a Public Hearing for the Purpose of Soliciting Written and Oral Comments on the City's Proposed Fiscal Year 2022-2023 Budget Amendment. / Move to action.
  - e. **Resolution 2023-40** – Resolution setting the date for Public Hearing on proposal to enter into a General Obligation Loan Agreement and to borrow money thereunder. / Move to action.
  - f. **Resolution 2023-41** - Approving a Cleaning Services Agreement with Moppy Mo's LLC. / Move to action.
  - g. **Resolution 2023-42** – Approving a revised Credit Card policy for certain employees of the City of West Branch. / Move to action.
  - h. **Resolution 2023-43** – Approving the Final Plat of The Meadows Subdivision, Part Five, West Branch, Iowa. (with conditions). / Move to action.
  - i. **Resolution 2023-44** – Hiring Temporary Parks & Recreation Workers for Summer Programs and Concessions and setting the salaries for the positions for FY 23/FY24. / Move to action.
  - j. **Resolution 2023-45** - Approving Pay Estimate Number 8 in the amount of \$522,618.05 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. / Move to action.
9. Discussion – Direction for the City Administrator regarding the West Branch Public Library Staff plan for FY24/25 and beyond. (*Library Board Quorum May Be Present*)
10. City Administrator Report
11. City Attorney Report
12. City Engineer Report
13. City Staff Reports
  - a. Matt Condon, Parks & Recreation update
14. Comments from Mayor and Council Members
15. Motion to adjourn.

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**Mayor:** Roger Laughlin · **Council Members:** Colton Miller, Nick Goodweiler, Jodee Stoolman, Tom Dean, Jerry Sexton  
**City Administrator** Adam Kofoed · **City Clerk** Leslie Brick · **Finance Officer** Heidi Van Auken **Fire Chief** Kevin Stoolman ·  
**Parks & Rec Director** Matt Condon · **Police Chief** John Hanna · **Public Works Director** Matt Goodale  
**Library Director** Becky Knoche

*(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**

**April 17, 2023  
7:00 p.m.**

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

**APPROVE THE AGENDA**

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

**APPROVE CONSENT AGENDA**

Approve minutes from the April 3, 2023 City Council meeting  
Approve the February Monthly Financial Report  
Approve Claims for 4/17/2023

EXPENDITURES	4/17/2023	
AMAZON.COM	VARIOUS ITEMS	96.20
BAKER & TAYLOR INC.	BOOKS	443.56
CEDAR COUNTY COOPERATIVE	FUEL-PW	944.72
CEDAR COUNTY RECORDER	RECORDING FEES	21.00
COMPASS MINERALS AMERICA	ROAD SALT	4,471.24
DONAHUES CARPET	CARPET CLEANING - LIBRARY	551.08
FINNEGAN, JEANETTE	BLDG INCENTIVE PAYMENT	820.90
HAWKINS	CHEMICALS	2,924.17
HEIDI VAN AUKEN	MILEAGE REIMBURSEMENT	22.93
KANOPI	ON DEMAND VIDEO SERVICE	28.00
LRS HOLDINGS	TRASH & RECYCLING MARCH 2023	17,482.25
MPEC	SHOP SUPPLIES- OIL	119.89
OLSON, KEVIN D	LEGAL SERVICES APRIL 2023	1,500.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	479.79
QC ANALYTICAL SERVICES	LAB ANALYSIS	797.75
RALLY APPRAISAL	GASKILL CONDEMN TESTIMONY	1,000.00
SCOTT ALLEN STUELAND	STUMP GRINDING	3,200.00
STATE HYGIENIC LAB	LAB ANALYSIS	40.50
STEFANIE & ANTHONY ARNAMAN	BLDG INCENTIVE PAYMENT	1,039.37
WEIS BAILEY & KEARNEY MICHELE	BLDG INCENTIVE PAYMENT	2,017.17
WEST BRANCH TIMES	SUBSCRIPTION LIBRARY	44.00
TOTAL		38,044.52
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	4/14/2023	48,924.77
PAID BETWEEN MEETINGS		
ALLIANT ENERGY	ALLIANT ENERGY	12,152.33
AMAZON.COM	VARIOUS ITEMS	202.88
DEMCO	PATRON ID CARDS	784.64
KOCH OFFICE GROUP	COPIER MAINTENANCE	202.98
LINN COUNTY REC	STREET LIGHTS	202.50
RIVER PRODUCTS	ROCK FOR RESURFACING	870.45
GLOBAL PAYMENTS	MARCH CREDIT CARD FEES	1,039.26
SISCO	HEALTH CLAIMS 4/3/2023	11.41
SISCO	HEALTH CLAIMS 4/10/2023	489.54
AT&T MOBILITY	WIRELESS SERVICE	364.72
DEERE & COMPANY	SIDEWALK TRACTOR	18,915.16
PROTECT YOUTH SPORTS	BACKGROUND CHECKS	445.50
QUILL CORP	OFFICE SUPPLIES	223.93
USA BLUE Book	TABLETS FOR HYDRANT FLUSHING	1,343.96
WEX	VEHICLE FUEL	1,208.42

GASKILL, KATHARINE	LAND CONDEMNATION COMP	12,000.00
TOTAL		50,457.68
GRAND TOTAL EXPENDITURES		137,426.97
FUND TOTALS		
001 GENERAL FUND	61,654.08	
022 CIVIC CENTER	572.29	
031 LIBRARY	9,512.25	
110 ROAD USE TAX	12,276.19	
112 TRUST AND AGENCY	9,397.86	
321 WIDENING WAPSI CREEK	13,000.00	
600 WATER FUND	18,178.97	
610 SEWER FUND	12,835.33	
GRAND FUND TOTAL	137,426.97	

REVENUE-FISCAL YEAR 2023  
FUND FEBRUARY

001 GENERAL FUND	35,159.03
022 CIVIC CENTER	406.21
031 LIBRARY	74.45
036 TORT LIABILITY	394.10
110 ROAD USE TAX	28,688.06
112 TRUST & AGENCY	2,504.90
119 EMERGENCY TAX FUND	82.39
121 LOCAL OPTION SALES TAX	28,677.61
125 TIF	561.97
226 DEBT SERVICE	865.28
300 CAPITAL IMPROVEMENT RESERVE	119.63
600 WATER FUND	44,657.28
610 SEWER FUND	70,265.15
740 STORM WATER UTILITY	5,348.48
TOTAL	217,804.54

Sexton questioned the dollar amounts of the Building Incentive Program and why they were over one thousand dollars. Kofoed reminded the Council that changes to the program which includes limiting the rebate to one thousand dollars each year goes into effect on July 1, 2023. Stoolman questioned the amount of a recent purchase by Public Works in the amount of \$18,915.16 for a sidewalk tractor. Van Auken explained that the tractor was purchased last fiscal year but that the city was not billed until this fiscal year. She also said that the cost included other attachments for the tractor.

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

**PRESENTATIONS / COMMUNICATIONS / OPEN FORUM**

Maggie Burger, Speer Financial presented the estimated projects costs for three city projects in progress or set to begin in 2023 to be \$3,040,000. Burger provided the breakdown of costs and how the projects would be funded which includes TIF, water and sewer fees, and Debt Service. Burger said the estimate project costs may be lower if engineering fees have already been paid and that she is still reviewing all of the numbers. Burger said that the Council will need to set a date for Public Hearing at the May 1<sup>st</sup> meeting for May 15<sup>th</sup> to start the ball rolling for the General Obligation Corporate Purpose Bond the city will need to bond for later this summer to fund the upcoming projects. Burger went on to explain that the new debt is expected to have a 4.5% interest rate with a seventeen-year maturity date. Burger went on to state that water rates will need to be increased to help fund the East Side Water Main project as well and that she hoped the City could start the ordinance process for the rates to be in effect no later than this fall.

**PUBLIC HEARING / NON-CONSENT AGENDA**

Second Reading of Ordinance 801 – Vacating an Unused Portion of Green Street on the former Croell Site to BBCO, LLC. / Move to action.

There were no comments.

Motion by Sexton, second by Miller to approve second reading of Ordinance 801. AYES: Sexton, Miller, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

Resolution 2023-35 – Setting time and place for a Public Hearing for the Purpose of Soliciting Written and Oral Comments on the City’s Proposed Fiscal Year 2022-2023 Budget Amendment. / Move to action.

Motion by Miller, second by Sexton to approve Resolution 2023-35. AYES: Miller, Sexton, Goodweiler, Dean, Stoolman. NAYS: None. Motion carried.

Resolution 2023-36 – Approving the purchase of a Titan Pro Leaf Vacuum in the amount of \$75,525.00. /Move to action.

Sexton stated that he would like to see Public Works cut additional labor costs for providing the service going forward. He suggested fewer pick-ups and a using larger hopper to collect the leaves which would lessen the number of trips to empty. Goodale was not available for comment. Miller clarified that the city would be using the insurance proceeds in the amount of \$39,000 from the old leaf vac toward the purchase price of the new one. Kofoed confirmed that was the fact.

Motion by Sexton, second by Goodweiler to approve Resolution 2023-36. AYES: Sexton, Goodweiler, Miller Dean. NAYS: Stoolman. Motion carried.

Resolution 2023-37 – Approving a (REVISED) Site Plan for Lot 1, Heritage Hill, West Branch, Iowa. / Move to action.

Laughlin summarized the changes to the Site Plan which now includes more green space between the dwellings, reconfiguration of the dwellings, covered parking for the two twelve-unit buildings on the north end of the property and revised pond grading to the detention basin. The Council had no additional comments or questions.

Motion by Dean, second by Sexton to approve Resolution 2023-37. AYES: Dean, Sexton, Miller, Stoolman, Goodweiler. NAYS: None. Motion carried.

Resolution 2023-38 – Approving an Information Technology Support Contract with Mainstay Systems of Iowa LLC. / Move to action.

Kofoed briefly explained the differences between the quotes received and the needs of the city and how the decision was arrived to go with Mainstay Systems of Iowa. The Council had no additional comments or questions.

Motion by Dean, second by Miller to approve Resolution 2023-38. AYES: Dean, Miller, Sexton, Stoolman, Goodweiler. NAYS: None. Motion carried.

Motion to approve a request for a partial sewer fee abatement for 30 Greenview Circle. / Move to action.

The resident’s original request for a partial sewer fee abatement was denied on March 3, 2023 by city staff after information received on the excess water and sewer billing in February was reviewed. Kofoed added that staff receives these types of requests often. He cautioned the Council that if they start waiving fees for individual residents, then the remaining tax payers pay for it in the end. He added that while the city is sympathetic to financial burdens water leaks create, that staff makes every effort to help the citizen by offering payment arrangements and to avoid disconnection of services. The Council debated this issue as well as past ones for several minutes. Brick reminded the Council that at their request in 2020, the city adopt a policy to handle these types of requests. Several cities were asked for their policies and the results showed that other city policies ranged from partial forgiveness to no forgiveness. The purpose of adopting the policy was to encourage fairness regardless of ability to pay or who asked. Brick added that prior practices of the Council were inconsistent on who was given forgiveness and who wasn’t. Stoolman argued that if the city allowed forgiveness to people who used landscape meters, then this situation should be forgiven too. Goodweiler questioned based on the current policy, when would the city ever grant forgiveness. Brick said no situation has been requested yet that she felt qualified for forgiveness as most of the issues were “property maintenance” related and the responsibility of the homeowner and not every other taxpayer.

Motion by Goodweiler, second by Sexton to approve the request. AYES: Stoolman, Goodweiler. NAYS: Sexton, Miller, Dean. Motion FAILED.

### **CITY ADMINISTRATOR REPORT**

Kofoed remind the Council that ICS (Incident Command System) training will be held in the Council Chambers on May 1, 2023 starting at 1:00 p.m. This training is mandatory for all city staff and City Council members if you have not already completed it yet and received a certificate of completion.

### **CITY ATTORNEY REPORT**

Olson reported that the owner of the nuisance property on East Green Street has been located and served foreclosure paperwork by their bank and that the issue is moving forward.

### **CITY ENGINEER REPORT**

Schechinger reported progress on city projects and noted no major issues.

### **STAFF REPORTS**

Condon reported that the Park & Recreation survey results have been tabulated and that he would be sharing the results with the Park & Recreation Commission to determine which areas of interest could be pursued.

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

Laughlin said he attended MainStreet West Branch Sweet's for Success Fundraiser and said it was another successful event which raised more than \$36,000. Dean asked when signage would be added on Herbert Hoover Road at I-80 to alert driver's that there is no access to West Branch. Schechinger said he would make a follow-up with Johnson County's project manager.

### **ADJOURNMENT**

Motion to adjourn by Sexton, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 8:23 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> May 1, 2023
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<b>AGENDA ITEM:</b>	Approve a Class C Retail Alcohol (12-month) liquor license with Outdoor Service privileges for Cedar's Edge Golf Course Inc., 3 Ember Lane, West Branch.
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<b>PREPARED BY:</b>	City Clerk, Leslie Brick
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<b>DATE:</b>	April 19, 2023
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### BACKGROUND:

Approve a Class C Retail Alcohol (12-month) liquor license with Outdoor Service privileges for Cedar's Edge Golf Course Inc., 3 Ember Lane, West Branch.

Renewal effective May 27, 2023 to May 26, 2024.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> May 1, 2023
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<b>AGENDA ITEM:</b> Approve a Special Class C Retail Alcohol (5 day) license, for The Down Under for West Branch Main Street's Kickoff to Summer Event on June 10, 2023.
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<b>PREPARED BY:</b> City Clerk, Leslie Brick
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<b>DATE:</b> April 19, 2023
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### BACKGROUND:

Main Street West Branch is sponsoring their annual Kickoff to Summer event June 9<sup>th</sup> and 10<sup>th</sup>, 2023. On June 10<sup>th</sup>, there will be a concert and street dance on the 100 block of North Downey St.

