



**CITY COUNCIL MEETING  
MONDAY, JUNE 19, 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 June 5, 2023 City Council meeting
  - b. Appoint Rich Stout to the Park & Recreation Commission, term expiration 12/31/2023
  - c. Approve LL Pelling Sealcoat pricing for 2023
  - d. Approve the April Monthly Financial Report
  - e. Claims for 6/19/2023
7. Presentations/Communications/Open Forum
8. Public Hearing/Non-Consent Agenda
  - a. **Third Reading of Ordinance 803** – Amending Chapter 92 Titled “Water Rates” of the Code of Ordinances of the City of West Branch, Iowa. / Move to action.
  - b. **Resolution 2023-64** – Approving the West Branch Police Department Policy Manual. / Move to action.
  - c. **Resolution 2023-65** –Amending the City of West Branch, IA Employee Handbook (dated October 2016). /Move to action.
  - d. **Motion to approve** and forward the proposal to close a portion of alley between North Fourth and North Fifth Street to the Planning & Zoning Commission. / Move to action.
  - e. **Motion to approve** Chief Hanna’s Recruitment/Retention Plans. / Move to action.
  - f. Recognition of Hoover’s Hometown Days 2023 sponsors.
9. Discussion – Amending Chapter 65 “Stop or Yield Required” (Chief Hanna)
10. Discussion – Ballot language for future LOSST
11. Discussion – FY24 Strategic Plan
12. Discussion – Hoover’s Hometown Days Committee transition direction
13. City Administrator Report
14. City Attorney Report
15. City Engineer Report
16. City Staff Reports
17. Comments from Mayor and Council Members
18. Motion to adjourn.

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

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

**West Branch, Iowa  
Council Chambers**

**City Council  
Regular Meeting**

**June 5, 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, Tom Dean and Jodee Stoolman. Absent: Nick Goodweiler. City Staff present: City Administrator Kofoed, City Clerk Brick, Police Chief Hanna, Public Works Director Goodale, City Attorney Olson and City Engineer Schechinger. Staff attending via Zoom: Finance Officer Heidi Van Auken.

**APPROVE THE AGENDA**

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

**APPROVE CONSENT AGENDA**

Approve minutes from the May 5, 2023 City Council meeting.

Approve a Premise Update for Eldr, LLC to include The Lively on the Lane, located at 3 Ember Lane (formerly Birdie’s Restaurant), West Branch.

Approve a Special Class C Retail Alcohol (5 day) license for Hazelhasky LLC dba Herb & Lou’s for West Branch Main Street’s Kickoff to Summer event on June 10, 2023.

Approve Cigarette Permit Renewals for FY24

Approve a West Branch Fire Department appointment – Eric Lewis

Approve the March Monthly Financial Report  
Claims for 6/5/2023

EXPENDITURES	6/5/2023	
AERO RENTAL INC	STUMP GRINDER RENTAL	379.50
BARNHART'S CUSTOM SERVICES	PUSH UP BRUSH PILE	320.00
CEDAR COUNTY COOPERATIVE	FUEL-PW	678.21
CHAUNCEY BUTLER POST 514	FLAGS	230.00
D&R PEST CONTROL	PEST CONTROL - LIBRARY	70.00
DIEMER, JULIA	BLDG INCENTIVE PAYMENT	1,994.90
GALLS, LLC	NON-MARRING WEDGE	20.95
GRIEBAHN INDUSTRIES INC	NAME PLATES - P&R COMMISSION	46.00
HAZELHASKY LLC DBA HERB &	CONCESSION POPCORN	94.68
HEIDI VAN AUKEN	MILEAGE REIMBURSEMENT	24.89
IOWA ONE CALL	UTILITY LOCATION SERVICE	93.60
LORENZ, NANCY R ZMEK OR J	BLDG INCENTIVE PAYMENT	1,505.04
MARK D & AMBER KLEVEN	BLGD INCENTIVE PAYMENT	2,070.34
MUNICIPAL SUPPLY INC.	METER & READER HARDWARE	2,416.00
NEWTON, VINCENT	BLDG INCENTIVE PAYMENT	1,499.88
SCHIMBERG CO	FORCED MAIN VALVE REPLACEMENT	2,735.52
STATE INDUSTRIAL PRODUCTS	CHEMICALS	243.08
TUCKER, JAMIE	CONCESSION FOOD REIMBURSEMENT	33.98
TOTAL		14,456.57
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	5/26/2023	55,408.28
PAID BETWEEN MEETINGS		
METLIFE	INSURANCE	1,377.04
SISCO	INSURANCE	11,000.69
CENTRAL EXCAVATING	I80 E UTILITY RELOCATION PAY EST 1	392,074.29
SISCO	HEALTH CLAIMS 5/22/2023	320.47
AMAZON.COM	PROGRAM SUPPLIES	32.41
JOHN DEERE FINANCIAL	PRUNER, POLE, SUPPLIES	891.55
KOENIG, SASHA	UMPIRE - 3 GAMES	90.00
PITNEY BOWES	PRINTER RED INK-LIBRARY	63.90
THE GAZETTE	SUBSCRIPTION	462.80
PLUNKETT'S PEST CONTROL	PEST CONTROL: TH, CITY	105.90
QUILL CORP	BLDG SUPPLIES-CITY, TH	88.45
TYLER TECHNOLOGIES	FLEX SPEND/PSF SETUP	225.00

VERIZON WIRELESS	VERIZON WIRELESS	411.71
HAWKINS	CHEMICALS	3,219.64
LEAF CAPITAL FUNDING	COPIER LEASE-CITY OFFICE	491.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,539.95
MEDIACOM	CABLE SERVICE	41.90
JOHNSON CO TREASURER	ROUNDAABOUT REIMBURSEMENT 1	54,668.66
AMAZON.COM	MOVIE, GAME	88.96
CARRIE HOURIGAN	CLEANING SERVICES-LIBRARY	690.00
CEDAR CO COOP	FUEL-PW	749.99
LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	156.22
OVERDRIVE	DIGITAL & AUDIO BOOKS	393.47
PIP PRINTING	BUSINESS CARDS-PW	98.38
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-LIBRARY	200.00
SWANK MOTION PICTURES	SITE LICENSE MOVIES	104.00
US BANK CORP CARD	CREDIT CARD PURCHASES	1,861.79
SISCO	HEALTH CLAIMS 5/15/2023	84.00
AMAZON.COM	MEETING OWL, CLEANING SUPPLIES	1,189.26
BOUND TREE MEDICAL	MEDICAL SUPPLIES	412.78
CJ COOPER	FIRE DEPT DRUG TESTING	167.10
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	29.99
FIVE STAR SHOP SERVICE	MINOR EQUIP-FIRE	2,125.65
HEIMAN FIRE EQUIP	BOOTS, FACESHIELD-FIRE	346.00
HY-VEE AR	CONCESSION SUPPLIES	1,186.19
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-CITY	500.00
QUILL CORP	OFFICE & BLDG SUPPLIES	63.41
STRYKER SALES CORP	BATTERY REPLACEMENT	339.75
IA ALCOHOLIC BEV DIVISION	FIRE DEPT HHTD ALCOHOL LICENSE	24.38
TOTAL		477,916.68
GRAND TOTAL EXPENDITURES		547,781.53

FUND TOTALS		
001 GENERAL FUND		44,335.51
022 CIVIC CENTER		148.21
031 LIBRARY		7,335.41
110 ROAD USE TAX		9,057.38
112 TRUST AND AGENCY		22,543.76
319 RELOCATING WATER & SEWER		392,074.29
326 ROUNDAABOUT MAIN & CEDAR		54,668.66
600 WATER FUND		10,401.84
610 SEWER FUND		7,216.47
GRAND FUND TOTAL		547,781.53

REVENUE-FISCAL YEAR 2023  
FUND MARCH

001 GENERAL FUND	102,798.20
022 CIVIC CENTER	1,702.86
031 LIBRARY	1,023.48
036 TORT LIABILITY	4,296.95
110 ROAD USE TAX	16,644.64
112 TRUST & AGENCY	21,676.30
119 EMERGENCY TAX FUND	2,465.68
121 LOCAL OPTION SALES TAX	25,903.23
125 TIF	33,500.15
126 TIF LMI MEADOWS PT 4	4.93
226 DEBT SERVICE	17,280.52
300 CAPITAL IMPROVEMENT RESERVE	3,580.68
324 WW TREATMENT FACILITY	179,156.38
500 CEMETERY PERPETUAL FUND	491.81
501 KROUTH PRINCIPAL FUND	428.26
502 KROUTH INTEREST FUND	199.82
600 WATER FUND	46,467.74
610 SEWER FUND	74,056.32
740 STORM WATER UTILITY	5,753.54
TOTAL	537,431.49

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

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

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

Third 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.