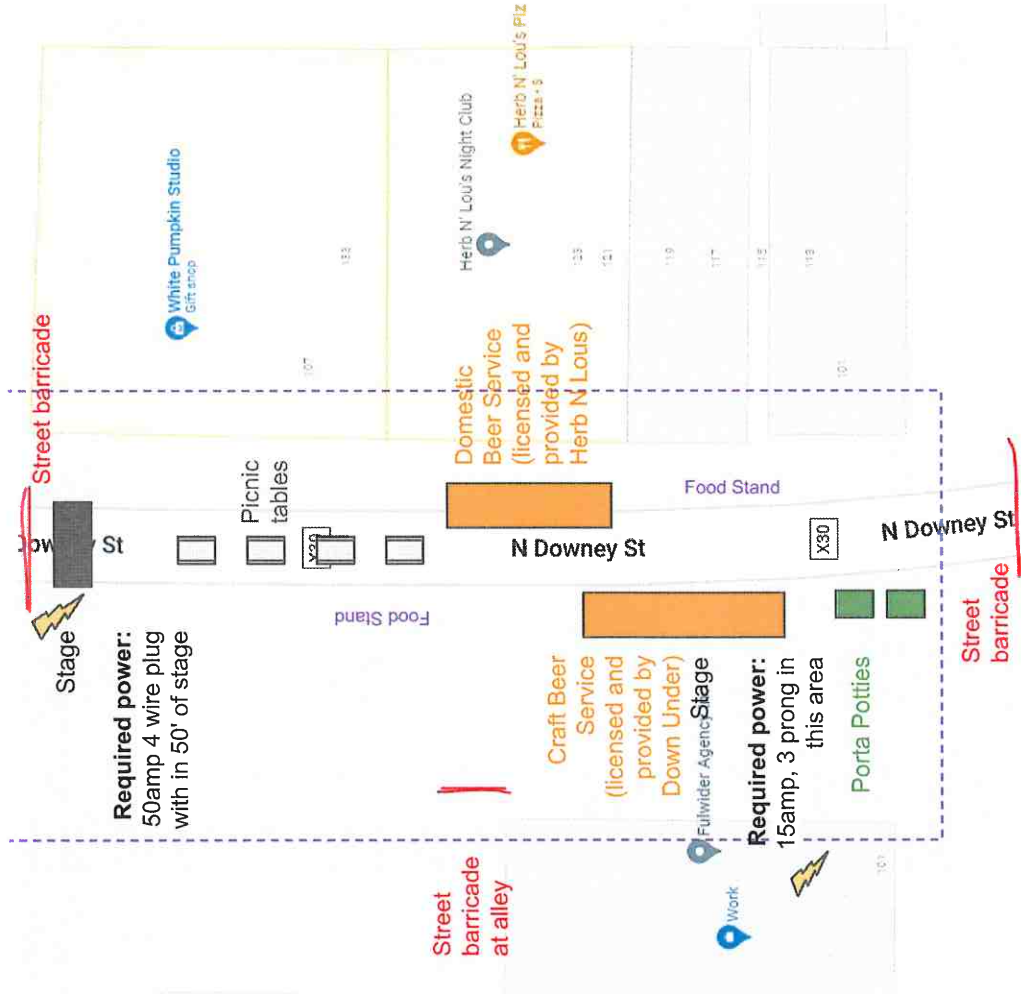
The Down Under has applied for a 5-day license (which is an ABD requirement) to sell and serve beer in the closed off area during the street dance only.

# Proposed Site Plan

Kickoff to Summer  
Outdoor Concert  
June 10, 2023

## Needed from City Staff:

- Confirmed access to working power (50amp, 4 wire plug within 50 feet of stage. And 15 amp, 3 prong plug for DU area)
- Picnic Tables & Trash Cans dropped near the area on Friday (volunteers will move to street area Sat)
- Street Barricades
- Possibly borrow a few tables/chairs from Town Hall
- Pop up tents if rain is forecasted







Advisory Board/Commission  
Application Form

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

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

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

Board or Commission Parks and Recreation Today's Date 8/12/22

(Please print)

Name: Jenna Maxson Address: 702 Sullivan St. WB

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

Email: jennamaxson@gmail.com

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

How long have you been a resident of West Branch? 10+ years

Occupation: Volunteer Services manager Employer: Mercy Hospital - Iowa City

*Optional Questions (use the back if necessary)*

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

(please see attached)

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

(please see attached)

Thank you for your interest! We will contact you after your application has been reviewed.

8/12/22

Parks and Recreation West Branch

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

I am a current liaison for the volunteer Mercy Hospital Guild Board as well as the Volunteer Services Manager for Mercy Hospital. I have a clear understanding of the functions behind a volunteer Board, the responsibilities and expectations. I have worked professionally in locally based, community focused, non-profits for over 15 years and have a deeply seeded passion for community comradery and engagement with emphasis on volunteering.

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

I have 2 boys currently in elementary school as well as a 2 year old who will be attending the West Branch school district in the coming years. My 2 older boys (currently 8 and 9 years old) have participated in several various sports through Parks and Recreation, as well as attend frequent trips to our local parks with me, such as Cubby (just a few blocks from our home). I would be honored to provide feedback and insight, while gathering other community feedback and serving as an advocate as such, into how we can continue to grow and develop Parks and Recreation in our home-town. I also have a background in fundraising and community outreach; The Mercy Guild raising over \$400,000 and our volunteer service lines reaching over 5,000 people since I began my Mercy employment.

Side note: I cannot express my excitement that Parks and Recreation is currently promoting fundraising for a splash pad, and this committee did a fantastic job with the recent Cubby Park project!



Advisory Board/Commission  
Application Form

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Board or Commission Library Board of Trustees Today's Date 4/6/2023

(Please print)

Name: Annika Pettitt Address: 328 N. Downey St

Phone: (home) 607-316-4844 Phone: (cell) [REDACTED]

Email: pettitt.annika@gmail.com

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

How long have you been a resident of West Branch? 4 months

Occupation: Director of Client Success Employer: BizLibrary

*Optional Questions (use the back if necessary)*

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

As a lifelong library patron and the family member of multiple library employees at both the local and academic level, I understand the value and needs of a public library from many dimensions. Through my career and →  
What contributions do you feel you can make to this board / commission?

My professional experience has made me an excellent problem solver, listener, and doer. I have worked in the corporate and non-profit world →

Thank you for your interest! We will contact you after your application has been reviewed.

Q1.

volunteer experience, I have learned how to take my professional skills and apply them to public service.

Q2.

and have experience communicating with a wide variety of people to understand and solve problems. As a new member of the West Branch community I'm eager to contribute to my new home, and will do all I can to be a productive member of the Library Board of Trustees.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> May 1, 2023
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<b>AGENDA ITEM:</b> Claims for May 1, 2023
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<b>PREPARED BY:</b> Heidi Van Auken
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<b>DATE:</b> April 27, 2023
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### SUMMARY:

Claims Report: These are routine expenditures that include payroll, budget expenditures, and other financial items that relate to City Council approved items and/or other day-to-day operational disclosures.

**EXPENDITURES****5/1/2023**

BRICK, LESLIE	MILEAGE & MEALS IMFOA	224.80
ELITE HOLDING COMPANY	SHIRTS - NEW EES	440.00
HOLLYWOOD GRAPHICS	BASEBALL SOFTBALL TSHIRTS	1,365.50
ILLINOIS LIBRARY ASSOCIATION	SUMMER LIBRARY PROGRAM	414.90
JEDLICKA, INC.	SANDWICHES FOR CONCESSION	130.00
KIESLER POLICE SUPPLY	FIREARMS & SUPPLIES	3,148.62
KNOCHE, REBECCA	STORYTIME SNACKS REIMBURSE	36.57
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	142.02
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,544.67
LYNCH'S PLUMBING	CURBSTOP REPAIRS	4,600.00
MATT PARROTT	LASER UTILITY BILLS	660.00
MENARDS	SUPPLIES - WATER	124.87
MUNICIPAL SUPPLY	WATER METERS	1,236.05
PLUNKETT'S PEST CONTROL	PEST CONTROL-TH, CITY OFFICE	105.90
QUILL CORP	YOUTH PROGRAM SUPPLIES	24.67
STATE INDUSTRIAL PRODUCTS	CHEMICALS	243.08
THE HOME DEPOT PRO	SINGLE ROLL BATH TISSUE	54.42
VEENSTRA & KIMM	VARIOUS PROJECTS	33,602.55
WHITE CAP	LADDER	325.00

**TOTAL****48,423.62****PAYROLL-WAGES, TAXES, EMPLOYEE  
BENEFITS****4/28/2023****59,051.53****PAID BETWEEN MEETINGS**

SISCO	HEALTH CLAIMS 4/24/2023	51.47
ELDON STUTSMAN	SOD REPAIRS	791.40
HAZELHASKY LLC	CONECSSION FOOD	82.96
IA DNR	NPDES AMENDMENT FEE	85.00
JOHN DEERE FINANCIAL	SUPPLIES-PW	422.43
MEDIACOM	CABLE SERVICE	41.90
PLAY IT AGAIN SPORTS	BASEBALL & SOFTBALLS	429.93
US BANK CORP CARD	CREDIT CARD PURCHASES	2,201.38
VERIZON WIRELESS	VERIZON WIRELESS	561.66
WEST BRANCH TIMES	LEGAL PUBLICATIONS & JOB ADS	1,520.67
CEDAR COUNTY COOP	FUEL	1,405.84
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	49.73
DAN'S OVERHEAD DOORS	DOOR REPAIR-FIRE	129.02
DINGES PARTNERS GROUP	VEHICLE MAINTENANCE-FIRE	1,480.18
FELD FIRE EQUIPMENT	HARDWARE KIT-FACESHIELD	228.60
HEIMAN FIRE EQUIPMENT	FIRE EQUIPMENT	1,889.62
HOTSY CLEANING SYSTEM	POWERSHINE 5 GAL	86.67
IA ASSOC MUN UTILITIES	QUARTERLY SAFETY TRAINING DUES	888.00

JOHNSON CO AMBULANCE SERVICE	MEDICAL SUPPLIES	16.77
JOHNSON CO MUTUAL AID ASSOC	2023 JCMAA DUES	81.00
LL PELLING	POTHOLE PATCH	1,050.00
MPEC	VEHICLE SUPPLIES	235.80
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-CITY	500.00
RELIANT FIRE APPARARUS	SUPPLIES - FIRE	604.80
WEST BRANCH REPAIRS	VEHICLE MAINTENANCE-FIRE	166.50
WEST BRANCH TIMES	JOB ADS- POLICE	184.50

**TOTAL** **15,185.83**

**GRAND TOTAL EXPENDITURES** **122,660.98**

**FUND TOTALS**

001 GENERAL FUND	44,988.05
022 CIVIC CENTER	97.49
031 LIBRARY	8982.8
110 ROAD USE TAX	9424.27
112 TRUST AND AGENCY	12920.29
319 RELOCATING WATER & SEWER	1,760.00
321 WIDENING WAPSI CREEK	6,769.25
324 WW TREATMT FACILITY	18,357.23
326 ROUNDABOUT MAIN & CEDAR	895.5
329 EASTSIDE WATER MAINS	1,903.43
600 WATER FUND	11,261.86
610 SEWER FUND	<u>5300.81</u>

**GRAND FUND TOTAL** **122,660.98**



DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS KIESLER POLICE SUPPLY, INC	TELEPHONE SERVICE	295.84
			FIREARMS & SUPPLIES	3,148.62
			TOTAL:	3,444.46
FIRE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	89.58
			TOTAL:	89.58
PARK & RECREATION	GENERAL FUND	HOLLYWOOD GRAPHICS LIBERTY COMMUNICATIONS JEDLICKA, INC.	BASEBALL SOFTBALL TSHIRTS	1,365.50
			TELEPHONE SERVICE	279.67
			SANDWICHES FOR CONCESSION	130.00
			TOTAL:	1,775.17
CLERK & TREASURER	GENERAL FUND	PLUNKETT'S PEST CONTROL INC BRICK, LESLIE LIBERTY COMMUNICATIONS	PEST CONTROL-CITY OFFICE	52.95
			MILEAGE & MEALS IMFOA	224.80
			TELEPHONE SERVICE	413.89
			TOTAL:	691.64
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	64.95
			TOTAL:	64.95
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	LOT SITE PLAN REVIEW	597.00
			MEADOWS PT 5 REVIEW	2,126.14
			WB HERITAGE HILL SITE REVI	597.00
			ANNEXATION STUDY	597.00
			TOTAL:	3,917.14
TOWN HALL	CIVIC CENTER	PLUNKETT'S PEST CONTROL INC LIBERTY COMMUNICATIONS	PEST CONTROL-TOWN HALL	52.95
			TELEPHONE SERVICE	44.54
			TOTAL:	97.49
LIBRARY	LIBRARY	QUILL CORP  KNOCHE, REBECCA LIBERTY COMMUNICATIONS THE HOME DEPOT PRO ILLINOIS LIBRARY ASSOCIATION LEAF CAPITAL FUNDING LLC	YOUTH PROGRAM SUPPLIES	9.17
			YOUTH PROGRAM SUPPLIES	5.94
			YOUTH PROGRAM SUPPLIES	9.56
			STORYTIME SNACKS	36.57
			TELEPHONE SERVICE	237.61
			SINGLE ROLL BATH TISSUE	54.42
			SUMMER LIBRARY PROGRAM	414.90
			COPIER LEASE - LIBRARY	142.02
			TOTAL:	910.19
			ROADS & STREETS	ROAD USE TAX
SHIRTS - NEW EES	440.00			
LADDER	325.00			
TOTAL:	804.53			
CAPITAL PROJECT	RELOCATING WATER & VEENSTRA & KIMM INC.		I80 WIDENING COORDINATION	1,760.00
			TOTAL:	1,760.00
CAPITAL PROJECT	WIDENING WAPSI CRE VEENSTRA & KIMM INC.		CHANNEL WIDENING FLOOD IMR	6,769.25
			TOTAL:	6,769.25
CAPITAL PROJECT	WW TREATMT FAC IMP VEENSTRA & KIMM INC.		WW TREATMENT FACILITY	9,120.00
			WW TREATMENT FACILITY	9,237.23
			TOTAL:	18,357.23
INVALID DEPARTMENT	ROUNDAABOUT MAIN &	VEENSTRA & KIMM INC.	HHH & CEDAR JOHNSON INTERS	895.50



DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			TOTAL:	895.50
CAPITAL PROJECTS	EASTSIDE WATER	MAI VEENSTRA & KIMM INC.	EAST SIDE WATER MAINS	1,903.43
			TOTAL:	1,903.43
WATER OPERATING	WATER FUND	MUNICIPAL SUPPLY INC.	WATER METERS	1,236.05
		MATT PARROTT/STOREY KENWORTHY	LASER UTILITY BILLS	330.00
		LYNCH'S PLUMBING INC	CURBSTOP REPAIR-310 N 4TH	1,900.00
			CURBSTOP REPAIR-159 NORTHR	1,300.00
			CURBSTOP REPAIR-111 SCOTT	1,400.00
		MENARDS	SUPPLIES - WATER	124.87
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	39.53
			TOTAL:	6,330.45
SEWER OPERATING	SEWER FUND	MATT PARROTT/STOREY KENWORTHY	LASER UTILITY BILLS	330.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	39.53
		STATE INDUSTRIAL PRODUCTS	CHEMICALS	243.08
			TOTAL:	612.61

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

001	GENERAL FUND	9,982.94
022	CIVIC CENTER	97.49
031	LIBRARY	910.19
110	ROAD USE TAX	804.53
319	RELOCATING WATER & SEWER	1,760.00
321	WIDENING WAPSI CREEK @ BE	6,769.25
324	WW TREATMT FAC IMP 2021	18,357.23
326	ROUNDAABOUT MAIN & CEDAR-J	895.50
329	EASTSIDE WATER MAINS	1,903.43
600	WATER FUND	6,330.45
610	SEWER FUND	612.61
-----		
	GRAND TOTAL:	48,423.62
-----		

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 1st day of May, 2023.

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

Attest:

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

Approved on First Reading: April 3, 2023

Approved on Second Reading: April 17, 2023

Approved on Third & Final Reading: May 1, 2023

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

\_\_\_\_\_  
City Clerk

## ORDINANCE NO. 802

### AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, IOWA, BY AMENDING PROVISIONS PERTAINING TO NO PARKING ZONES

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

**SECTION 1. SECTION MODIFIED.** Section 69.08 of the Code of Ordinances of the City of West Branch, Iowa, is repealed and the following adopted in lieu thereof:

**69.08 NO PARKING ZONES.** No one shall stop, stand or park a vehicle in any of the following specifically designated no parking zones except when necessary to avoid conflict with other traffic or in compliance with the direction of a peace officer or traffic control signal.

*(Code of Iowa, Sec. 321.236[1])*

1. Numbered Street with no parking zones.
2. Streets beginning with “A” with no parking zones.
3. Streets beginning with “B” with no parking zones.
  - A. Baker Avenue. Either side of Baker Avenue in corporate City limits from Interstate 80 to south corporate limits.
  - B. Bickford Drive. The outer edge of Bickford Drive.
4. Streets beginning with “C” with no parking zones.
  - A. Cedar-Johnson Road. Both sides of Cedar-Johnson Road from its intersection with West Main Street to the northern City limits.
  - B. Cedar Street. The north side of Cedar Street.
  - C. Cedar Street. The south side of Cedar Street from the corner of South Second Street and Cedar Street, 56 feet to the west.
  - D. Cookson Drive. The south side of Cookson Drive.
  - E. Cookson Street: The north side of Cookson Street.
  - F. Council Street. Both sides of Council Street.
5. Streets beginning with “D” with no parking zones.
  - A. Dawson Drive. The west side of Dawson Drive from its intersection with West Main Street to a point 290 feet to the north.
  - B. Dawson Drive. The east side of Dawson Drive.
6. Streets beginning with “E” with no parking zones.
  - A. East College Street. The north side of East College Street that lies west of the College Street bridge.
  - B. East College Street. The south side of East College Street that lies east of the College Street bridge.
  - C. East Green Street. The south side of East Green Street that lies between North Fourth Street and North Sixth Street.

- D. East Main Street. Both sides of East Main Street from its intersection with North Fourth Street east to the City limits.
  - E. East Orange Street. The south side of East Orange Street.
  - F. Elm Street. The north side of Elm Street.
  - G. Elm Street. The south side of Elm Street from its intersection with Parkside Drive to Chestnut Drive (private).
  - H. Ember Lane. The north side of Ember Lane.
7. Streets beginning with “F” with no parking zones.
    - A. Fawcett Drive. Both sides of Fawcett Drive. (formerly 300<sup>th</sup> Street)
    - B. Foster Street. The west side of Foster Street.
  8. Streets beginning with “G” with no parking zones.
    - A. Gilbert Drive. The west side of Gilbert Drive.
    - B. Greenview Drive. The west side of Greenview Drive from its intersection with West Orange Street north to Greenview Circle.
    - C. Greenview Drive. The north side of Greenview Drive beginning at the east property line of 5 Greenview Drive and extending west 320 feet.
  9. Streets beginning with “H” with no parking zones.
    - A. Hilltop Drive. The north side of Hilltop Drive, 150 feet west of Pedersen Street and 280 feet west of Pedersen Street. This includes the hill and curve on Hilltop Drive.
    - B. Hilltop Drive. The south and west sides of Hilltop Drive from its intersection with Pedersen Street to its intersection with West Orange Street.
  10. Streets beginning with “I” with no parking zones.
  11. Streets beginning with “J” with no parking zones.
  12. Streets beginning with “K” with no parking zones.
  13. Streets beginning with “L” with no parking zones.
    - A. Lazy Brook Drive. The west side of Lazy Brook Drive.
  14. Streets beginning with “M” with no parking zones.
  15. Streets beginning with “N” with no parking zones.
    - A. North Fifth Street. The west side of North Fifth Street.
    - B. North First Street. The east side of North First Street that lies north of East Green Street.
    - C. North Fourth Street. The east side of North Fourth Street from East Main Street to the north City limits, and on the west side of North Fourth Street except in the following instances:
      - (1) The west side of North Fourth Street from the north curb line of East Main Street to a point north approximately 120 feet.

- (2) The west side of North Fourth Street from a point 115 feet to the north of the north curb line of the intersection of East College Street and North Fourth Street to the intersection of North Fourth Street and East Orange Street.
  - D. North Maple Street. Both sides of North Maple Street from the school property north to its intersection with West Orange Street.
  - E. North Maple Street. The west side of North Maple Street from its intersection with West Orange Street north to the cemetery entrance.
  - F. North Downey Street. The west side of North Downey Street from the south line of Friends Church property, north to the north City limits, except that the west side parking will be permitted between the hours of 7:00 a.m. and 12:00 noon on Sunday.
  - G. North Downey Street. The east side of North Downey Street from where West Orange Street intersects with said North Downey, to the north City limits.
  - H. North Oliphant Street. Both sides of North Oliphant Street from West Main Street to the football field.
  - I. North Oliphant Street. The west and north side of North Oliphant Street from West Orange Street to North Downey Street.
  - J. North Oliphant Street. The east side of North Oliphant Street from its intersection with West Orange Street to a point 150 feet north.
  - K. North Poplar Street. Both sides of North Poplar Street between West Main Street to the school property line.
  - L. North Second Street. The west side of North Second Street.
  - M. North Sixth Street. The west side of North Sixth Street.
  - N. Northridge Drive. Both sides of the two-way traffic street and the inside edge of the one-way street of Northridge Drive.
  - O. Northside Drive. The south side of Northside Drive from its intersection with North Downey Street to North Oliphant Street.
  - P. Northside Drive. The south side of Northside Drive from North Oliphant Street to North Maple Street.
  - Q. Northside 3<sup>rd</sup> Addition. Beginning at a point 70 feet west of the east property line to a point ending 48 feet north of the south property line on the street side of Lot 39 of Northside 3<sup>rd</sup> Addition (533 N Oliphant Street).
- 16. Streets beginning with "O" with no parking zones.
    - A. Ohrt Street. The west side of Ohrt Street to the south curb cut of 132 Ohrt Street.
  - 17. Streets beginning with "P" with no parking zones.
    - A. Parkside Drive. Both sides of Parkside Drive.
    - B. Pedersen Street. The west side of Pedersen Street.
    - C. Pedersen Street. The east side of Pedersen Street from its intersection with West Main Street to a point 70 feet north.
    - D. Prairie View Drive. The south side of Prairie View Drive.
  - 18. Streets beginning with "Q" with no parking zones.

19. Streets beginning with “R” with no parking zones.
  - A. Ridge View Drive. The east side of Ridgeview Drive from the north south curb cut 205 Ridge View Drive north to the end of the street.
20. Streets beginning with “S” with no parking zones.
  - A. Sagert Drive. The west side of Sagert Drive.
  - B. Scott Drive. The east side of Scott Drive.
  - C. South Downey Street. South of the gazebo on South Downey Street.
  - D. South Fifth Street. The west side of South Fifth Street.
  - E. South Fourth Street. The east side of South Fourth Street.
  - F. South Maple Street: The south side of South Maple Street.
  - G. South Poplar Street. The east side of South Poplar Street.
  - H. South Second Street. The west side of South Second Street from a point 100 feet south of the bridge to the south end of the street.
  - I. South Second Street. The east side of South Second Street from East Main Street to Water Street.
  - J. Serenity Circle. The north side of Serenity Circle from the west lot line of Lot 7 Cedars Edge 1<sup>st</sup> Addition to the end of the street.
  - K. Serenity Circle. The south side of Serenity Circle from its intersection with Cedar Johnson Road to its intersection with Greenview Drive.
  - L. Sullivan Street. The south side of Sullivan Street.
  - M. Sycamore Drive. Both sides of Sycamore Drive except along the east curb line of Lot 13 Parkside Hills of a portion of Lot D of the NW 1/4 SEC. 8T.79N.-R.4W.-5P.M.
21. Streets beginning with “T” with no parking zones.
  - A. Thomas Drive. Both sides of Thomas Drive from West Main Street to the north curb line of Sagert Drive.
  - B. Thomas Drive. The west side of Thomas Drive.
  - C. Tidewater Drive. Both sides of Tidewater Drive east of Baker Avenue. Parking is allowed during special events, when authorized by the City Council or the Chief of Police. (Example – Kites over West Branch)
22. Streets beginning with “U” with no parking zones.
23. Streets beginning with “V” with no parking zones.
24. Streets beginning with “W” with no parking zones.
  - A. Water Street. The south side of Water Street.
  - B. West Main Street. Both sides of West Main Street from its intersection with North Poplar Street west to the City limits.
  - C. West Orange Street. The south side of West Orange Street.
  - D. Wetherell Street. The south side of Wetherell Street.

- 25. Streets beginning with "X" with no parking zones.
- 26. Streets beginning with "Y" with no parking zones.
- 27. Streets beginning with "Z" with no parking zones.

**SECTION 2. SEVERABILITY CLAUSE.** If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

**SECTION 3. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed by the Council the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, and approved this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

First Reading: May 1, 2023

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_  
City Clerk



**RESOLUTION 2023-39**

**SETTING TIME AND PLACE FOR A PUBLIC HEARING FOR THE PURPOSE  
OF SOLICITING WRITTEN AND ORAL COMMENTS ON THE CITY'S  
PROPOSED FISCAL YEAR 2022-2023 BUDGET AMENDMENT**

**WHEREAS**, the City Council of the City of West Branch, Iowa, previously approved the annual budget for Fiscal Year 2022-2023; and

**WHEREAS**, a budget amendment is necessary to permit the appropriation and expenditure of amounts anticipated to be available from sources other than property taxation, and which had not been anticipated in the budget in accordance with Iowa Code 384.18.2; and

**WHEREAS**, Iowa Code 384.16.3 requires a public hearing on the proposed budget amendment where any resident or taxpayer of the city may present to the council objections to any part of the budget amendment for the current fiscal year or arguments in favor of any part of the budget amendment before its adoption and certification to the county auditor; and

**WHEREAS**, interested residents or taxpayers having comments for or against these proposals may appear and be heard at the public hearing at the City Council meeting on May 15, 2023 at 7:00 p.m. at the City Council Chambers, 110 N. Poplar Street, West Branch, Iowa or electronically using zoom.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of West Branch, Iowa, that this confirms that the council orders the publication of a notice of public hearing pertaining to the adoption of the Fiscal Year 2022-2023 budget amendment not less than ten (10) days nor more than twenty (20) days prior to the date set for the hearing.

**PASSED AND APPROVED** this 1st day of May, 2023.

---

Roger Laughlin, Mayor

Attest:

---

Leslie Brick, City Clerk

**FY23 STATE FORM AMENDMENT DETAIL**

EXPENSES

**PUBLIC SAFETY**

	Amount to raise	Entered
POLICE OPERATIONS	40,126.98	
FIRE OPERATIONS	693,500.00	
BUILDING INSPECTIONS	52,003.00	
	<hr/>	
	785,629.98	785,630.00

**PUBLIC WORKS**

GF ROADS & STREETS	36,100.00
GARBAGE	13,000.00
	<hr/>
	49,100.00

**CULTURAL & REC**

LIBRARY	23,300.00	
CEMETERY	20,000.00	
OTHER CULTURE & REC	4,280.00	
	<hr/>	
	47,580.00	4,688,376.98

**COMM & ECON DEVELOP**

ECONOMIC DEVELOPMENT (001-520)	7,000.00
PLANNING & ZONING (001-856)	-
OTHER COM & ECON DEVELOP	
TIF REBATES	6,186.00
	<hr/>
	13,186.00

**GENERAL GOVERNMENT**

MAYOR, COUNCIL, CITY MANAGER	7,000.00
CLERK, TREASURER, FINANCE ADMIN	17,500.00
ELECTIONS	
LEGAL SERVICES	
CITY HALL & GEN BLDGS.	
TORT LIABILITY	
OTHER GEN GOV.	
	<hr/>
	24,500.00

**DEBT SERVICE**

BONDING	
-ACCIONA LAWSUIT PRINCIPAL	90.00
-ACCIONA LAWSUIT INTEREST	4.00
-PRINCIPAL 3RD LAGOON	(414,190.00)
-INTEREST 3RD LAGOON	(12,810.00)
	<hr/>
	(426,906.00)

GOV CAPITAL PROJECTS

-ARPA CAPITAL PROJECT (302)	1,245.00
-I-80 EAST UTILITY RELOCATION (319)	141,900.00
-WW TREATMENT (324)	3,203,000.00
	<hr/>
	3,346,145.00

**BUSINESS TYPE ACTIVITIES**

WATER	14,100.00
SEWER	12,800.00
SEWER FUND SPECIAL (311)	395,336.00
	<hr/>
	422,236.00

**TRANSFERS OUT**

**NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET**

City of WEST BRANCH  
Fiscal Year July 1, 2022 - June 30, 2023

The City of WEST BRANCH will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2023

**Meeting Date/Time:** 5/15/2023 07:00 PM

**Contact:** Adam Kofoed

**Phone:** (319) 643-5888

**Meeting Location:** City Council Chambers  
110 N Poplar Street  
West Branch, IA 52358

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing. Budget amendments 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-gov-appeals>.