#### 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])

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 and approved by the West Branch City Council the 5th day of June, 2023.

First Reading: May 1, 2023

Second Reading: May 15, 2023

Third Reading: June 5, 2023

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk

There were no comments.

Motion by Miller, second by Dean to approve third reading of Ordinance 802. AYES: Miller, Dean, Stoolman, Sexton. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Second Reading of Ordinance 803 – Amending Chapter 92 Titled “Water Rates” of the Code of Ordinances of the City of West Branch, Iowa. / Move to action.

There were no comments.

Motion by Sexton, second by Dean to approve second reading of Ordinance 803. AYES: Sexton, Dean, Stoolman, Miller. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Resolution 2023-54 – Amending the Pay Scale for permanent full-time employees. / Move to action.

Kofoed said the pay scale will be amended annually due the cost of living fluctuation and noted that this year the pay scale was adjusted to five percent.

Motion by Dean, second by Stoolman to approve Resolution 2023-54. AYES: Dean, Stoolman, Miller, Sexton. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Resolution 2023-55 –Setting salaries for appointed officials and employees of the City of West Branch, Iowa for FY24. /Move to action.

Brick informed the Council that there were a couple of minor rounding issues that were corrected on the resolution provided in the packet and that the official resolution was ready for signature.

Motion by Dean, second by Miller to approve Resolution 2023-55. AYES: Dean, Miller, Stoolman, Sexton. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Resolution 2023-56 – Approve Pay Estimate Number 1 in the amount of \$41,325.00 to Lynch Excavating, Inc. for the Eastside Water Main Replacement Project. / Move to action.

There were no comments.

Motion by Miller, second by Sexton to approve Resolution 2023-56. AYES: Miller, Sexton, Stoolman, Dean. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Resolution 2023-57 – Approving 28E Agreements between the City of West Branch, Iowa and the Boards of Trustees of Cass, Gower, Graham, Iowa, Scott and Springdale Townships for the purposes of fire protection and aid and assistance for other emergencies or disasters relating to life and property, or hazardous materials. / Move to action.

There were no comments.

Motion by Miller, second by Sexton to approve Resolution 2023-57. AYES: Miller, Sexton, Stoolman, Dean. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Resolution 2023-58 - Approving the City of West Branch Fiscal Management Policies. / Move to action.

Brick explained that she, Kofoed and Van Auken reviewed the city's financial, investment and credit card policies and decided it was best to roll all three documents into one. Brick added that the policies would be reviewed annually to determine effectiveness and to ensure that all policies were being adhered to.

Motion by Miller, second by Sexton to approve Resolution 2023-58. AYES: Miller, Sexton, Stoolman, Dean. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Resolution 2023-59 – Approving an Engineering Services Agreement with Veenstra & Kimm Inc., for construction administration services for the Eastside Water Main Replacement Project in an amount not to exceed \$88,600.00. / Move to action.

Schechinger explained that their costs for this project were lowered since his firm was already in town inspecting another project so travel time was not duplicated. He added that he anticipates higher than normal construction oversight with regard to addressing lead service lines that may be encountered throughout the project.

Motion by Miller, second by Dean to approve Resolution 2023-59. AYES: Miller, Dean, Stoolman, Sexton. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Resolution 2023-60 – Approving an Engineering Services Agreement with Veenstra & Kimm Inc., for the 2024 Water Main Replacement Project in an amount not to exceed \$144,600. / Move to action.

Schechinger explained that the cost for this phase would be higher than phase one of the Eastside Water Main Project as this portion of the project his firm will work closely on meeting the requirements of the State Revolving Fund loan. He added that this project will include planning, design and construction overview and is expected to have bids let later this fall for a Spring 2024 start date.

Motion by Sexton, second by Miller to approve Resolution 2023-60. AYES: Sexton, Miller, Stoolman, Dean. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Resolution 2023-61 – Approving an Engineering Services Agreement with Veenstra & Kimm Inc., for the 2023 Bridge Inspection and Load Rating in an amount not to exceed \$4000.00. / Move to action.

There were no comments.

Motion by Miller, second by Sexton to approve Resolution 2023-61. AYES: Miller, Sexton, Dean, Stoolman. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Resolution 2023-62 – Approving Pay Estimate Number 9 in the amount of \$468,052.07 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. / Move to action.

Schechinger said that the project is now approximately fifty percent complete.

Motion by Dean, second by Miller to approve Resolution 2023-62. AYES: Dean, Miller, Sexton, Stoolman. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Resolution 2023-63 – Approving Change Order Number 2 in the amount of \$19,261.90 for the Wastewater Treatment Facility Improvements Project. / Move to action.

Schechinger said the change order represents additional fittings, tapping tee and valve for connecting the six-inch water main to the new twelve-inch water main. Schechinger said the decision was made on the tapping tee so as to not disturb some of the surrounding businesses.

Motion by Dean, second by Miller to approve Resolution 2023-63. AYES: Dean, Miller, Sexton, Stoolman. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Motion to accept the resignation of Police Officer Lucas Moore. / Move to action.

Hanna said Moore gave his resignation shortly after completing the police academy and that he has accepted a position with the Johnson County Sheriff's Office. Hanna said per the Officer Training Reimbursement Agreement, Moore is required to reimburse the city for all expenses related to attending the academy (training, room, board, food, uniforms and equipment) if he ended employment within four years. Hanna said the reimbursement amount totaled more than fourteen thousand dollars.

Motion by Miller, second by Sexton. AYES: Miller, Sexton, Stoolman. NAYS: Dean. Absent: Nick Goodweiler. Motion carried.

Discussion – Regarding the City health and dental premium stipend (sponsored by Councilperson Tom Dean)

Dean stated in all of his years of employment, he had never encountered an employer who offers stipends for not taking a benefit and questioned why the City offers it. Kofoed said the benefit was put into place several years ago, but was entirely sure why. He also stated that he has gotten some feedback on current employees that they were against ending the stipend as they rely on it as part of their income. Laughlin said he was not in favor of taking the benefit away from existing employees, but rather not offering it to new employees going forward. Group discussion then centered around how taxes are levied to pay for employee benefits and by taking the stipend away, more taxes may need to be levied for in the future. Currently, stipends are considered 'special pay' and come from the salary account lines.

Discussion – Reconsider closing the south end of the alley located between 4<sup>th</sup> and 5<sup>th</sup> Street (sponsored by Councilperson Jodee Stoolman)

Stoolman expressed her opinion that the alley should be closed at East Main Street to avoid continued city maintenance. The Eastside Water Main Project currently plans for the alley apron to be removed so that a new main water can be installed under it. A new apron would then be re-poured up to the sidewalk as part of the project. Laughlin pledged his support for closing the alley and ending future discussions on the subject. Laughlin suggested closing the alley near the rear property lines of 411 and 421 East Main Street and only allow entry and exits from the north end at East Green Street. The other Council members were all in favor of Laughlin's suggestion but Sexton expressed his concern on how drainage would be affected. Laughlin said that the city could add dirt over the alley way that's vacated along with a small retaining wall of sorts to stop gravel from washing down on the new grassy area. Sexton wasn't convinced that Laughlin's plan would work so Schechinger offered to look into solutions for the City. Olson said he would start the process for vacating a portion of the alley and that the two property owners on either side would be given the opportunity to split the alley and have it become a part of their existing properties. Olson said he would prepare the public hearing notice for the next council meeting.

Discussion – Consider accepting a deed from 316 Beranek Drive

Kofoed said the owner of the property approached him with a proposal to deed over a portion of his property to the City that is used as a public street and parking for Beranek Park. Cassabaum is wanting to tear down an old shed on his property and build a new one and exchange for the City to help him enough dirt to prevent the new building from future flooding. Miller said this was a good deal that the Council should accept Cassabaum's proposal. Olson said he would prepare a deed for accepting the property for the Council to consider at the next meeting.

Discussion – Local Options Sales Tax Referendum

Kofoed spearheaded the discussion regarding local option sales tax and how those dollars may be used in the future. The current measure limits the City to only use LOST dollars for parks and park projects, that referendum is scheduled to expire June 30, 2025. Kofoed said he would like to see the City renew LOST, but allow for more flexibility so that the city could use those dollars for other city projects. The Council was in favor of considering a ballot language change and asked Kofoed to provide some options on what future dollars could be spent on. Kofoed said he would work with Olson and provide options at the next Council meeting.

### **CITY ADMINISTRATOR REPORT**

Kofoed asked the Council for direction in updating the current Employee Handbook to define full-time employee hours to be thirty-six or more hours. Kofoed said this change stemmed from a recent library hire. Kofoed also reported that the water towers are being prepped for painting, as well as his start of research on street financing. Kofoed also asked the Council for direction on nuisance grass that is over six inches on properties with steep inclines. The Council directed him to enforce the Code as written regardless of topography.

### **CITY ATTORNEY REPORT**

Olson informed the Council that he was served with an appeal from the Gaskill's regarding the dollar amount awarded from the condemnation board. Olson said that doesn't affect the City from continuing with the Wapsi Creek Widening project. Olson also reported that more papers were filed on the nuisance property at East Green Street. Olson suspects that the property will go to Sheriff's sale and that the bank will buy it back as they may have a buyer for the property.

### **CITY ENGINEER REPORT**

Schechinger gave updates on the various city projects. Eastside Water Main Project (Phase 1) will start construction week of June 12<sup>th</sup>. The IUP for Phase 2 of the project, that will go out to bid later this fall was submitted on June 1<sup>st</sup>. The I-80 Utility Relocation Project is nearing completion. Wastewater Treatment Facility Project is approximately fifty percent complete. The Roundabout project is nearing the half way mark for the contract working days. Other items he commented on were that his firm would be starting the bridge inspections on June 6<sup>th</sup> and that the Meadows Part 3 construction would be starting soon as well.

### **STAFF REPORTS**

Hanna asked the Council for direction to replace Moore. He said he had been in discussions with Kofoed on possible recruitment tools to help compete with other public agencies. The Council agreed Hanna should move forward with replacing the vacated position.

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

Laughlin reminder the Council and audience that Main Street's Kick-off to Summer event is this upcoming weekend and encouraged all to attend.

### **ADJOURNMENT**

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:40 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>	June 19, 2023
<b>AGENDA ITEM:</b>	Appoint Rich Stout to the Parks and Recreation Commission, term expiration 12/31/2023
<b>PREPARED BY:</b>	Matt Condon, Parks and Recreation Director
<b>DATE:</b>	June 7, 2023

### SUMMARY:

I strongly recommend Rich Stout be approved to join our Parks and Recreation Board. I had a great conversation with him and he was able to tell me about his background. He has coached baseball in the community for a long period of time. He has spent time coaching on the high school level and got the West Branch Legion program started. There are many people in this town that have been coached by Rich Stout and he has a strong relationship with the community. He also organizes pickleball leagues for people in town that are played at the high school. Because of this coaching experience and involvement in the community, I believe he would be a good asset to our group.

### RECOMMENDATION:

Rich Stout would be a great addition to our Parks and Recreation department as a member of our board. He has great experience and is passionate about helping the community. Because of all of this, I strongly recommend that she is approved to be on our Parks and Recreation Board.





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 Park / Rec Today's Date 5-25-23

(Please print)

Name: Rich Stout Address: 400 Lancaster Lane

Phone: (home) \_\_\_\_\_

Phone: (cell) [REDACTED]

Email: rstout66@aol.com

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

How long have you been a resident of West Branch? 51 years

Occupation: Department of Corrections Employer: Iowa Medical & Classification Center

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?

32 years coaching experience  
20 years running youth baseball program

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> June 19, 2023
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<b>AGENDA ITEM:</b> Approve LL Pelling Sealcoat pricing for 2023
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<b>PREPARED BY:</b> Matt Goodale, Public Works Director
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<b>DATE:</b> June 14, 2023
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Sealcoat pricing for 2023 is attached. Pricing reflects a 10-15% increase from last year.

# PROPOSAL

City of West Branch (PG)  
P.O. Box 218  
West Branch, IA 52358-0218



WWW.LLPELLING.COM

1425 W. Penn Street P.O. Box 230 North Liberty, Iowa 52317

(319) 626-4600 FAX (319) 626-4605

WE PROPOSE TO DO THE FOLLOWING WORK AND/OR FURNISH THE MATERIALS AT THE UNIT PRICE QUOTED BELOW:

**RE: 2023 Sealcoat Work**

**November, 2022**

**Description of Work:**

**Type A Work (Option 1)**

**Unit Price**

A. Base repair and single seal coat consisting of:

Scarify and pulverize existing street surface  
Furnish water as required for compaction, reshape and recompact.

Furnish and apply single seal coat of MC-3000 asphalt

Furnish, spread and roll ~~3/8" chips~~ Pea Gravel

\$ 4.25 SY

OR

**Type B Work (Option 2)**

B. Single seal coat consisting of:

Power broom streets

Furnish and apply single seal coat of MC-3000 asphalt

Furnish, spread and roll ~~3/8" chips~~ Pea Gravel

\$ 3.10 SY

**Cold Mix Patch Material (15 tons or less)**

\$ 300.00 TON

**NOTES:**

1. Billing on final units completed.
2. Cold Mix Patching amount is an *estimated* quantity. Invoice will be on actual tons placed.
3. Prices for 2023 Construction Season, if accepted and mailed back by January 30th, 2023.

\*Is this project tax exempt? Yes  No . If you checked yes, please send the Iowa Construction Sales Tax Form with your signed proposal.

Authorized  
Signature

Darrin Tippie

Note: This proposal may be withdrawn if not accepted within 30 days.

All work & materials will be according to specifications submitted or per standard practices. Any alteration or deviation from the above specifications involving extra cost will become an extra charge over and above the estimate. Items bid per Unit of Measure are based on estimated quantities, and payment will be based on actual quantities placed. Payment is due upon receipt of invoice. 1 3/4% Service Fee will be charged on all past due accounts (21% per annum). Any expense incurred to collect past due accounts, including attorney fees, will be reimbursed by owner.

**Acceptance of Proposal** The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be due upon receipt of invoice. I will retain the white copy for my records and return the yellow copy for authorization to schedule work.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**“Committed to Excellence since 1948”**



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> June 19, 2023
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<b>AGENDA ITEM:</b> Approve the April Monthly Financial Report
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<b>PREPARED BY:</b> Heidi Van Auken
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<b>DATE:</b> June 1, 2023
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### SUMMARY:

Monthly Financial Report: This report includes revenue, investments, expenditures, and balances for the month of April 2023.