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	2,043,736	0	2,043,736
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	2,043,736	0	2,043,736
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	599,780	0	599,780
Other City Taxes	6	317,179	0	317,179
Licenses & Permits	7	86,518	0	86,518
Use of Money & Property	8	11,500	0	11,500
Intergovernmental	9	1,979,867	0	1,979,867
Charges for Service	10	1,779,834	0	1,779,834
Special Assessments	11	0	0	0
Miscellaneous	12	31,000	0	31,000
Other Financing Sources	13	10,500,000	0	10,500,000
Transfers In	14	1,056,639	0	1,056,639
<b>Total Revenues &amp; Other Sources</b>	<b>15</b>	<b>18,406,053</b>	<b>0</b>	<b>18,406,053</b>
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>				
Public Safety	16	903,810	785,630	1,689,440
Public Works	17	697,160	49,100	746,260
Health and Social Services	18	0	0	0
Culture and Recreation	19	731,590	47,580	779,170
Community and Economic Development	20	173,810	13,186	186,996
General Government	21	245,629	24,500	270,129
Debt Service	22	1,439,005	-426,906	1,012,099
Capital Projects	23	4,189,467	3,346,145	7,535,612
Total Government Activities Expenditures	24	8,380,471	3,839,235	12,219,706
Business Type/Enterprise	25	7,838,061	422,236	8,260,297
<b>Total Gov Activities &amp; Business Expenditures</b>	<b>26</b>	<b>16,218,532</b>	<b>4,261,471</b>	<b>20,480,003</b>
Transfers Out	27	1,056,639	0	1,056,639
<b>Total Expenditures/Transfers Out</b>	<b>28</b>	<b>17,275,171</b>	<b>4,261,471</b>	<b>21,536,642</b>
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out</b>	<b>29</b>	<b>1,130,882</b>	<b>-4,261,471</b>	<b>-3,130,589</b>
Beginning Fund Balance July 1, 2022	30	6,018,325	0	6,018,325
<b>Ending Fund Balance June 30, 2023</b>	<b>31</b>	<b>7,149,207</b>	<b>-4,261,471</b>	<b>2,887,736</b>

**Explanation of Changes:** There were additional expenditures for Police, Library, Building Inspections, Roads & Streets GF, and Cemetery salaries; unforeseen maintenance and equipment projects for Library and Public Works; rising costs in materials and services; vehicle purchases for Police and the Fire Department; and extra costs associated with new employees.

April 27, 2023

**Via Email**

Adam Kofoed  
City Administrator/City Hall  
West Branch, Iowa

Re: General Obligation Loan Agreement  
Our File No. 439235-NEW

Dear Adam:

We have prepared and attach proceedings to be used at the May 1, 2023 City Council meeting to enable the City Council to set May 15, 2023 as the date for the hearing on the General Obligation Loan Agreement (the “Loan Agreement”) to be entered into with respect to the issuance of bonds or notes.

The documents attached include the following items:

1. Resolution fixing the date, time and place of the meeting at which it is proposed to hold the hearing and take action on the proposal to enter into the Loan Agreement. The form of notice of hearing is set out in Section 2 of the resolution. Please print an extra copy for delivery to the newspaper. Please insert the time and place of the hearing in both the resolution and the notice.
2. Attestation Certificate with respect to the validity of the transcript.
3. Organization Certificate.
4. Publication Certificate with respect to publication of the notice, to which must be attached the publisher’s affidavit of publication with a clipping of the notice as published.

The notice must be published at least once, not less than four (4) and not more than twenty (20) days before the May 15th meeting date set for the hearing, in a legal newspaper which has a general circulation in West Branch. **The last date on which this notice can be effectively published is Thursday, May 11, 2023.**

Please scan and email a copy of the published notice to [lemke.susan@dorsey.com](mailto:lemke.susan@dorsey.com) as soon as it appears in the newspaper. As soon as possible after the City Council meeting, please return one fully executed copy of these proceedings.

If you have any questions, please contact Erin Regan, Cheryl Ritter or me.

Best regards,

John P. Danos

Attachments

cc: Leslie Brick  
Heidi Van Auken  
Speer Financial, Inc.  
Diana VanVleet  
Kevin Olson

TO SET DATE FOR HEARING ON  
PROPOSAL TO ENTER INTO A LOAN  
AGREEMENT

439235-NEW

West Branch, Iowa

May 1, 2023

The City Council of the City of West Branch, Iowa, met on May 1, 2023, at 7 o'clock p.m., at the City Council Chambers, 110 N. Poplar Street, West Branch, Iowa.

The Mayor presided and the roll was called showing the following members of the City Council present and absent:

Present:

\_\_\_\_\_

Absent: \_\_\_\_\_.

Council Member \_\_\_\_\_ introduced the resolution hereinafter next set out and moved its adoption, seconded by Council Member \_\_\_\_\_; and after due consideration thereof by the City Council, the Mayor put the question upon the adoption of the said resolution and the roll being called, the following named Council Members voted:

Ayes:

\_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the resolution duly adopted as hereinafter set out.

• • • •

At the conclusion of the meeting and upon motion and vote, the City Council adjourned.

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

Attest:

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

**RESOLUTION 2023-40**

**RESOLUTION SETTING THE DATE FOR PUBLIC HEARING ON PROPOSAL TO ENTER INTO A GENERAL OBLIGATION LOAN AGREEMENT AND TO BORROW MONEY THEREUNDER**

WHEREAS, the City of West Branch (the “City”), in Cedar and Johnson Counties, State of Iowa, proposes to enter into a General Obligation Loan Agreement (the “Loan Agreement”), pursuant to the provisions of Section 384.24A of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$3,040,000 for the purpose of paying the costs, to that extent, of (a) constructing street, sanitary sewer system, storm water drainage, water system and sidewalk improvements; and (b) acquiring and installing street lighting, signage and signalization improvements (the “Projects”); and it is necessary to fix a date of meeting of the City Council at which it is proposed to take action to enter into the Loan Agreement and to give notice thereof as required by such law;

NOW, THEREFORE, Be It Resolved by the City Council of the City of West Branch, Iowa, as follows:

Section 1. This City Council shall meet on May 15, 2023, at the City Council Chambers, 110 N. Poplar Street, West Branch, Iowa, at 7:00 o’clock p.m., at which time and place a hearing will be held and proceedings will be instituted and action taken to enter into the Loan Agreement.

Section 2. The City Clerk is hereby directed to give notice of the proposed action on the Loan Agreement setting forth the amount and purpose thereof, the time when and place where the said meeting will be held by publication at least once, not less than four (4) and not more than twenty (20) days before the date of said meeting, in a legal newspaper which has a general circulation in the City. The notice shall be in substantially the following form:

NOTICE OF PROPOSED ACTION TO INSTITUTE PROCEEDINGS TO  
ENTER INTO A LOAN AGREEMENT AND TO BORROW MONEY  
THEREUNDER IN A PRINCIPAL AMOUNT NOT TO EXCEED \$3,040,000

(GENERAL OBLIGATION)

The City Council of the City of West Branch, Iowa (the “City”), will meet on May 15, 2023, at the City Council Chambers, 110 N. Poplar Street, West Branch, Iowa, at 7:00 o’clock p.m., for the purpose of instituting proceedings and taking action on a proposal to enter into a loan agreement (the “Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$3,040,000 for the purpose of paying the costs, to that extent, of (a) constructing street, sanitary sewer system, storm water drainage, water system and sidewalk improvements; and (b) acquiring and installing street lighting, signage and signalization improvements.

The Loan Agreement is proposed to be entered into pursuant to authority contained in Section 384.24A of the Code of Iowa and will constitute a general obligation of the City.

At that time and place, oral or written objections may be filed or made to the proposal to enter into the Loan Agreement. After receiving objections, the City may determine to enter into the Loan Agreement, in which case, the decision will be final unless appealed to the District Court within fifteen (15) days thereafter.

By order of the City Council of the City of West Branch, Iowa.

Leslie Brick  
City Clerk



Section 3. Pursuant to Section 1.150-2 of the Income Tax Regulations (the “Regulations”) of the Internal Revenue Service, the City declares (a) that it intends to undertake the Projects which are reasonably estimated to cost approximately \$3,040,000, (b) that other than (i) expenditures to be paid or reimbursed from sources other than the issuance of bonds, notes or other obligations (the “Bonds”), or (ii) expenditures made not earlier than 60 days prior to the date of this Resolution or a previous intent resolution of the City, or (iii) expenditures amounting to the lesser of \$100,000 or 5% of the proceeds of the Bonds, or (iv) expenditures constituting preliminary expenditures as defined in Section 1.150-2(f)(2) of the Regulations, no expenditures for the Projects have heretofore been made by the City and no expenditures will be made by the City until after the date of this Resolution or a prior intent resolution of the City, and (c) that the City reasonably expects to reimburse the expenditures made for costs of the City out of the proceeds of the Bonds. This declaration is a declaration of official intent adopted pursuant to Section 1.150-2 of the Regulations.

Section 4. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved this May 1, 2023.

---

Roger Laughlin, Mayor

Attest:

---

Leslie Brick, City Clerk

**ATTESTATION CERTIFICATE**

STATE OF IOWA  
CEDAR AND JOHNSON COUNTIES                      SS:  
CITY OF WEST BRANCH

I, the undersigned, City Clerk of the City of West Branch, do hereby certify that attached hereto is a true and correct copy of the proceedings of the City Council relating to fixing a date for additional action on the City’s proposal to enter into a certain loan agreement, as referred to therein.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

**ORGANIZATION CERTIFICATE**

STATE OF IOWA  
 CEDAR AND JOHNSON COUNTIES                   SS:  
 CITY OF WEST BRANCH

I, the undersigned City Clerk, do hereby certify that the City of West Branch is organized and operating under the provisions of Title IX of the Code of Iowa and not under any special charter and that the City is operating under the Mayor-Council form of government and that there is not pending or threatened any question or litigation whatsoever touching the incorporation of the City, the inclusion of any territory within its limits or the incumbency in office of any of the officials hereinafter named.

And I do further certify that the following named parties are officials of the City as indicated:

- Roger Laughlin          , Mayor
- Adam Kofoed          , City Administrator
- Heidi Van Auken          , Finance Officer
- Leslie Brick          , City Clerk
- Colton Miller          , Council Member/Mayor Pro Tem
- Jerry Sexton          , Council Member
- Tom Dean          , Council Member
- Jodee Stoolman          , Council Member
- Nick Goodweiler          , Council Member

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

**PUBLICATION CERTIFICATE**

**(PLEASE NOTE: Please do not date and return this certificate until you have received the publisher's affidavit and have verified that the notice was published on the date indicated in the affidavit, but please return all other completed pages to us as soon as they are available.)**

STATE OF IOWA

CEDAR AND JOHNSON COUNTIES

SS:

CITY OF WEST BRANCH

I, the undersigned, City Clerk of the City of West Branch, do hereby certify that pursuant to the resolution of the City Council fixing a date of meeting at which it is proposed to take action to enter into a certain loan agreement, the notice, of which the printed slip attached to the publisher's affidavit hereto attached is a true and complete copy, was published on the date and in the newspaper specified in such affidavit, which newspaper has a general circulation in the City.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

---

Leslie Brick, City Clerk

**(Attach here the publisher's original affidavit with clipping of the notice, as published.)**

**RESOLUTION 2023-41**

**A RESOLUTION APPROVING A CLEANING SERVICES AGREEMENT  
WITH MOPPY MO'S LLC**

**WHEREAS**, the City is interested in hiring an Independent Contractor for cleaning services for the City Office, Town Hall and City Park restrooms; and

**WHEREAS**, the City has a desire to enter into an agreement to engage Moppy Mo's LLC as an independent contractor to perform cleaning services according to the city's cleaning specifications; and

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council approves an agreement with Moppy Mo's LLC for cleaning services.

Passed and approved this 1st day of May, 2023.

---

Roger Laughlin, Mayor

ATTEST:

---

Leslie Brick, City Clerk



THIS INDEPENDENT CONTRACTOR AGREEMENT (the "Agreement") is dated this 1st day of May, 2023.

The City of West Branch (Client) agrees to engage Moppy Mo's LLC (Contractor) to provide cleaning services per the attached specifications. The Contractor will charge the Client a fee of \$35.00 per hour for the services specified. Additional services may be requested at the same hourly rate. Invoices from Contractor will be submitted to the City at least monthly. The Client will pay invoices within 30 days of receipt from the Contractor.

In providing services under this Agreement, it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Client is not required to pay, or make any contributions to, any social security, local, state or federal tax, unemployment compensation, workers' compensation, insurance premium or any other employee benefit for the Contractor during the Term. The Contractor is responsible for paying, and complying with reporting requirements for, all local, state, and federal taxes related to payments made to the Contractor under this Agreement and hold Liability Insurance.

This Agreement may be terminated by a 30-day written notice by either party.

Attachment: Cleaning Specifications

Client: The City of West Branch:

Date \_\_\_\_\_

Adam Kofoed, City Administrator

Contractor: Moppy Mo's LLC

Monica Tylee

Date 4/25/23

Monica Tylee, owner

# West Branch City Office Custodian Duties (weekly)

- **Lobby**
  - Clean front entrance glass doors (interior & exterior)
  - Disinfect front counter
  - Vacuum entry mat
  - Sweep and mop floor, moving chairs and carts and clean underneath
  
- **Kitchenette**
  - Damp wipe outside of refrigerator & microwave
  - Damp wipe counters
  - Wipe outside of cupboards (as needed)
  - Remove water stains from sink
  - Empty trash
  - Vacuum entry mat
  - Sweep and mop floor
  
- **Main Office**
  - Dust table tops & filing cabinets
  - Dust moldings, doors and jambs (within reach)
  - Vacuum office area and hallways to restrooms and Council Chambers
  
- **Restrooms**
  - Clean & disinfect toilets
  - Clean & disinfect sinks, doorknobs, walls
  - Clean mirrors
  - Replace paper products (provided by the City)\*\*
  - Empty trash and place in the trash cart
  - Sweep & mop floors

\*\*Please let us know if paper supplies are low and need re-stocked\*\*
  
- **Council Chambers & hallway**
  - Disinfect table tops and damp wipe chair bases
  - Damp wipe flag base
  - Clean door glass (interior & exterior)
  - Vacuum
  
- **Administrator & Finance Offices - (Once per month, if door is unlocked)**
  - Empty trash
  - Vacuum

# Town Hall

## Custodian Duties

### (per cleaning)

- **Entry Way (west and south entrances)**
  - Clean entrance glass doors (interior & exterior)
  - Vacuum entry mats
  
- **Kitchen**
  - Damp wipe outside of refrigerator, microwave & stove top
  - Disinfect all counter top surfaces
  - Clean & disinfect sink and towel dry water spots
  - Empty trash (place in dumpster in alley near garage)
  - Sweep and mop floor
  
- **Large Room**
  - Dust moldings, doors and jambs (within reach)
  - Dry mop or sweep room
  - Wet mop entire room
  
- **Restrooms**
  - Clean & disinfect toilet and baby changing station
  - Clean & disinfect sink, doorknobs (and walls as needed)
  - Clean mirror
  - Replace paper products (provided by the City)\*\*
  - Empty trash
  - Sweep & mop floor

\*\*Please let us know if paper supplies are low and need re-stocked\*\*



**Parks & Recreation**  
**Custodian Duties**  
**Beranek Park, Lions Field and Cubby Park**  
**April-October**

- **Restrooms (once per week)**

- Clean & disinfect toilets/urinals
- Clean & disinfect counters, sinks, doorknobs, walls, frequent touch surfaces & diaper changing stations
- Replenish toilet paper, paper towels & soap (provided by the City)
- Empty trash and place in the dumpsters
- Clean mirrors
- Sweep & mop floors

**\*\*Tournament weekends at Cubby Park may require an extra cleaning services**

Please leave us a note when paper supplies are running low or needed. Please report any damage or hazard conditions at the parks immediately to the Parks and Recreation Director.

Thank you!

319-930-0393(cell)

## Service Agreement

This Service Agreement (the "Agreement") is entered into 4/24/2023 (the "Effective Date") by and between The City of West Branch (the "Customer") located at 110 N. Poplar Street, and Moppy Mo's LLC (the "Service Provider") located at 614 Prairie View Drive, also individually referred to as the "Party", and collectively the "Parties".

1. **Services.** The Service Provider shall perform the services listed in this Section 1 (the "Services").

1.1 Detailed listed in email from Adam for each specific location of Town Hall, City office and parks.

2. **Compensation.** The Customer agrees to pay the Service Provider \$35 per hour of cleaning as payment for the Services provided. This fee will be paid in accordance with the following schedule:

Total Cost Per Service: \$35 per hour as invoiced

3. **Payment:** The Service Provider shall submit an invoice to the Customer after every two weeks of service. Invoices shall be paid within 14 days of the date of the invoice or sooner. Payments may be by check as follows: Moppy Mo's LLC, Cash or Venmo as follows: @Monica-Tylee
4. **Term.** The term of this Agreement shall commence on the Effective Date, as stated above, and continue unless otherwise terminated per the terms of this Agreement.
5. **Termination.**

5.1 Either party may terminate the Agreement at any time upon a fourteen days prior written notice to the other Party. In the event the Customer terminates the Agreement, the Customer shall still remain obligated to pay the Service Provider for any Services performed up to the date of termination and any expenses approved, but not paid, prior to the date of termination. In the event the Service Provider terminates the Agreement, the Service Provider shall reimburse the Customer any amounts previously paid to the Service Provider for which the Service Provider has not yet performed the Services.

5.2 This Agreement will automatically terminate when both Parties have performed all of their obligations under the Agreement and all payments have been received.

6. **Relationship of the Parties.**

6.1 No Exclusivity. The Parties understand this Agreement is not an exclusive arrangement. The Parties agree they are free to enter into other similar agreements with other parties. The Service Provider agrees the Service Provider will not enter into any agreements that conflict with the Service Provider's obligations under this Agreement.

6.2 Independent Contractor. The Service Provider is an independent contractor. Neither Party is an agent, representative, partner, or employee of the other Party.

7. **Dispute Resolution.**

7.1 Choice of Law. The Parties agree that this Agreement shall be governed by the State and/or Country in which the duties of this Agreement are expected to take place. In the event that the duties of this Agreement are to take place in multiple States and/or Countries, this Agreement shall be governed by Iowa law.

7.2 Negotiation. In the event of a dispute, the Parties agree to work towards a resolution through good faith negotiation.

7.3 Mediation or Binding Arbitration. In the event that a dispute cannot be resolved through good faith negotiation, the Parties agree to submit to binding mediation or arbitration.

7.4 Attorney's Fees. In the event of Arbitration and/or Mediation, the prevailing Party will be entitled to its legal fees, including, but not limited to, its attorney's fees.

## **8. General**

8.1 Assignment. The Parties may not assign their rights and/or obligations under this Agreement

8.2 Complete Contract: This Agreement contributes to the Parties entire understanding of their rights and obligations. This Agreement suspended any other written or verbal communication between the Parties. Any subsequent changes to this Agreement must be made in writing and signed by both Parties.

8.3 Severability. If any section of this Agreement is found to be invalid, illegal, or unenforceable, the rest of this Agreement will still be enforceable.

8.4 Waiver. Neither Party can waive any provisions of this Agreement, or any rights or obligations under this Agreement, unless agreed to in writing.

9. **Notices.** All notices under this Agreement must be sent by email or by certified or registered mail. Notices shall be sent to as follows:

### **Customer**

City of West Branch  
adam@westbranchiowa.org  
110 N. Poplar Street  
West Branch, IA 52358

### **Service Provider**

[moppymoscleaning@gmail.com](mailto:moppymoscleaning@gmail.com)  
Moppy Mo's LLC  
614 Prairie View Drive  
West Branch, Iowa 52358

(The remainder of this page is intentionally left blank. Signature page follows.)

The Parties agree to the terms and conditions set forth above as demonstrates by their signatures as follows:

**Customer**

Signed: \_\_\_\_\_

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

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

**Service Provider**

Signed: Monica Tyler

Name: Monica Tyler

Date: 4/25/23

**RESOLUTION 2023-42**

**RESOLUTION AMENDING THE CITY OF WEST BRANCH CREDIT CARD POLICY**

**WHEREAS**, the City of West Branch has authorized and issued certain city employees the use of credit cards for certain departmental and travel expenses; and

**WHEREAS**, it now necessary to amend the current policy to increase authorized spending limits according the City of West Branch Credit Card Policy (See Exhibit A).

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

Passed and approved this 1st day of May, 2023.

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

ATTEST:

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



## CREDIT CARD POLICY

The following credit card use policy has been developed to provide guidance to the City's financial management system. The City's intent is to support a sound and efficient financial management system which best utilizes resources and provides an acceptable service level to the citizens of West Branch.

SECTION 1: To allow City personnel access to efficient and alternative means of payment for approved purchases of goods or services for official business of the City of West Branch.

The City Administrator shall be issued a credit card of up to \$5,000 for their use in the course of City business. Additional credit cards shall be issued to the Finance Officer \$3,000 limit, Park & Recreation Department, Public Works, Library, and the Police Department with a \$2,000 limit.

SECTION 2: That City authorized credit cards may be used while an employee is on official City business, including but not limited to the following uses:

- Travel / Lodging
- Meal expenses when on City business. (Subject to the provisions of the City of West Branch Employee Handbook).
- On-line purchases requiring a credit card and no other payment or billing option is available. On-line purchases require prior approval for non-budgeted items.
- Purchases requiring immediate payment if the City is unable to issue a check for the purchase. Prior approval is required.
- Emergency City vehicle maintenance
- Gasoline for City vehicles

SECTION 3: The employee using the credit card must submit detailed receipts, documentation listing the goods or services purchased, cost, date of the purchase and the official business explanation. All receipts from credit card use must be turned into the City Office within 14 days of the charge. If receipts are not turned in within 14 days after the expense was incurred, the employee will be responsible for such expense. The credit card may not be used for cash advances or personal use under any circumstance.

SECTION 4: Internal Control Procedures.

- a) The City Administrator or Designee is the administrator of this policy and responsible for overseeing compliance. The City Administrator or Designee is hereby authorized to enter into an agreement with a financial institution to provide for the issuance of a credit card account.

- b) The Finance Officer or Designee shall be responsible for the accounting and payment of expenses and ensuring accuracy of the statement and that activity and account information is noted on the credit card statement. The Finance Officer or Designee shall be responsible for compliance with the State of Iowa records retention requirements for safekeeping of statements and receipts for five years.

SECTION 5: Misuse of City Credit Cards, failure to secure or report stolen or missing credit cards immediately upon discovering, could result in disciplinary action toward the employee and possible employment termination. Employees may be held responsible for any unauthorized purchases on the card while in their possession. The City may revoke the credit card privileges of any employee at any time. Employees must immediately surrender the credit card upon termination of employment.

Prepared by: Kevin D. Olson, 1400 5<sup>th</sup> Street, Coralville, Iowa 52241 (319) 351-2277  
Return to: City of West Branch, 110 Poplar Street, West Branch, Iowa 52358 (319) 643-5888

**RESOLUTION 2023-43**

**RESOLUTION APPROVING THE FINAL PLAT OF THE MEADOWS SUBDIVISION, PART FIVE, WEST BRANCH, IOWA.**

**WHEREAS**, the developer did file with the City Clerk of West Branch, a final plat for The Meadows Subdivision, Part Five, West Branch, Iowa; and

**WHEREAS**, the legal description for said Subdivision is as follows: See Exhibit “A” attached hereto; and

**WHEREAS**, said property has been dedicated with the free consent and in accordance with the desires of the owner; and

**WHEREAS**, the aforementioned plat and subdivision is found to conform with Chapter 354 of the State Code of Iowa, Chapter 170 of the West Branch Code of Ordinances, and all other ordinances and statutory requirements; and

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of West Branch, Iowa, that the final platting of The Meadows Subdivision, Part Five, West Branch, Iowa, be and the same is hereby approved subject to the following conditions on Exhibit “B” are completed.

**BE IT FURTHER RESOLVED** that the City Clerk of the City of West Branch, Iowa, is hereby authorized and directed to certify a copy of this Resolution to the County Recorder of Cedar County, Iowa, along with all other required ancillary documents.

Passed and approved this 1<sup>st</sup> day of May, 2023.

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

ATTEST:

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



## EXHIBIT A

### Legal Description

THE MEADOWS SUBDIVISION PART 5 BEING PART OF AUDITOR'S PARCEL G, AS RECORDED IN PLAT BOOK I, PAGE 103 OF THE CEDAR COUNTY RECORDER'S OFFICE, IN THE NORTHWEST FRACTIONAL QUARTER (NW ¼) OF THE SOUTHWEST FRACTIONAL QUARTER (SW ¼) AND THE NORTHEAST FRACTIONAL QUARTER (NE ¼) OF THE SOUTHWEST FRACTIONAL QUARTER (SW ¼) OF SECTION 6, TOWNSHIP 79 NORTH, RANGE 4 WEST, IN THE CITY OF WEST BRANCH, CEDAR COUNTY, IOWA DESCRIBED AS: BEGINNING AT THE NORTHEAST CORNER OF LOT 8 OF THE MEADOWS SUBDIVISION PART 4B AS RECORDED IN BOOK 1554 PAGE 326 OF THE CEDAR COUNTY RECORDER'S OFFICE; THENCE ALONG THE NORTH LINE OF SAID PARCEL G N86°46'49"E, 1017.99 FEET TO THE NORTHWEST CORNER OF LOT 25 OF LOETHEN RIDGE ESTATES AS RECORDED IN BOOK 1553, PAGE 129 OF THE CEDAR COUNTY RECORDER'S OFFICE; THENCE ALONG THE WEST LINE OF SAID LOETHEN RIDGE ESTATES S00°54'09"W, 331.54 FEET TO THE SOUTHWEST CORNER OF LOT 1 OF SAID LOETHEN RIDGE ESTATES; THENCE N86°03'04"W, 75.92 FEET ALONG THE NORTH LINE OF THE MEADOWS SUBDIVISION PART 2 AS RECORDED IN BOOK 1387, PAGE 78 OF THE CEDAR COUNTY RECORDER'S OFFICE; THENCE ALONG SAID NORTH LINE S86°46'30"W, 234.26 FEET; THENCE ALONG SAID NORTH LINE S77°42'45"W, 246.67 FEET; THENCE ALONG SAID NORTH LINE N15°39'23"W, 32.45 FEET; THENCE ALONG SAID NORTH LINE N88°48'26"W, 80.24 FEET; THENCE ALONG SAID NORTH LINE S61°03'30"W, 68.43 FEET; THENCE ALONG SAID NORTH LINE N28°56'30"W, 23.66 FEET; THENCE ALONG SAID NORTH LINE S61°03'30"W, 271.17 FEET TO THE EAST LINE OF SAID MEADOWS SUBDIVISION PART 4B; THENCE ALONG SAID EAST LINE N18°57'41"W, 118.97 FEET; THENCE ALONG SAID EAST LINE N86°46'30"E, 13.79 FEET; THENCE ALONG SAID EAST LINE N03°13'30"W, 198.71 FEET; THENCE ALONG SAID EAST LINE S86°46'30"W, 19.26 FEET; THENCE ALONG SAID EAST LINE N03°13'30"W, 135.10 FEET TO THE POINT OF BEGINNING. DESCRIBED PARCEL CONTAINS 7.93 ACRES AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

## EXHIBIT B

**Meadows Part 5**  
**Onsite Review 4/17/2023**  
**Punch List Items**

Item	Description	Estimated Cost	Notes
1	Seal expansion joints at curb ramps between back of curb and sidewalk pavement	\$ 200.00	
2	Seal expansion joints at intake box outs	\$ 200.00	
3	Remove form boards from intake boxes	\$ 500.00	
4	Install rodent guard on subdrain lines in intakes	\$ 800.00	
5	Construct throat pavement at intakes that haven't been finished and backfill around intakes	\$ 3,500.00	
6	Remove sediment from basin	\$ 2,500.00	
7	Clean/replace rip rap at basin inlet	\$ 1,500.00	
8	Provide erosion control at back of curb	\$ 500.00	
9	Clean sediment from streets	\$ 500.00	
10	Replace erosion control around bee hive intake	\$ 50.00	
11	Remove construction debris from street and right-of-way	\$ 350.00	
12	Remove debris from sanitary sewer manholes	\$ 500.00	
13	Install internal chimney seals	\$ 2,400.00	
14	Provide sewer televising video to demonstrate all debris has been removed from sewer line	\$ 2,000.00	
15	Grade area between sidewalk low point and detention basin for overland flow route	\$ 500.00	
16	Fill ruts and install erosion control	\$ 2,000.00	
17	Seed all areas disturbed	\$ 2,000.00	
18	Install street lights		Need Agreement
19	Install electric utility		Need Agreement
20	Install gas utility		Need Agreement
21	Install communications utility		Need Agreement
22	Install street signs	\$ 500.00	
23	Provide as-builts	\$ 3,000.00	
<b>Total</b>		<b>\$ 23,500.00</b>	

# FINAL PLAT

## THE MEADOWS SUBDIVISION

### PART 5

WEST BRANCH, CEDAR COUNTY, IOWA

#### LEGAL DESCRIPTION:

THE MEADOWS SUBDIVISION PART 5 BEING PART OF AUDITOR'S PARCEL G, AS RECORDED IN PLAT BOOK I, PAGE 103 OF THE CEDAR COUNTY RECORDER'S OFFICE, IN THE NORTHWEST FRACTIONAL QUARTER (NW ¼) OF THE SOUTHWEST FRACTIONAL QUARTER (SW ¼) AND THE NORTHEAST FRACTIONAL QUARTER (NE ¼) OF THE SOUTHWEST FRACTIONAL QUARTER (SW ¼) OF SECTION 6, TOWNSHIP 79 NORTH, RANGE 4 WEST, IN THE CITY OF WEST BRANCH, CEDAR COUNTY, IOWA DESCRIBED AS:

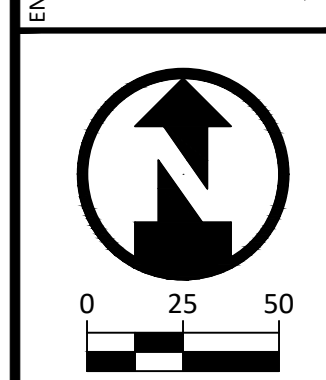
BEGINNING AT THE NORTHEAST CORNER OF LOT 8 OF THE MEADOWS SUBDIVISION PART 4B AS RECORDED IN BOOK 1554 PAGE 326 OF THE CEDAR COUNTY RECORDER'S OFFICE; THENCE ALONG THE NORTH LINE OF SAID PARCEL G N86°46'49"E, 1017.99 FEET TO THE NORTHWEST CORNER OF LOT 25 OF LOETHEN RIDGE ESTATES AS RECORDED IN BOOK 1553, PAGE 129 OF THE CEDAR COUNTY RECORDER'S OFFICE; THENCE ALONG THE WEST LINE OF SAID LOETHEN RIDGE ESTATES S00°54'09"W, 331.54 FEET TO THE SOUTHWEST CORNER OF LOT 1 OF SAID LOETHEN RIDGE ESTATES; THENCE N86°03'04"W, 75.92 FEET ALONG THE NORTH LINE OF THE MEADOWS SUBDIVISION PART 2 AS RECORDED IN BOOK 1387, PAGE 78 OF THE CEDAR COUNTY RECORDER'S OFFICE; THENCE ALONG SAID NORTH LINE S86°46'30"W, 234.26 FEET; THENCE ALONG SAID NORTH LINE S77°42'45"W, 246.67 FEET; THENCE ALONG SAID NORTH LINE N15°39'23"W, 32.45 FEET; THENCE ALONG SAID NORTH LINE N88°48'26"W, 80.24 FEET; THENCE ALONG SAID NORTH LINE S61°03'30"W, 68.43 FEET; THENCE ALONG SAID NORTH LINE N28°56'30"W, 23.66 FEET; THENCE ALONG SAID NORTH LINE S61°03'30"W, 271.17 FEET TO THE EAST LINE OF SAID MEADOWS SUBDIVISION PART 4B; THENCE ALONG SAID EAST LINE N18°57'41"W, 118.97 FEET; THENCE ALONG SAID EAST LINE N86°46'30"E, 13.79 FEET; THENCE ALONG SAID EAST LINE N03°13'30"W, 198.71 FEET; THENCE ALONG SAID EAST LINE S86°46'30"W, 19.26 FEET; THENCE ALONG SAID EAST LINE N03°13'30"W, 135.10 FEET TO THE POINT OF BEGINNING.

DESCRIBED PARCEL CONTAINS 7.93 ACRES AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

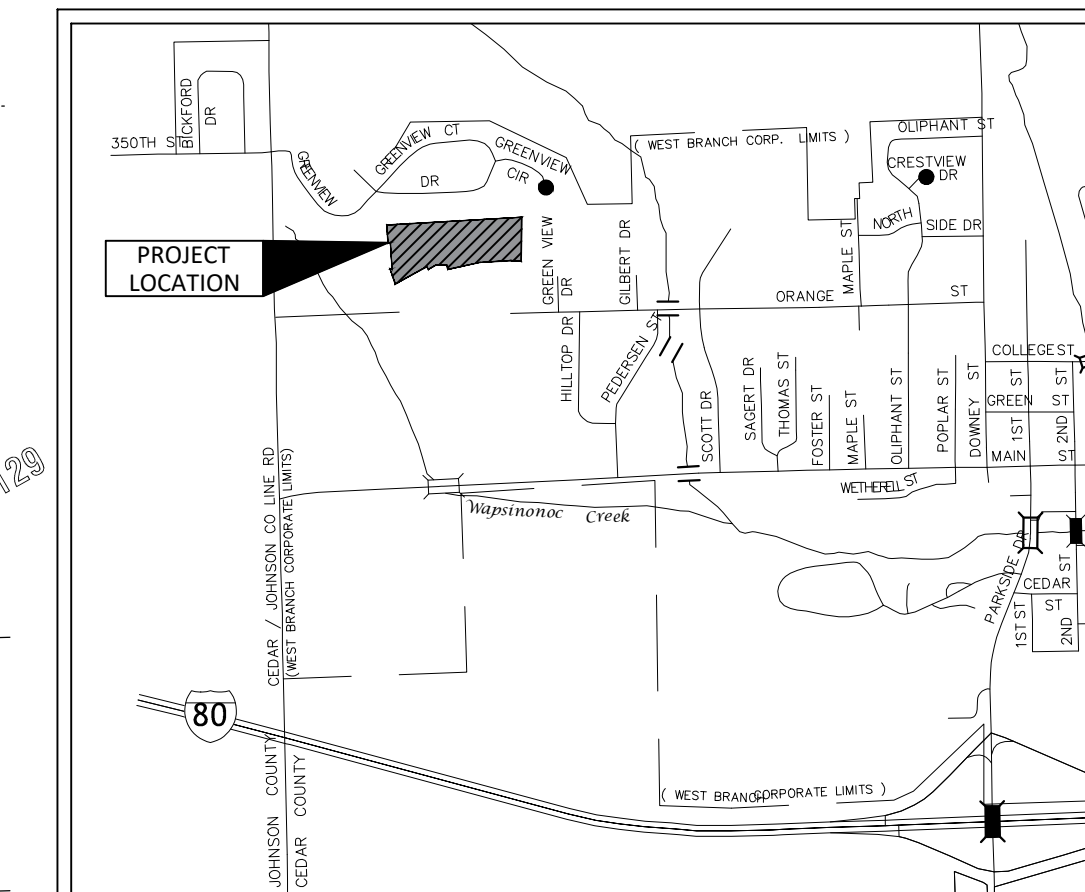
FOR RECORDER'S USE ONLY

RECORDER'S INDEX

COUNTY: CEDAR  
SECTION: 6-79-4  
QUARTER SECTION: SW 1/4  
CITY: WEST BRANCH  
SUBDIVISION: MEADOWS PART 5  
BLOCK: NA  
LOT(S): NA



#### PROJECT VICINITY MAP:



#### APPROVED BY:

CITY OF WEST BRANCH:

BY \_\_\_\_\_ DATE \_\_\_\_\_

ATTEST \_\_\_\_\_ DATE \_\_\_\_\_

CITY PLANNING & ZONING COMMISSION:

BY \_\_\_\_\_ DATE \_\_\_\_\_

UTILITY APPROVALS:

ALLIANT ENERGY \_\_\_\_\_ DATE \_\_\_\_\_

LIBERTY COMMUNICATIONS \_\_\_\_\_ DATE \_\_\_\_\_

LINN COUNTY REC \_\_\_\_\_ DATE \_\_\_\_\_

MEDIACOM IOWA CITY \_\_\_\_\_ DATE \_\_\_\_\_

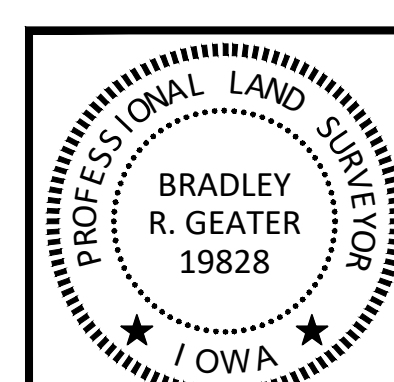
#### APPLICANT INFORMATION:

OWNER:  
KLM INVESTMENTS, LLC.  
25 EASTVIEW PLACE NE  
IOWA CITY, IA 52240

ATTORNEY:  
MICHAEL W. KENNEDY  
920 S. DUBUQUE STREET  
IOWA CITY, IA 52240

DEVELOPER:  
MEADOWS DEVELOPMENT, INC.  
920 EASTVIEW PLACE NE  
IOWA CITY, IA 52240

PREPARED BY:  
AXIOM CONSULTANTS, LLC  
60 E. COURT STREET, UNIT 3  
IOWA CITY, IOWA 52240



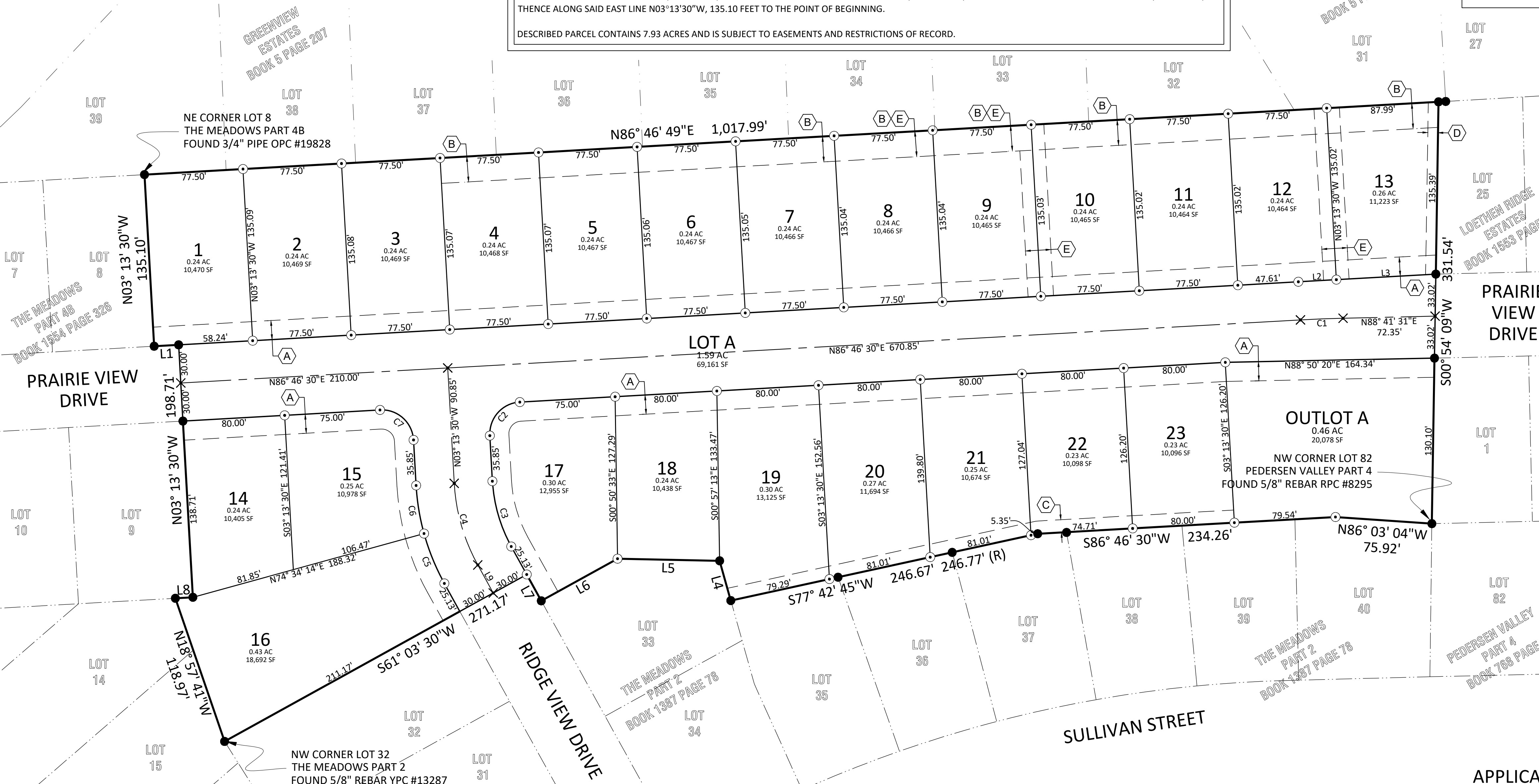
HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

BRADLEY R. GEATER, P.L.S., P.E.  
LICENSE NUMBER 19828

DATE \_\_\_\_\_

MY LICENSE RENEWAL DATE IS DECEMBER 31, 2023.

PAGES OR SHEETS COVERED BY THIS SEAL: ALL



#### LEGEND:

- SET 3/4" Ø PIPE OPC 19828
- FOUND 3/4" Ø PIPE OPC 19828
- ✕ FOUND 5/8" Ø REBAR YPC 13287
- ✕ SET CUT "X"
- OPC ORANGE PLASTIC CAP
- PROPOSED BOUNDARY/PROPERTY LINE
- EXISTING PROPERTY LINE
- - - PROPOSED EASEMENT
- - - EXISTING EASEMENT

#### NOTES:

PARCEL	SIZE (AC)	INTENDED USE
LOT A	1.59	RIGHT OF WAY
OUTLOT A	0.46	STORMWATER MANAGEMENT

- LOT A TO BE DEDICATED TO THE CITY OF WEST BRANCH AS STREET RIGHT OF WAY
- OUTLOT A IS TO BE OWNED AND MAINTAINED BY A HOME OWNERS ASSOCIATION

- #### KEY NOTES:
- (A) 15' PUBLIC UTILITY EASEMENT
  - (B) 20' SANITARY SEWER EASEMENT
  - (C) 10' STORM SEWER AND DRAINAGE EASEMENT
  - (D) 8' PRIVATE UTILITY EASEMENT
  - (E) 20' STORM SEWER AND DRAINAGE EASEMENT

#### CURVE TABLE

CURVE #	LENGTH	RADIUS	DELTA	CHORD DIR.	CHORD LEN.
C1	33.46	1000.00	1°55'01"	N87°44'01"E	33.46
C2	39.27	25.00	90°00'00"	N41°46'30"E	35.36
C3	53.86	120.00	25°43'00"	N16°05'00"W	53.41
C4	67.33	150.00	25°43'00"	N16°05'00"W	66.76
C5	42.45	180.00	13°30'44"	N22°11'08"W	42.35
C6	38.34	180.00	12°12'16"	N09°19'38"W	38.27
C7	39.27	25.00	90°00'00"	N48°13'30"W	35.36

#### LINE TABLE

LINE #	LENGTH	BEARING
L1	19.26	S86°46'30"W
L2	29.89	N86°47'48"E
L3	78.24	N86°47'48"E
L4	32.45	N15°39'23"W
L5	80.24	N88°48'26"W
L6	68.43	S61°03'30"W
L7	23.66	N28°56'30"W
L8	13.79	N86°46'30"E
L9	25.13	N28°56'30"W

#### DRAWING LOG

REV	DATE	DESCRIPTION OF CHANGES
1	10-26-2022	FINAL PLAT SUBMITTAL

PROJECT NAME:  
THE MEADOWS SUBDIVISION  
PART 5  
WEST BRANCH, IA  
CLIENT NAME:  
KLM INVESTMENTS, INC

SHEET NAME:  
FINAL PLAT  
SHEET NUMBER:  
21-0224  
1 OF 1

**RESOLUTION 2023-44**

**A RESOLUTION HIRING TEMPORARY PARKS & RECREATION WORKERS FOR SUMMER PROGRAMS AND CONCESSIONS AND SETTING THE SALARIES FOR THE POSITIONS FOR FY 23/FY24.**

**WHEREAS**, the City of West Branch is interested in hiring the below listed individuals to work for the Parks & Recreation department for the summer of 2023.