BANK TO BOOK RECONCILIATION				
4/30/2023				
BANK BALANCE @				
	CASH - FIDELITY BANK & TRUST			\$ 6,949,466.82
	CASH - FIDELITY BANK & TRUST - PERPETUAL CARE FUND			\$ 31,950.60
	<b>SUB TOTAL</b>			<b>\$ 6,981,417.42</b>
ADD:	CD'S:	Bank/CD #	Maturity Date	
	ENLOW BUILDING CD	LIBERTY SAVINGS-10447	5/2/2023	\$ 11,196.32
	CEMETERY PERPETUAL CARE	HILLS BANK-30282503	1/11/2024	\$ 98,746.50
	LIBRARY-HANSEN DONATION CD	GREENSTATE-1029 (Old 1025)	8/1/2023	\$ 56,588.17
	LIBRARY-KROUTH PRINCIPAL CD	GREENSTATE-1030 (Old 1026)	9/2/2023	\$ 52,183.37
	LIBRARY-KROUTH INTEREST CD	GREENSTATE-1031 (Old 1027)	9/2/2023	\$ 24,463.12
	GEN FUND-STREETScape-ACCIONA DONATION CD	GREENSTATE-1033 (Old 1028)	12/6/2024	\$ 7,123.86
	SAVINGS ACCOUNTS			
	GENERAL FUND SAVINGS	GREENSTATE-0001		\$ 5.00
	LIBRARY - KROUTH INTEREST	FIDELITY-SAVINGS ACCOUNT		\$ 8,518.05
	LIBRARY - M GRAY SAVINGS	FIDELITY-SAVINGS ACCOUNT		\$ 16,345.05
	<b>TOTAL CD'S &amp; SAVINGS ACCOUNTS</b>			<b>\$ 275,169.44</b>
	<b>SUB TOTAL</b>			<b>\$ 7,256,586.86</b>
PLUS	O/S DEPOSITS			\$ 1,229.58
PLUS	ADJUSTMENTS			\$ 583.81
LESS:	O/S CREDIT CARD			\$ -
LESS:	O/S CHECKS			\$ 36,672.94
	<b>ENDING BOOK BALANCE</b>			<b>\$ 7,221,727.31</b>
	NON-RECONCILIATION ITEM-CUBBY PARK CONCESSIONS			\$ 600.00

**CLERK'S REPORT FOR THE MONTH OF APRIL 2023**

DESCRIPTION	CHECKING	INVESTMENT	BEGINNING BALANCE	RECEIPTS	TRANSFER IN	DISBURSED	TRANSFER OUT	NET CHANGE LIABILITIES	CLERK'S BALANCE
<b>GENERAL</b>									
*(001) GENERAL OPERATING FUND	\$ 948,310.35	\$ 5.00	\$ 948,315.35	\$ 528,703.35		\$ 112,295.59			\$ 1,364,723.11
** FIRE APPARATUS RESERVE	\$ 573,415.80	\$ -	\$ 573,415.80						\$ 573,415.80
POLICE APPARATUS RESERVE	\$ 109,530.35	\$ -	\$ 109,530.35						\$ 109,530.35
PARK & RECREATION RESERVE	\$ 17,340.39	\$ -	\$ 17,340.39						\$ 17,340.39
PUBLIC WORKS RESERVE	\$ 11,030.00	\$ -	\$ 11,030.00						\$ 11,030.00
CEMETERY BLDG/EQUIP INVESTMENT	\$ -	\$ -	\$ -						\$ -
SIGNS-ACCIONA DTN INVESTMENT	\$ -	\$ 7,123.86	\$ 7,123.86						\$ 7,123.86
PARK EQUIPMENT/RESERVE	\$ 8,000.00	\$ -	\$ 8,000.00						\$ 8,000.00
(022) CIVIC CENTER	\$ 40,537.82	\$ -	\$ 40,537.82	\$ 8,353.25		\$ 616.83			\$ 48,274.24
(027) MEMORIAL GARDEN PROJECT	\$ 414.00	\$ -	\$ 414.00						\$ 414.00
(028) SPLASH PAD RESERVE	\$ 100.00	\$ -	\$ 100.00						\$ 100.00
(031) LIBRARY	\$ (160,884.00)	\$ 92,633.29	\$ (68,250.71)	\$ 13,296.69		\$ 18,374.31			\$ (73,328.33)
(036) TORT LIABILITY	\$ (11,183.66)	\$ -	\$ (11,183.66)	\$ 27,824.44					\$ 16,640.78
<b>SPECIAL REVENUE</b>									
(110) ROAD USE TAX	\$ 106,824.52	\$ -	\$ 106,824.52	\$ 28,106.14		\$ 23,402.46			\$ 111,528.20
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	\$ 248,483.13	\$ -	\$ 248,483.13	\$ 128,856.55		\$ 23,345.07			\$ 353,994.61
(119) EMERGENCY TAX FUND	\$ 28,731.42	\$ -	\$ 28,731.42	\$ 15,966.17					\$ 44,697.59
(121) LOCAL OPTION SALES TAX	\$ 501,496.45	\$ -	\$ 501,496.45	\$ 18,262.61					\$ 517,759.06
(125) TIF	\$ 366,552.01	\$ -	\$ 366,552.01	\$ 234,043.66					\$ 600,595.67
(126) TIF LMI MEADOWS PT 4	\$ -	\$ -	\$ 1,794.96	\$ 10,363.92					\$ 12,158.88
(160) REVOLVING LOAN FUND	\$ 137,082.45	\$ -	\$ 137,082.45						\$ 137,082.45
<b>DEBT SERVICE</b>									
(226) DEBT SERVICE	\$ 384,197.11	\$ -	\$ 384,197.11	\$ 112,225.85					\$ 496,422.96
<b>CAPITAL PROJECTS</b>									
(300) CAPITAL IMPROVEMENT RESERVE	\$ 100,297.06	\$ -	\$ 100,297.06	\$ 23,186.52					\$ 123,483.58
(302) ARPA NEU FUND	\$ 372,611.19	\$ -	\$ 372,611.19						\$ 372,611.19
(304) W MAIN ST STORMWATER IMP	\$ 10,000.00	\$ -	\$ 10,000.00						\$ 10,000.00
(308) PARK IMP - PEDERSEN VALLEY	\$ 14,827.20	\$ -	\$ 14,827.20						\$ 14,827.20
(312) DOWNTOWN EAST REDEVELOPMENT	\$ 22,412.82	\$ -	\$ 22,412.82						\$ 22,412.82
(319) RELOCATION OF WATER & SEWER LINES	\$ (5,759.22)	\$ -	\$ (5,759.22)			\$ 1,772.00			\$ (7,531.22)
(321) WIDENING WAPSI CREEK @ BERANEK PARK	\$ 4,989.02	\$ -	\$ 4,989.02			\$ 1,000.00			\$ 3,989.02
(322) SPLASH PAD	\$ -	\$ -	\$ -						\$ -
(323) I-80 WEST, WATER MAIN RELOCATE	\$ (24,271.48)	\$ -	\$ (24,271.48)						\$ (24,271.48)
(324) WW TREATMT FAC IMP 2021	\$ 80,000.00	\$ -	\$ 80,000.00			\$ 10,736.90			\$ 69,263.10
(326) ROUNDABOUT MAIN & CEDAR	\$ (37,876.43)	\$ -	\$ (37,876.43)			\$ 607.48			\$ (38,483.91)
(327) SPONSORED WATER QUALITY IMPE 2021	\$ (20,000.00)	\$ -	\$ (20,000.00)						\$ (20,000.00)
(329) EASTSIDE WATER MAINS	\$ (30,351.10)	\$ -	\$ (30,351.10)			\$ 2,902.60			\$ (33,253.70)
<b>PERMANENT</b>									
(500) CEMETERY PERPETUAL FUND	\$ 31,950.60	\$ 98,746.50	\$ 130,697.10						\$ 130,697.10
(501) KROUTH PRINCIPAL FUND	\$ 0.00	\$ 52,197.67	\$ 52,197.67						\$ 52,197.67
(502) KROUTH INTEREST FUND	\$ -	\$ 24,463.12	\$ 24,463.12						\$ 24,463.12
<b>ENTERPRISE</b>									
(600) WATER FUND	\$ 361,063.26	\$ -	\$ 361,063.26	\$ 46,130.80		\$ 25,149.11	\$ 5,079.17		\$ 376,965.78
(603) WATER SINKING FUND	\$ 48,636.70	\$ -	\$ 48,636.70	\$ -	\$ 5,079.17				\$ 53,715.87
(610) SEWER FUND	\$ 747,670.58	\$ -	\$ 747,670.58	\$ 69,184.97		\$ 19,620.29	\$ 36,439.98		\$ 760,795.28
(611) SEWER FUND SPECIAL	\$ 770,494.87	\$ -	\$ 770,494.87	\$ -	\$ 36,439.98				\$ 806,934.85
(614) WASTEWATER LIFT STATION	\$ -	\$ -	\$ -						\$ -
(740) STORM WATER UTILITY	\$ 166,533.11	\$ -	\$ 166,533.11	\$ 5,667.60					\$ 172,200.71
(950) BC/BS FLEXIBLE BENEFIT	\$ (6,793.29)	\$ -	\$ (6,793.29)						\$ (6,793.29)
<b>TOTAL</b>	<b>\$ 5,916,413.03</b>	<b>\$ 275,169.44</b>	<b>\$ 6,193,377.43</b>	<b>\$ 1,268,172.52</b>	<b>\$ 41,519.15</b>	<b>\$ 239,822.64</b>	<b>\$ 41,519.15</b>	<b>\$ -</b>	<b>\$ 7,221,727.31</b>
O/S CHECKS			\$44,330.66						\$36,672.94
ADJUSTMENTS			\$0.00						\$583.81
O/S DEPOSIT			\$0.00						\$1,229.58
O/S CREDIT CARD			\$0.00						\$0.00
<b>BANK STATEMENT BALANCE</b>			<b>\$6,237,708.09</b>						<b>\$7,256,586.86</b>