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

Section 1. That the City of West Branch, Iowa will hire the below listed individuals for the Parks & Recreation department.

Section 2. Employee start date(s) will vary.

Section 3. The following person(s) and position(s) 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
Concession Stand Attendant	Alyssa Pierce	\$12.50/hour	10/week
Concession Stand Attendant	Alyssa Vargason	\$12.50/hour	10/week
Concession Stand Attendant	Bre Lewis	\$12.50/hour	10/week
Concession Stand Attendant	Abigail Linn	\$12.50/hour	10/week
Field Maintenance worker	Tatum Koenig	\$14.50/hour	15/week

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

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

**Passed and approved this 1<sup>st</sup> day of May, 2023.**

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

ATTEST:

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





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> May 1, 2023
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<b>AGENDA ITEM:</b> <b>Resolution 2023-45</b> - Approving Pay Estimate Number 8 in the amount of \$522,618.05 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project.
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<b>PREPARED BY:</b> Leslie Brick
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<b>DATE:</b> March 15, 2023
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**SUMMARY:**

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

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

Pay Estimate Number	Amount	Resolution #	Date
1	\$756,667.50	2022-73	August 1, 2022
2	\$511,380.70	2022-81	September 6, 2022
3	\$1,265,515.11	2022-95	October 17, 2022
4	\$165,941.25	2022-111	November 21, 2022
5	\$479,240.80	2022-116	December 19, 2022
6	\$510,181.34	2023-04	January 17, 2023
7	<u>151,883.91</u>	2023-26	March 20, 2023
	<b>\$3,840,810.61</b>		

**RESOLUTION 2023-45**

**A RESOLUTION APPROVING PAY ESTIMATE NUMBER 8 IN THE AMOUNT OF \$522,618.05 TO BOOMERANG CORP. FOR THE WASTEWATER TREATMENT FACILITY IMPROVEMENTS PROJECT.**

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

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

**WHEREAS**, the City Council of West Branch, previously approved Pay Estimate Number 1 through 7 in the amount of \$3,840,810.61 to Boomerang Corp. of Anamosa, IA to date; and

**WHEREAS**, it is now necessary for the City Council to accept Pay Estimate Number 8 in the amount of \$522,618.05.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of West Branch, that Pay Estimate Number 8 in the amount of \$522,618.05 to Boomerang Corp. of Anamosa, IA is approved.

**Passed and approved this 1st day of May, 2023.**

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

ATTEST:

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



**VEENSTRA & KIMM INC.**

2600 University Parkway, Suite 1  
Coralville, Iowa 52241

319.466.1000 // 888.241.8001  
www.v-k.net

April 24, 2023

**PAY ESTIMATE NO. 8**  
**WASTEWATER TREATMENT FACILITY IMPROVEMENTS**  
**WEST BRANCH, IOWA**

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

Contract Amount \$8,837,000.00  
Contract Date March 7, 2022  
Pay Period March 11, 2023 - April 10, 2023

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Complete	Value Completed
1.1	Bonds/Permits/Insurance	LS	xxxxx	xxxxx	\$ 155,000.00	100%	\$ 155,000.00
1.2	Adminstration/Project Management	LS	xxxxx	xxxxx	\$ 100,000.00	45%	\$ 45,000.00
1.3	Mobilization	LS	xxxxx	xxxxx	\$ 230,000.00	75%	\$ 172,500.00
1.4	Toilets/Dumpster/Etc	LS	xxxxx	xxxxx	\$ 5,200.00	50%	\$ 2,600.08
1.5	Testing	LS	xxxxx	xxxxx	\$ 15,000.00	50%	\$ 7,500.50
1.6	Survey	LS	xxxxx	xxxxx	\$ 40,000.00	80%	\$ 32,000.00
1.7	SWPPP Prep./Maint./Inspection	LS	xxxxx	xxxxx	\$ 20,000.00	100%	\$ 20,000.00
2.1	Fence Removal	LS	xxxxx	xxxxx	\$ 2,500.00	90%	\$ 2,250.00
2.2	Silt Fence	LS	xxxxx	xxxxx	\$ 12,500.00	100%	\$ 12,500.00
2.3	Clear & Grub	LS	xxxxx	xxxxx	\$ 45,000.00	100%	\$ 45,000.00
2.4	Demo Piping/ Aeration/ Manholes	LS	xxxxx	xxxxx	\$ 25,000.00	70%	\$ 17,500.00
2.5	Sludge Removal Cell #2	LS	xxxxx	xxxxx	\$ 170,000.00	100%	\$ 170,000.00
2.6	Sludge Removal Cell #3	LS	xxxxx	xxxxx	\$ 95,000.00	100%	\$ 95,000.00
2.7	Synthetic Lining System Cell #1A, 1B	LS	xxxxx	xxxxx	\$ 75,000.00		
2.8	Synthetic Lining system Cell #2A, 2B	LS	xxxxx	xxxxx	\$ 75,000.00		
2.9	Buried Piping Materials	LS	xxxxx	xxxxx	\$ 950,000.00	31%	\$ 291,264.95
2.10	Buried Piping Labor	LS	xxxxx	xxxxx	\$ 475,000.00	60%	\$ 285,000.00
2.11	Wire Fence	LS	xxxxx	xxxxx	\$ 35,000.00		
2.12	Seeding/ Matting	LS	xxxxx	xxxxx	\$ 45,000.00		
2.13	Lagoon Construction Labor & Equip.	LS	xxxxx	xxxxx	\$ 625,000.00	95%	\$ 593,750.00
2.14	Strip/Respread Topsoil	LS	xxxxx	xxxxx	\$ 60,000.00	83%	\$ 50,000.00
3.1	Reinforcing Materials	LS	xxxxx	xxxxx	\$ 180,000.00	58%	\$ 104,650.00
3.2	Reinforcing Submittals	LS	xxxxx	xxxxx	\$ 3,000.00	100%	\$ 3,000.00
3.3	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00	100%	\$ 5,000.00
3.4	Sampler Building Labor	LS	xxxxx	xxxxx	\$ 40,000.00	70%	\$ 28,000.00
3.5	Sampler Building Concrete Mat'ls	LS	xxxxx	xxxxx	\$ 10,000.00	70%	\$ 7,000.00
3.6	UV Building Labor	LS	xxxxx	xxxxx	\$ 125,000.00	70%	\$ 87,500.00
3.7	UV Building Materials	LS	xxxxx	xxxxx	\$ 45,000.00	70%	\$ 31,500.00
3.8	Effluent Flume Labor	LS	xxxxx	xxxxx	\$ 35,000.00	100%	\$ 35,000.00
3.9	Effluent Flume Materials	LS	xxxxx	xxxxx	\$ 10,000.00	100%	\$ 10,000.00
3.10	SAGR Control #1 Labor	LS	xxxxx	xxxxx	\$ 60,000.00	95%	\$ 57,000.00
3.11	SAGR Control #1 Materials	LS	xxxxx	xxxxx	\$ 30,000.00	95%	\$ 28,500.00
3.12	SAGR Control #2 Labor	LS	xxxxx	xxxxx	\$ 40,000.00	95%	\$ 38,000.00
3.13	SAGR Control #2 Materials	LS	xxxxx	xxxxx	\$ 20,000.00	95%	\$ 19,000.00
3.14	SAGR Control #3 Labor	LS	xxxxx	xxxxx	\$ 60,000.00		
3.15	SAGR Control #3 Materials	LS	xxxxx	xxxxx	\$ 30,000.00		
3.16	SAGR control #4 Labor	LS	xxxxx	xxxxx	\$ 40,000.00		
3.17	SAGR control #4 Materials	LS	xxxxx	xxxxx	\$ 20,000.00		
3.18	UV Building Labor	LS	xxxxx	xxxxx	\$ 90,000.00	70%	\$ 63,000.00
3.19	UV Materials	LS	xxxxx	xxxxx	\$ 45,000.00	70%	\$ 31,500.00
3.20	Gen. Pad/Misc. Concrete/Pads L&M	LS	xxxxx	xxxxx	\$ 15,000.00		

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Complete	Value Completed
4.1	Masonry Materials	LS	xxxxx	xxxxx	\$ 50,000.00		
4.2	Masonry Labor	LS	xxxxx	xxxxx	\$ 100,000.00		
4.3	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00	50%	\$ 2,500.00
5.1	Structure Embeds Materials	LS	xxxxx	xxxxx	\$ 65,000.00		
5.2	Grating Materials & Labor	LS	xxxxx	xxxxx	\$ 50,000.00		
5.3	Handrail Labor & Materials	LS	xxxxx	xxxxx	\$ 45,000.00		
5.4	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00	100%	\$ 5,000.00
6.1	UV Building Materials	LS	xxxxx	xxxxx	\$ 25,000.00		
6.2	UV Building Labor	LS	xxxxx	xxxxx	\$ 50,000.00		
6.3	Sampler Building Materials	LS	xxxxx	xxxxx	\$ 15,000.00		
6.4	Sampler Building Labor	LS	xxxxx	xxxxx	\$ 20,000.00		
6.5	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00	100%	\$ 5,000.00
7.1	UV Building Insulation	LS	xxxxx	xxxxx	\$ 5,000.00		
7.2	Sampler Building Insulation	LS	xxxxx	xxxxx	\$ 2,000.00		
7.3	UV Building Metal Roof Panels L&M	LS	xxxxx	xxxxx	\$ 20,000.00		
7.4	Samp. Bldg Metal Roof Panels L&M	LS	xxxxx	xxxxx	\$ 10,000.00		
7.5	UV Building Metal Wall Panels L&M	LS	xxxxx	xxxxx	\$ 10,000.00		
7.6	Samp. Bldg Metal Wall Panels L&M	LS	xxxxx	xxxxx	\$ 7,500.00		
7.7	Gutters & Downspouts L&M	LS	xxxxx	xxxxx	\$ 3,000.00		
7.8	Joint Sealants Labor & Materials	LS	xxxxx	xxxxx	\$ 7,500.00		
7.9	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00	100%	\$ 5,000.00
8.1	Steel Doors, Frames & Hdwe Mat'ls	LS	xxxxx	xxxxx	\$ 20,000.00		
8.2	Steel Doors Frames & Hdwe Labor	LS	xxxxx	xxxxx	\$ 5,000.00		
8.3	Coiling /Overhead Door L&M	LS	xxxxx	xxxxx	\$ 25,000.00		
8.4	Access Hatches Labor & Materials	LS	xxxxx	xxxxx	\$ 2,500.00		
8.5	Glazing	LS	xxxxx	xxxxx	\$ 5,000.00		
8.6	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00	100%	\$ 5,000.00
9.1	Painting Labor & Materials	LS	xxxxx	xxxxx	\$ 25,000.00		
9.2	Gypsum Board Labor & Materials	LS	xxxxx	xxxxx	\$ 35,000.00		
9.3	Submittals	LS	xxxxx	xxxxx	\$ 1,000.00		
10.1	Fire Extinguisher	LS	xxxxx	xxxxx	\$ 300.00		
11.1	Sluice Gates Installation	LS	xxxxx	xxxxx	\$ 80,000.00	20%	\$ 16,000.00
11.2	Sluice Gates Materials	LS	xxxxx	xxxxx	\$ 200,000.00	20%	\$ 40,000.00
11.3	Primary SAGR Sac. Walls Mat'ls	LS	xxxxx	xxxxx	\$ 50,000.00		
11.4	Secondary SAGR Sac. Wall Mat'ls	LS	xxxxx	xxxxx	\$ 50,000.00		
11.5	Primary SAGR Walls Labor	LS	xxxxx	xxxxx	\$ 75,000.00		
11.6	Secondary SAGR Walls Labor	LS	xxxxx	xxxxx	\$ 75,000.00		
11.7	Primary SAGR Aggregate L&M	LS	xxxxx	xxxxx	\$ 400,000.00		
11.8	Secondary SAGR Aggregate L&M	LS	xxxxx	xxxxx	\$ 400,000.00		
11.9	Mulch Labor & Materials	LS	xxxxx	xxxxx	\$ 60,000.00		
11.10	Fine grade for Liners L&M	LS	xxxxx	xxxxx	\$ 60,000.00		
11.11	Inter SAGR piping Materials	LS	xxxxx	xxxxx	\$ 50,000.00		
11.12	Inter SAGR Piping Labor	LS	xxxxx	xxxxx	\$ 100,000.00		
11.13	Nexom Blower/Aeration Equip. Mat'ls	LS	xxxxx	xxxxx	\$ 738,000.00	41%	\$ 300,000.00
11.14	Blower/Aeration Equipment Labor	LS	xxxxx	xxxxx	\$ 250,000.00	60%	\$ 150,000.00
11.15	Nexom Blower/Aeration Downpaym't	LS	xxxxx	xxxxx	\$ 82,000.00	100%	\$ 82,000.00
11.16	Sampler Labor & Materials	LS	xxxxx	xxxxx	\$ 12,000.00		
11.17	UV Equipment Materials	LS	xxxxx	xxxxx	\$ 225,000.00		
11.18	UV Equipment Labor	LS	xxxxx	xxxxx	\$ 92,000.00		
11.19	UV Equipment Down payment	LS	xxxxx	xxxxx	\$ 25,000.00	100%	\$ 25,000.00
11.20	Sanitary Pump Materials	LS	xxxxx	xxxxx	\$ 50,000.00		
11.21	Pumps Labor	LS	xxxxx	xxxxx	\$ 10,000.00		
11.22	Submittals UV/NEXOM/ sampler	LS	xxxxx	xxxxx	\$ 15,000.00	100%	\$ 15,000.00