CITY OF WEST BRANCH  
 MTD TREASURERS REPORT  
 AS OF: APRIL 30TH, 2023

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	1,674,755.75	528,703.35	112,295.59	2,091,163.51	0.00	0.00	2,091,163.51
011-POLICE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
014-FIRE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
016-CEMETERY BLDG/EQUIP RES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
017-PARK & REC RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
018-PUBLIC WORKS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-CIVIC CENTER	40,537.82	8,353.25	616.83	48,274.24	0.00	0.00	48,274.24
026-SIGNS-ACCIONA DONATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
027-MEMORIAL GARDEN PROJECT	414.00	0.00	0.00	414.00	0.00	0.00	414.00
028-SPLASH PAD RESERVE	100.00	0.00	0.00	100.00	0.00	0.00	100.00
031-LIBRARY	( 68,250.71)	13,296.69	18,374.31	( 73,328.33)	0.00	0.00	( 73,328.33)
036-TORT LIABILITY	( 11,183.66)	27,824.44	0.00	16,640.78	0.00	0.00	16,640.78
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	106,824.52	28,106.14	23,402.46	111,528.20	0.00	0.00	111,528.20
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	248,483.13	128,856.55	23,345.07	353,994.61	0.00	0.00	353,994.61
119-EMERGENCY TAX FUND	28,731.42	15,966.17	0.00	44,697.59	0.00	0.00	44,697.59
121-OPTION TAX	501,496.45	16,262.61	0.00	517,759.06	0.00	0.00	517,759.06
125-T I F	366,552.01	234,043.66	0.00	600,595.67	0.00	0.00	600,595.67
126-TIF LMI MEADOWS PT 4	1,794.96	10,363.92	0.00	12,158.88	0.00	0.00	12,158.88
160-REVOLVING LOAN FUND	137,082.45	0.00	0.00	137,082.45	0.00	0.00	137,082.45
225-TIF DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
226-GO DEBT SERVICE	384,197.11	112,225.85	0.00	496,422.96	0.00	0.00	496,422.96
300-CAPITAL IMPROV. RESERVE	100,297.06	23,186.52	0.00	123,483.58	0.00	0.00	123,483.58
301-REAP GRANT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
302-ARPA NEU FUND	372,611.19	0.00	0.00	372,611.19	0.00	0.00	372,611.19
303-FIRE CAP PROJECT ADDITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
304-W MAIN ST STORMWATER IMP	10,000.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00
305-MAIN ST CROSSINGS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
306-4TH ST IMPROVEMENTS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
307-MAIN ST INTERSECTION IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
308-PARK IMP - PEDERSEN VALLE	14,827.20	0.00	0.00	14,827.20	0.00	0.00	14,827.20
309-PHASE I PARK IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
310-COLLEGE STREET BRIDGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
311-BERANEK PARKING IMPROVEME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
312-DOWNTOWN EAST REDEVELOPME	22,412.82	0.00	0.00	22,412.82	0.00	0.00	22,412.82
313-MAIN ST SIDEWALK-PHASE 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00
314-N FIRST ST IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
315-MAIN ST WATER MAIN IMPROV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
316-I & I LINE/GROUT PH 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
317-ORANGE ST 4TH TO 5TH IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
318-COLLEGE ST & 2ND ST IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
319-RELOCATING WATER & SEWER	( 5,759.22)	0.00	1,772.00	( 7,531.22)	0.00	0.00	( 7,531.22)
320-LIBRARY PARKING LOT IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
321-WIDENING WAPSI CREEK @ BE	4,989.02	0.00	1,000.00	3,989.02	0.00	0.00	3,989.02
322-SPLASH PAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
323-I-80 WEST, WATER MAIN REL	( 24,271.48)	0.00	0.00	( 24,271.48)	0.00	0.00	( 24,271.48)
324-WW TREATMT FAC IMP 2021	80,000.00	0.00	10,736.90	69,263.10	0.00	0.00	69,263.10
326-ROUNDBABOUT MAIN & CEDAR-J	( 37,876.43)	0.00	607.48	( 38,483.91)	0.00	0.00	( 38,483.91)
327-SPONS WATER QUAL IMP 2021	( 20,000.00)	0.00	0.00	( 20,000.00)	0.00	0.00	( 20,000.00)

CITY OF WEST BRANCH  
 MTD TREASURERS REPORT  
 AS OF: APRIL 30TH, 2023

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
328-GREENVIEW WATER MAIN NLOO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
329-EASTSIDE WATER MAINS (	30,351.10)	0.00	2,902.60	( 33,253.70)	0.00	0.00	( 33,253.70)
500-CEMETERY PERPETUAL FUND	130,697.10	0.00	0.00	130,697.10	0.00	0.00	130,697.10
501-KROUTH PRINCIPAL FUND	52,197.67	0.00	0.00	52,197.67	0.00	0.00	52,197.67
502-KROUTH INTEREST FUND	24,463.12	0.00	0.00	24,463.12	0.00	0.00	24,463.12
600-WATER FUND	361,063.26	46,130.80	30,228.28	376,965.78	0.00	0.00	376,965.78
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	48,636.70	5,079.17	0.00	53,715.87	0.00	0.00	53,715.87
610-SEWER FUND	747,670.58	69,184.97	56,060.27	760,795.28	0.00	0.00	760,795.28
611-SEWER FUND SPECIAL	770,494.87	36,439.98	0.00	806,934.85	0.00	0.00	806,934.85
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	166,533.11	5,667.60	0.00	172,200.71	0.00	0.00	172,200.71
950-BC/BS FLEXIBLE BENEFIT (	6,793.29)	0.00	0.00	( 6,793.29)	0.00	0.00	( 6,793.29)
<b>GRAND TOTAL</b>	<b>6,193,377.43</b>	<b>1,309,691.67</b>	<b>281,341.79</b>	<b>7,221,727.31</b>	<b>0.00</b>	<b>0.00</b>	<b>7,221,727.31</b>

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



CITY OF WEST BRANCH  
 YTD TREASURERS REPORT  
 AS OF: APRIL 30TH, 2023

FUND	BEGINNING CASH BALANCE	Y-T-D REVENUES	Y-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	2,389,263.81	1,757,130.95	2,055,231.25	2,091,163.51	0.00	0.00	2,091,163.51
011-POLICE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
014-FIRE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
016-CEMETERY BLDG/EQUIP RES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
017-PARK & REC RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
018-PUBLIC WORKS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-CIVIC CENTER	36,168.07	24,582.72	12,476.55	48,274.24	0.00	0.00	48,274.24
026-SIGNS-ACCIONA DONATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
027-MEMORIAL GARDEN PROJECT	414.00	0.00	0.00	414.00	0.00	0.00	414.00
028-SPLASH PAD RESERVE	100.00	0.00	0.00	100.00	0.00	0.00	100.00
031-LIBRARY	97,660.23	33,640.35	204,628.91	( 73,328.33)	0.00	0.00	( 73,328.33)
036-TORT LIABILITY	15,143.11	72,850.69	71,353.02	16,640.78	0.00	0.00	16,640.78
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	44,218.90	275,390.81	208,081.51	111,528.20	0.00	0.00	111,528.20
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	252,569.07	349,080.81	247,655.27	353,994.61	0.00	0.00	353,994.61
119-EMERGENCY TAX FUND	3,182.77	41,514.82	0.00	44,697.59	0.00	0.00	44,697.59
121-OPTION TAX	274,943.44	242,815.62	0.00	517,759.06	0.00	0.00	517,759.06
125-T I F	51,273.32	577,978.35	28,656.00	600,595.67	0.00	0.00	600,595.67
126-TIF LMI MEADOWS PT 4	0.00	12,158.88	0.00	12,158.88	0.00	0.00	12,158.88
160-REVOLVING LOAN FUND	137,082.45	0.00	0.00	137,082.45	0.00	0.00	137,082.45
225-TIF DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
226-GO DEBT SERVICE	269,477.96	290,683.95	63,738.95	496,422.96	0.00	0.00	496,422.96
300-CAPITAL IMPROV. RESERVE	63,193.27	60,290.31	0.00	123,483.58	0.00	0.00	123,483.58
301-REAP GRANT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
302-ARPA NEU FUND	186,305.60	186,305.59	0.00	372,611.19	0.00	0.00	372,611.19
303-FIRE CAP PROJECT ADDITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
304-W MAIN ST STORMWATER IMP	10,000.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00
305-MAIN ST CROSSINGS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
306-4TH ST IMPROVEMENTS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
307-MAIN ST INTERSECTION IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
308-PARK IMP - PEDERSEN VALLE	14,827.20	0.00	0.00	14,827.20	0.00	0.00	14,827.20
309-PHASE I PARK IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
310-COLLEGE STREET BRIDGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
311-BERANEK PARKING IMPROVEME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
312-DOWNTOWN EAST REDEVELOPME	173,912.82	0.00	151,500.00	22,412.82	0.00	0.00	22,412.82
313-MAIN ST SIDEWALK-PHASE 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00
314-N FIRST ST IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
315-MAIN ST WATER MAIN IMPROV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
316-I & I LINE/GROUT PH 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
317-ORANGE ST 4TH TO 5TH IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
318-COLLEGE ST & 2ND ST IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
319-RELOCATING WATER & SEWER	( 4,655.22)	0.00	2,876.00	( 7,531.22)	0.00	0.00	( 7,531.22)
320-LIBRARY PARKING LOT IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
321-WIDENING WAPSI CREEK @ BE	94,080.20	0.00	90,091.18	3,989.02	0.00	0.00	3,989.02
322-SPLASH PAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
323-I-80 WEST, WATER MAIN REL	( 24,271.48)	0.00	0.00	( 24,271.48)	0.00	0.00	( 24,271.48)
324-WW TREATMT FAC IMP 2021	( 152,858.55)	4,220,867.40	3,998,745.75	69,263.10	0.00	0.00	69,263.10
326-ROUNDABOUT MAIN & CEDAR-J	( 21,393.55)	0.00	17,090.36	( 38,483.91)	0.00	0.00	( 38,483.91)
327-SPONS WATER QUAL IMP 2021	( 20,000.00)	0.00	0.00	( 20,000.00)	0.00	0.00	( 20,000.00)

CITY OF WEST BRANCH  
 YTD TREASURERS REPORT  
 AS OF: APRIL 30TH, 2023

FUND	BEGINNING CASH BALANCE	Y-T-D REVENUES	Y-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
328-GREENVIEW WATER MAIN NLOO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
329-EASTSIDE WATER MAINS	0.00	0.00	33,253.70	( 33,253.70)	0.00	0.00	( 33,253.70)
500-CEMETERY PERPETUAL FUND	127,472.86	3,224.24	0.00	130,697.10	0.00	0.00	130,697.10
501-KROUTH PRINCIPAL FUND	51,169.10	1,028.57	0.00	52,197.67	0.00	0.00	52,197.67
502-KROUTH INTEREST FUND	23,983.81	479.31	0.00	24,463.12	0.00	0.00	24,463.12
600-WATER FUND	196,476.68	541,682.62	361,193.52	376,965.78	0.00	0.00	376,965.78
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	5,105.42	50,791.70	2,181.25	53,715.87	0.00	0.00	53,715.87
610-SEWER FUND	513,988.98	763,571.55	516,765.25	760,795.28	0.00	0.00	760,795.28
611-SEWER FUND SPECIAL	459,860.14	360,904.84	13,830.13	806,934.85	0.00	0.00	806,934.85
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	134,916.82	55,923.89	18,640.00	172,200.71	0.00	0.00	172,200.71
950-BC/BS FLEXIBLE BENEFIT	( 6,075.28)	0.00	718.01	( 6,793.29)	0.00	0.00	( 6,793.29)
<b>GRAND TOTAL</b>	<b>5,397,535.95</b>	<b>9,922,897.97</b>	<b>8,098,706.61</b>	<b>7,221,727.31</b>	<b>0.00</b>	<b>0.00</b>	<b>7,221,727.31</b>

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

**PROGRAM EXPENDITURES FOR THE MONTH APRIL OF 2023**

83.33%

<b>FUNCTIONS</b>	<b>BUDGET EXP</b>	<b>MTD EXP</b>	<b>YTD EXP</b>	<b>REMAINING BALANCE</b>	<b>PERCENT OF EXPENSES</b>
<b>PUBLIC SAFETY</b>					
<b>POLICE DEPARTMENT</b>					
GENERAL FUND	\$ 409,802.00	\$ 31,735.82	\$ 330,744.04	\$ 79,057.96	80.71%
TORT LIABILITY	\$ 13,326.00	\$ -	\$ 13,258.23	\$ 67.77	99.49%
TRUST & AGENCY	\$ 118,349.00	\$ 6,025.46	\$ 59,678.64	\$ 58,670.36	50.43%
<b>FIRE DEPARTMENT</b>					
GENERAL FUND	\$ 293,500.00	\$ 7,400.99	\$ 917,777.01	\$ (624,277.01)	312.70%
TORT LIABILITY	\$ 29,216.00	\$ -	\$ 25,841.79	\$ 3,374.21	88.45%
TRUST & AGENCY	\$ 12,950.00	\$ 1,026.92	\$ 14,144.51	\$ (1,194.51)	109.22%
ANIMAL CONTROL	\$ 3,000.00	\$ -	\$ 32.50	\$ 2,967.50	1.08%
<b>BUILDING INSPECTIONS</b>					
GENERAL FUND	\$ 21,077.00	\$ 2,403.65	\$ 32,589.34	\$ (11,512.34)	154.62%
TORT LIABILITY	\$ 190.00	\$ -	\$ 167.99	\$ 22.01	88.42%
TRUST & AGENCY	\$ 2,400.00	\$ 717.27	\$ 7,864.91	\$ (5,464.91)	327.70%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 903,810.00</b>	<b>\$ 49,310.11</b>	<b>\$ 1,402,098.96</b>	<b>\$ (498,288.96)</b>	<b>155.13%</b>
<b>PUBLIC WORKS</b>					
<b>ROADS &amp; STREETS</b>					
GENERAL FUND	\$ 51,508.00	\$ 4,822.21	\$ 54,047.86	\$ (2,539.86)	104.93%
TORT LIABILITY	\$ 15,002.00	\$ -	\$ 13,620.50	\$ 1,381.50	90.79%
ROAD USE TAX FUND	\$ 317,355.00	\$ 23,402.46	\$ 208,081.51	\$ 109,273.49	65.57%
TRUST & AGENCY	\$ 55,371.00	\$ 4,276.28	\$ 36,843.31	\$ 18,527.69	66.54%
STREET LIGHTING - GENERAL FUND	\$ 45,477.00	\$ 2,928.01	\$ 30,396.07	\$ 15,080.93	66.84%
SOLID WASTE - GENERAL FUND	\$ 212,447.00	\$ 17,767.25	\$ 189,527.56	\$ 22,919.44	89.21%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 697,160.00</b>	<b>\$ 53,196.21</b>	<b>\$ 532,516.81</b>	<b>\$ 164,643.19</b>	<b>76.38%</b>
<b>TOTAL HEALTH &amp; SOCIAL SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
<b>CULTURE &amp; RECREATION</b>					
<b>LIBRARY</b>					
GENERAL FUND	\$ 226,587.00	\$ 18,374.31	\$ 204,628.91	\$ 21,958.09	90.31%
TORT LIABILITY	\$ 4,885.00	\$ -	\$ 4,830.06	\$ 54.94	98.88%
TRUST & AGENCY	\$ 56,035.00	\$ 3,262.46	\$ 32,279.73	\$ 23,755.27	57.61%
<b>PARKS &amp; RECREATION</b>				\$ -	
GENERAL FUND	\$ 223,546.00	\$ 13,060.90	\$ 156,061.40	\$ 67,484.60	69.81%
TORT LIABILITY	\$ 6,585.00	\$ -	\$ 6,058.08	\$ 526.92	92.00%
TRUST & AGENCY	\$ 38,361.00	\$ 2,466.68	\$ 31,141.49	\$ 7,219.51	81.18%