	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Complete	Value Completed
12.1	Laboratory Casework Materials	LS	xxxxx	xxxxx	\$ 20,000.00		
12.2	Laboratory Casework Labor	LS	xxxxx	xxxxx	\$ 5,000.00		
12.3	Submittals	LS	xxxxx	xxxxx	\$ 1,000.00		
13.1	Process Piping Labor & Materials	LS	xxxxx	xxxxx	\$ 275,000.00		
13.2	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00		
14.1	Hoists Equipment Materials	LS	xxxxx	xxxxx	\$ 25,000.00		
14.2	Hoists Equipment Labor	LS	xxxxx	xxxxx	\$ 5,000.00		
14.3	Submittals	LS	xxxxx	xxxxx	\$ 1,000.00		
15.1	HVAC Materials	LS	xxxxx	xxxxx	\$ 75,000.00		
15.2	HVAC Labor	LS	xxxxx	xxxxx	\$ 9,000.00		
15.3	Plumbing Materials	LS	xxxxx	xxxxx	\$ 50,000.00		
15.4	Plumbing Labor	LS	xxxxx	xxxxx	\$ 15,000.00		
15.5	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00	100%	\$ 5,000.00
16.1	Generator & Transfer Switch Material	LS	xxxxx	xxxxx	\$ 65,000.00		
16.2	Generator & Transfer Switch Labor	LS	xxxxx	xxxxx	\$ 45,000.00		
16.3	Electrical Materials	LS	xxxxx	xxxxx	\$ 115,000.00	3%	\$ 3,000.00
16.4	Electrical Labor	LS	xxxxx	xxxxx	\$ 65,000.00	3%	\$ 2,000.00
16.5	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00	80%	\$ 4,000.00
17.1	Process Control & Instrument L&M	LS	xxxxx	xxxxx	\$ 160,000.00		
17.2	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00		
<b>Contract Price:</b>					<b>\$ 8,837,000.00</b>		<b>\$ 3,210,015.53</b>

<b>MATERIALS STORED SUMMARY</b>				
	Description	# of Units	Unit Price	Extended Cost
2.7	Synthetic Liner	LS	\$ 50,000.00	\$ 50,000.00
2.9	Buried Pipe (Schimberg)	LS	\$ 567,225.66	\$ 567,225.66
3.1	Reinforcing Materials (CMI)	LS	\$ 75,351.00	\$ 75,350.00
5.1	Structure Embeds Materials (Weirs & Beams) (Breuer)	LS	\$ 22,445.49	\$ 22,445.49
5.2	Grating Materials (Breuer)	LS	\$ 9,976.04	\$ 9,976.04
5.3	Handrail Materials (Platform & Stairs)	LS	\$ 12,458.73	\$ 12,458.73
11.2	Sluice Gates	LS	\$ 101,762.11	\$ 101,762.11
11.13	Nexom Blower & Aeration Equipment Materials	LS	\$ 316,300.00	\$ 316,300.00
11.17	Trojan UV Equipment	LS	\$ 173,251.25	\$ 173,251.25
15.1	Fan	1	\$ 356.00	\$ 356.00
15.1	Indeco Heaters	LS	\$ 14,755.00	\$ 14,755.00
15.1	Split System	1	\$ 10,795.00	\$ 10,795.00
15.1	Dehumidifier	1	\$ 3,485.00	\$ 3,485.00
15.1	Grilles	LS	\$ 280.00	\$ 280.00
15.3	Sanitary Pump Station Package	LS	\$ 1,871.50	\$ 1,871.50
16.3	Electrical Equipment	LS	\$ 18,460.49	\$ 18,460.49
CO 1	Bend	1	\$ 4,295.00	\$ 4,295.00
<b>Total</b>				<b>\$ 1,383,067.27</b>

<b>SUMMARY</b>		
	<b>Total Approved</b>	<b>Total Completed</b>
Contract Price	\$ 8,837,000.00	\$ 3,210,015.53
Approved Change Order (list each)	Change Order No. 1	\$ 6,687.10
	Revised Contract Price	\$ 8,843,687.10

Stored \$ 1,383,067.27  
 Total Earned \$ 4,593,082.80  
 Retainage (5%) \$ 229,654.14  
**Total Earned Less Retainage \$ 4,363,428.66**

Total Previously Approved (list each)	Pay Estimate No. 1	\$ 756,667.50	
	Pay Estimate No. 2	\$ 511,380.70	
	Pay Estimate No. 3	\$ 1,265,515.11	
	Pay Estimate No. 4	\$ 165,941.25	
	Pay Estimate No. 5	\$ 479,240.80	
	Pay Estimate No. 6	\$ 510,181.34	
	Pay Estimate No. 7	\$ 151,883.91	

Total Previously Approved \$ 3,840,810.61

Percent Complete 36%

**Amount Due This Request \$ 522,618.05**

The amount \$522,618.05 is recommended for approval for payment in accordance with the terms of the contract.

**Prepared By:**  
Boomerang Corp.

**Recommended By:**  
Veenstra & Kimm, Inc.

**Approved By:**  
West Branch, Iowa

Signature: Matt Sattler

Signature: Emily Linebaugh Signature: \_\_\_\_\_

Name: Matt Sattler

Name: Emily Linebaugh

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

Title: Project Manager

Title: Engineer

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

Date: 04252023

Date: April 24, 2023

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> May 1, 2023
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<b>AGENDA ITEM:</b> Direction for the City Administrator regarding the West Branch Public Library Staff plan for FY24/25 and beyond
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> April 27, 2023
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### SUMMARY:

The library board voted 5-1 in support of a new staffing plan starting in May of 2023. The plan is for the Assistant Director to be promoted to Director, the full-time librarian to Assistant Director, the part time librarian to be moved to full time, and a 20 hour per week programming position.

### THE ISSUE:

1. **Benefits Budget:** The salary changes work in FY 24, but the employee benefits portion which comes from the employee benefits levee, would be over budget. Therefore, council must approve the request.
2. **Budget Cuts:** Times are uncertain and FY25 could lead to some harder long-term cuts. There were notices given to the previous Library Director that budget cuts could occur if budget conditions do not improve. The first notice was given in December of 2021, a second notice was given in November of 2022, and a third notice was a public notice in April of 2023. It is possible, the Library budget could be cut by \$30,000 next year.
3. **Legal & HR Concerns:** If a \$30,000 cut occurs in Fiscal Year 2025, it's possible a position could be cut at the library. Therefore, there are concerns if a full timer is hired that the person would be allowed a higher unemployment claim in which the city would be liable to pay.

### WHAT OPTIONS DOES COUNCIL HAVE?

Per the request of Mayor Laughlin and several council members, they would like to see more information before council approves.

1. Council can deny.
2. Council can agree to let the library use employment reserve funds or transfer money their GF money to the employee benefits fund.
3. Council may agree to increase the benefits levee in FY 2025 outside of a normal health insurance rate increase.

## PROS & CONS

### Option 1: No

Pros	Cons
It would be unequitable for council to approve as no other department can spend more money without council scrutiny.	Takes away from Library's ability to manage its own department.
Is the safest approach in uncertain times. It was also not unanimously passed by the library board of trustees.	Goes against the library board which could lead to council backlash or trustee members quitting.
Future expenses are exceeding future revenue. Until inflation lowers and property tax reform effects are certain it is fiscally irresponsible to approve.	With some parks and rec budget cuts, residents may argue library support is desperately needed. There are several residents who prioritize Parks and Rec & Library more than Council does.

### Option 1: Yes, with Employee Reserves or Transfers

Pros	Cons
Shows council is willing to compromise.	Council wanted to do this for Main Street but found it was too expensive when younger employees add the city's health plan over the next few years.
It would send a message to the public that council support recreation activities when others in the public have disagreed with their past decisions.	Is the most irresponsible decision as health care costs will only go up. Therefore, the employee benefit reserve will get smaller every year if council does raise the benefits levy.
Although, similar to Main St., it is not the same scenario.	
Library believes they can cut in FY 25 and will get more in donations.	

### Option 1: Yes, with FY25 Employee Benefit Increase

Pros	Cons
Only about a \$10 increase in taxes a year.	Will roughly be \$100 a year if current employees that don't take the city's insurance join our plan which we are obligated to fulfill by law.
Will be a more sustainable compromised option.	Will increase taxes.

## BUDGET HOURS OLD VS NEW

Old Labor Makeup  
 Library IT/Director 83% \* 2080 hours  
 Assistant Director 2080 hours  
 Public Service Librarian 2080 hours  
Part Time Librarian 1040 hours  
 Total Hours: 6,926.4 hours of labor

New Labor Makeup  
 Library IT/Director 2080 hours  
 Assistant Director 2080 hours  
 (36 Hours) Public Service Librarian 1872 hours  
Part Time Librarian 1040 hours  
 Total Hours: 7,072 hours of labor

## BUDGET PAY

36 Hour & Part Time Total Employee Compensation FY24								Updated April 14, 2023			
Employee/Dept	Base Salary	Comp in lieu of health insurance	RAISE	Certification Incentive	OT	FY24 Salary	% GF Dept.	Dept. IPERS	Dept. FICA	Dept. INS	GF Dept. Total
Becky Knoche	\$ 45,676.00	\$ 3,949.08	\$ 10,000.00		\$-	\$ 59,625.08	\$ 59,625.08	\$ 5,628.61	\$ 4,561.32	\$ -	\$ 69,815.01
Jessica Schafer	\$ 44,304.00	\$ -	\$ 5,000.00		\$-	\$ 49,304.00	\$ 49,304.00	\$ 4,654.30	\$ 3,771.76	\$ 9,824.16	\$ 67,554.21
Kat Korsmo	\$ 16,426.00		\$ 15,397.20		\$-	\$ 31,823.20	\$ 31,823.20	\$ 3,004.11	\$ 2,434.47	\$ 9,824.16	\$ 47,085.94
<u>Part-Time</u>	<u>\$ 15,600.00</u>		<u>\$ -</u>		<u>\$-</u>	<u>\$ 15,600.00</u>	<u>\$ 15,600.00</u>	<u>\$ 1,472.64</u>	<u>\$ 1,193.40</u>	<u>\$ -</u>	<u>\$ 18,266.04</u>
Library Subtotal	\$ 122,006.00	\$ 3,949.08	\$ 30,397.20		\$-	\$ 156,352.28	\$ 156,352.28	\$ 14,759.66	\$ 11,960.95	\$ 19,648.32	\$ 202,721.20
<b>Adopted minus Proposed</b>											<b>\$ (2,723.20)</b>
<b>Adopted Budget</b>						157,157.00		14,836.00	12,023.00	14,074.00	\$ 199,998.00
<b>Amendment for Health Stipends: Becky, Nick</b>		7,898.16									\$ 7,898.16
<b>TOTAL CUT</b>						<b>\$ 804.72</b>		<b>\$ 76.34</b>	<b>\$ 62.05</b>	<b>\$ (5,574.32)</b>	<b>\$ 2,462.24</b>

Within budget if allowed to transfer GF money to employee benefits bucket.

## FISCAL YEAR 2025 SCENARIO

36 Hour & Part Time Total Employee Compensation FY25								Updated April 14, 2023			
Employee/Dept	Base Salary	Comp in lieu of health insurance	COLA 4%	Certification Incentive	OT	FY24 Salary	% GF Dept.	Dept. IPERS	Dept. FICA	Dept. INS 6%	GF Dept. Total
Becky Knoche	\$ 55,676.00	\$ 3,949.08	\$ 2,227.04		\$-	\$ 61,852.12	\$ 61,852.12	\$ 5,838.84	\$ 4,731.69	\$ -	\$ 72,422.65
Jessica Schafer	\$ 49,304.00	\$ -	\$ 1,972.16		\$-	\$ 51,276.16	\$ 51,276.16	\$ 4,840.47	\$ 3,922.63	\$ 10,413.61	\$ 70,452.87
Kat Korsmo	\$ 31,824.00		\$ 1,272.96		\$-	\$ 33,096.96	\$ 33,096.96	\$ 3,124.35	\$ 2,531.92	\$ 10,413.61	\$ 49,166.84
<u>Part-Time</u>	<u>\$ 15,600.00</u>		<u>\$ 624.00</u>		<u>\$-</u>	<u>\$ 16,224.00</u>	<u>\$ 16,224.00</u>	<u>\$ 1,531.55</u>	<u>\$ 1,241.14</u>	<u>\$ -</u>	<u>\$ 18,996.68</u>
Library Subtotal	\$ 152,404.00	\$ 3,949.08	\$ 6,096.16		\$-	\$ 162,449.24	\$ 162,449.24	\$ 15,335.21	\$ 12,427.37	\$ 20,827.22	\$ 211,039.03
<b>Other Expenses</b>											<b>\$ 38,426.97</b>
<b>FY 25 Budget</b>											<b>\$ 249,466.00</b>
<b>TOTAL NEEDED</b>											<b>\$ (35,781.03)</b>

\$35,781 over budget if a \$30,000 cut happens and cost of living is 4% and insurance is 6%.

Assumes all other budgeted items are held constant. **Library may opt for no COLA and to cut other items.**

## LIBRARY'S POSITION:

The Library Director and one Trustee member will provide documents and answer questions at the Monday meeting.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> May 1, 2023
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<b>AGENDA ITEM:</b> Parks and Recreation – Swim Lesson Update
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<b>PREPARED BY:</b> Matt Condon – Parks and Recreation Director
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<b>DATE:</b> April 26, 2023
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### SUMMARY:

Options are dwindling for city-sponsored swim lessons at a third-party pool like done in Tipton in the past. Tipton is unable to host us this year due to construction on their pool. Seven other pools in the surrounding area have said they cannot accommodate a group as large as ours has been in the past. The City of West Liberty has provided dates and times but they only consist of evenings in late May and early June.

### WHAT CHANGED?

- Tipton is doing construction on their pool and cannot host swim lessons like in years past
- The City of Wilton, the City of Iowa City, the City of Coralville, the City of North Liberty, the City of Mount Vernon, the University of Iowa, and the North Dodge Athletic Club all have said they cannot accommodate a group as large as ours
- On March 17<sup>th</sup>, The City of West Liberty said they could host our residents for swim lessons in the evenings of May 30<sup>th</sup>-June 2<sup>nd</sup> & June 5<sup>th</sup> – June 9<sup>th</sup>. Times depended on the ages and ranged from 6:00-6:45 PM at the earlier to 7:45-8:30 PM at the latest. The cost would be \$36 per child. West Liberty noted that were busy and before signups are made, we would need to confirm that this offer still stands.

### RECOMMENDATION:

While West Liberty may be an option, I recommend that the city does not sponsor swim lessons during these times. These evenings that West Liberty offered are during our baseball and softball games at Cubby Park that I would be at. My recommendation is we tell parents to sign up for swim lessons on their own at other third-party pools that could more easily accommodate individual sign-ups.