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
<b>CEMETERY</b>					
GENERAL FUND	\$ 61,028.00	\$ 10,516.58	\$ 60,218.56	\$ 809.44	98.67%
TORT LIABILITY	\$ 2,228.00	\$ -	\$ 1,936.85	\$ 291.15	86.93%
TRUST & AGENCY	\$ 10,891.00	\$ 1,039.33	\$ 9,566.16	\$ 1,324.84	87.84%
<b>CIVIC CENTER</b>				\$ -	
GENERAL FUND	\$ 19,975.00	\$ 616.83	\$ 12,476.55	\$ 7,498.45	62.46%
TRUST & AGENCY	\$ -	\$ -	\$ -	\$ -	#DIV/0!
<b>COMMUNITY &amp; CULTURAL DEV. (HHTD)</b>	\$ 62,225.00	\$ 22.64	\$ 49,944.90	\$ 12,280.10	80.27%
<b>LOCAL CABLE ACCESS</b>				\$ -	
GENERAL FUND	\$ 19,244.00	\$ 1,150.71	\$ 13,382.08	\$ 5,861.92	69.54%
TRUST & AGENCY	\$ -	\$ 159.94	\$ 1,845.03	\$ (1,845.03)	#DIV/0!
<b>TOTAL CULTURE &amp; RECREATION</b>	\$ 731,590.00	\$ 50,670.38	\$ 584,369.80	\$ 147,220.20	79.88%
<b>COMMUNITY &amp; ECONOMIC DEV.</b>					
ECONOMIC DEVELOPMENT	\$ 67,159.00	\$ 7,041.66	\$ 54,448.34	\$ 12,710.66	81.07%
PLANNING & ZONING	\$ 29,383.00	\$ 1,637.65	\$ 7,362.41	\$ 22,020.59	25.06%
REVOLVING LOAN FUND	\$ -	\$ -	\$ -	\$ -	
TIF DEBT SERVICE	\$ 77,268.00	\$ -	\$ 28,656.00	\$ 48,612.00	37.09%
<b>TOTAL COMMUNITY &amp; E.D.</b>	\$ 173,810.00	\$ 8,679.31	\$ 90,466.75	\$ 83,343.25	52.05%
<b>GENERAL GOVERNMENT</b>					
<b>MAYOR &amp; COUNCIL</b>					
GENERAL FUND	\$ 17,800.00	\$ 435.19	\$ 14,458.80	\$ 3,341.20	81.23%
TRUST & AGENCY	\$ 2,228.00	\$ 47.39	\$ 1,274.02	\$ 953.98	57.18%
<b>CLERK &amp; TREASURER</b>					
GENERAL FUND	\$ 155,820.00	\$ 8,497.91	\$ 122,240.33	\$ 33,579.67	78.45%
TORT LIABILITY	\$ 6,066.00	\$ -	\$ 5,639.52	\$ 426.48	92.97%
TRUST & AGENCY	\$ 36,715.00	\$ 2,573.53	\$ 30,533.94	\$ 6,181.06	83.16%
<b>LEGAL SERVICES</b>	\$ 27,000.00	\$ 2,874.42	\$ 22,000.05	\$ 4,999.95	81.48%
<b>TOTAL GENERAL GOVERNMENT</b>	\$ 245,629.00	\$ 14,428.44	\$ 196,146.66	\$ 49,482.34	79.85%
<b>GO DEBT SERVICE</b>	\$ 1,439,005.00	\$ -	\$ 63,738.95	\$ 1,375,266.05	4.43%
<b>CAPITAL PROJECTS</b>					
ARPA FUNDED PROJECT	\$ 371,367.00	\$ -	\$ -	\$ 371,367.00	0.00%
DOWNTOWN EAST REDEVELOPMENT	\$ 160,000.00	\$ -	\$ 151,500.00	\$ 8,500.00	94.69%
RELOCATING WATER & SEWER LINES	\$ 658,100.00	\$ 1,772.00	\$ 2,876.00	\$ 655,224.00	0.44%
WIDENING WAPSI CREEK @ BERANEK	\$ 1,000,000.00	\$ 1,000.00	\$ 90,091.18	\$ 909,908.82	9.01%

<b>FUNCTIONS</b>	<b>BUDGET EXP</b>	<b>MTD EXP</b>	<b>YTD EXP</b>	<b>REMAINING BALANCE</b>	<b>PERCENT OF EXPENSES</b>
WW TREATMENT FACILITY IMP 2021	\$ 7,000,000.00	\$ 10,736.90	\$ 3,998,745.75	\$ 3,001,254.25	57.12%
ROUNDBOUT MAIN & CEDAR	\$ 1,000,000.00	\$ 607.48	\$ 17,090.36	\$ 982,909.64	1.71%
EASTSIDE WATER MAINS	\$ 1,000,000.00	\$ 2,902.60	\$ 33,253.70	\$ 966,746.30	3.33%
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 11,189,467.00</b>	<b>\$ 17,018.98</b>	<b>\$ 4,293,556.99</b>	<b>\$ 6,895,910.01</b>	<b>38.37%</b>
<b>BUSINESS TYPE ACTIVITIES</b>					
WATER FUND	\$ 412,791.00	\$ 25,149.11	\$ 310,401.82	\$ 102,389.18	75.20%
TRUST & AGENCY		\$ 874.89	\$ 14,939.40	\$ (14,939.40)	#DIV/0!
WATER SINKING FUND	\$ 61,538.00	\$ -	\$ 2,181.25	\$ 59,356.75	3.54%
SEWER FUND	\$ 312,772.00	\$ 19,620.29	\$ 155,860.41	\$ 156,911.59	49.83%
TRUST & AGENCY	\$ -	\$ 874.92	\$ 7,544.13	\$ (7,544.13)	#DIV/0!
SEWER FUND SPECIAL	\$ -	\$ -	\$ 13,830.13	\$ (13,830.13)	#DIV/0!
STORM WATER UTILITY	\$ 50,960.00	\$ -	\$ 18,640.00	\$ 32,320.00	36.58%
<b>TOTAL BUSINESS TYPE ACTIVITIES</b>	<b>\$ 838,061.00</b>	<b>\$ 46,519.21</b>	<b>\$ 523,397.14</b>	<b>\$ 314,663.86</b>	<b>62.45%</b>
<b>NON-DEPARTMENTAL TRANSFERS</b>					
GENERAL FUND	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0.00%
ROAD USE TAX	\$ -	\$ -	\$ -	\$ -	#DIV/0!
EMERGENCY TAX FUND	\$ 40,986.00	\$ -	\$ -	\$ 40,986.00	0.00%
LOCAL OPTION SALES TAX	\$ 287,310.00	\$ -	\$ -	\$ 287,310.00	0.00%
TIF	\$ 459,642.00	\$ -	\$ -	\$ 459,642.00	0.00%
WATER FUND	\$ 122,888.00	\$ 5,079.17	\$ 50,791.70	\$ 72,096.30	41.33%
SEWER FUND	\$ 335,995.00	\$ 36,439.98	\$ 360,904.84	\$ (24,909.84)	107.41%
SEWER FUND SPECIAL	\$ -	\$ -	\$ -	\$ -	#DIV/0!
STORM WATER UTILITY	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	0.00%
BC/BS FLEXIBLE BENEFIT	\$ -	\$ -	\$ 718.01	\$ (718.01)	#DIV/0!
<b>TOTAL NON-DEPARMENTAL TRANSFERS</b>	<b>\$ 1,386,821.00</b>	<b>\$ 41,519.15</b>	<b>\$ 412,414.55</b>	<b>\$ 974,406.45</b>	<b>29.74%</b>
<b>TOTAL FOR ALL FUNCTIONS</b>	<b>\$ 17,605,353.00</b>	<b>\$ 281,341.79</b>	<b>\$ 8,098,706.61</b>	<b>\$ 9,506,646.39</b>	<b>46.00%</b>

CITY OF WEST BRANCH  
 EXPENDITURES BY ACTIVITY (UNAUDITED)  
 AS OF: APRIL 30TH, 2023

001-GENERAL FUND

83.33% OF FISCAL YEAR

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL NON-PROGRAM	1,386,821.00	41,519.15	412,414.55	29.74	974,406.45
TOTAL PUBLIC SAFETY	903,810.00	49,310.11	1,402,098.96	155.13 (	498,288.96)
TOTAL PUBLIC WORKS	697,160.00	53,196.21	532,516.81	76.38	164,643.19
TOTAL HEALTH & SOCIAL SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	731,590.00	50,670.38	584,369.80	79.88	147,220.20
TOTAL COMMUNITY & ECON DEVELOP	173,810.00	8,679.31	90,466.75	52.05	83,343.25
TOTAL GENERAL GOVERNMENT	245,629.00	14,428.44	196,146.66	79.85	49,482.34
TOTAL DEBT SERVICE	1,439,005.00	0.00	63,738.95	4.43	1,375,266.05
TOTAL CAPITAL PROJECTS	11,189,467.00	17,018.98	4,293,556.99	38.37	6,895,910.01
TOTAL BUSINESS TYPE/ENTERPRISE	838,061.00	46,519.21	523,397.14	62.45	314,663.86
<b>TOTAL EXPENDITURES</b>	<b>17,605,353.00</b>	<b>281,341.79</b>	<b>8,098,706.61</b>	<b>46.00</b>	<b>9,506,646.39</b>



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> June 19, 2023
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<b>AGENDA ITEM:</b> Claims for June 19, 2023
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<b>PREPARED BY:</b> Heidi Van Auken, Finance Officer
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<b>DATE:</b> June 14, 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****6/19/2023**

AMAZON.COM	OFFICE SUPPLIES-LIBRARY	124.12
BAKER & TAYLOR	BOOKS	993.95
BOWERS CUSTOM SERVICES	HAULING ROCK TO CITY SHED	375.00
BRICK, LESLIE	MILEAGE REIMB COUNTY COURT	48.48
BROWN'S WEST BRANCH	VEHICLE REPAIR-POLICE	1,603.89
CAPITAL ONE	VARIOUS ITEMS-LIBRARY	56.53
CASEYS GENERAL STORES	CASEY'S TIF REBATE #8	12,975.00
CEDAR COUNTY ENGINEER	ROAD ROCK	4,395.77
CEDAR COUNTY RECORDER	RECORDING FEES	14.00
CY'S TREE SERVICE	TREE REMOVAL	12,955.00
DATA443 RISK MITIGATION	RANSOMWARE RECOVERY SUBSCRIPT	178.75
EMV HOLDINGS	EMV HOLDINGS TIF REBATE #4	5,505.00
GRIEBAHN INDUSTRIES	NAME PLATE-P&R COMMISSION	16.00
HAWKINS INC	CHEMICALS	2,812.61
KANOPY	ON DEMAND VIDEO SERVICE	29.00
KNOCHE, REBECCA	FLOWERS FOR LIBRARY PLANTERS	127.27
LIBRARICA LLC	LICENSE RENEWAL	328.20
LRS HOLDINGS	TRASH & RECYCLING MAY 2023	17,399.50
MEADOWS DEVELOPMENT INC	MEADOWS TIF REBATE #2	26,333.00
MOPPY MO'S	CLEANING SERIVES-TH,CITY,PARKS	892.50
MPEC	SHOP SUPPLIES/VEHICLE MAINT	33.76
OLSON, KEVIN D	LEGAL SERVICES JUNE 2023	1,500.00
PLUNKETT'S PEST CONTROL	PEST CONTROL-TH, CITY	105.90
PYRAMID SERVICES	PARTS-PW	58.54
RUSHTON, AMANDA	TH ALCOHOL DEPOSIT REFUND	100.00
SCHIMBERG CO	SHOP SUPPLIES	331.20
STATE HYGIENIC LAB	LAB ANALYSIS	67.50
THE HOME DEPOT PRO	BLDG SUPPLIES-LIBRARY	478.68
U.S. POSTAL SERVICE	PO BOX ANNUAL RENTAL	70.00
VEENSTRA & KIMM	I80 WIDENING COORDINATION	41,269.06
WEST BRANCH TIMES	LEGAL PUBLICATIONS	517.29

**TOTAL****131,695.50****PAYROLL-WAGES, TAXES, EMPLOYEE  
BENEFITS: REG & FIRE****6/9/2023****86,207.76****PAID BETWEEN MEETINGS**

SISCO	HEALTH CLAIMS 6/12/2023	941.04
SISCO	HEALTH CLAIMS 6/5/2023	111.59
BOOMERANG	WW TREATMENT PAY ESTIMATE 9	468,052.07
LYNCH'S EXCAVATING	EASTSIDE WATER MAINS PAY EST 1	41,325.00
UMB BANK	GO BOND PAYMENTS	845,878.75
IOWA FINANCE AUTHORITY	SRF LOANS: WATER, SEWER	387,900.68



VARIOUS VENDORS	UB REFUNDS	173.70
GLOBAL PAYMENTS	MAY CREDIT CARD FEES	1,016.12
AMAZON.COM	EQUIP YOUTH SPORTS	90.04
AT&T MOBILITY	WIRELESS SERVICE	364.52
BARRON MOTOR SUPPLY	SUPPLIES	132.40
KOENIG, SASHA	UMPIRE-2 GAMES	60.00
KOENIG, TATUM	UMPIRE-6 GAMES	180.00
LINN COUNTY REC	STREET LIGHTS	231.75
MOORE'S WELDING	MOWER REPAIR	45.00
PARKSIDE SERVICE	TIRE REPAIRS	94.38
WEX BANK	VEHICLE FUEL	1,337.20
FIDELITY BANK & TRUST	ACCIONA LOAN PAYMENT	100,699.58
SISCO	HEALTH CLAIMS 5/30/2023	2,813.66
<b>TOTAL</b>		<b>1,851,447.48</b>

**GRAND TOTAL EXPENDITURES 2,069,350.74**

**FUND TOTALS**

001 GENERAL FUND	94,936.19
022 CIVIC CENTER	345.45
031 LIBRARY	6,960.94
110 ROAD USE TAX	11,390.75
112 TRUST AND AGENCY	15,665.80
125 T I F	44,813.00
226 DEBT SERVICE	946,578.33
302 ARPA WW TREATMT FACILITY	372,611.19
324 WW TREATMT FACILITY	95,440.88
319 RELOCATING WATER & SEWER	11,823.29
321 WIDENING WAPSI CREEK	1,198.50
324 WW TREATMT FACILITY	17,106.88
326 ROUNDABOUT MAIN & CEDAR	2,188.02
329 EASTSIDE WATER MAINS	49,195.33
600 WATER FUND	7,062.10
603 WATER SINKING FUND	58,768.75
610 SEWER FUND	4,133.41
611 SEWER FUND SPECIAL	329,131.93
<b>GRAND FUND TOTAL</b>	<b>2,069,350.74</b>

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	BROWN'S WEST BRANCH	VEHICLE REPAIR-POLICE	1,603.89
			TOTAL:	1,603.89
ROADS AND STREETS	GENERAL FUND	CY'S TREE SERVICE	TREE REMOVAL	12,955.00
			TOTAL:	12,955.00
PARK & RECREATION	GENERAL FUND	THE HOME DEPOT PRO	TRASH BAGS-P&R	200.61
		GRIEBAHN INDUSTRIES INC	BLDG SUPPLIES-P&W	243.56
		MOPPY MO'S LLC	NAME PLATE-P&R COMMISSION	16.00
			CLEANING SERIVES-PARKS	227.50
			TOTAL:	687.67
CEMETERY	GENERAL FUND	PYRAMID SERVICES INC.	PARTS-PW	2.74
			SPINDLE - PW	55.80
			TOTAL:	58.54
CLERK & TREASURER	GENERAL FUND	U.S. POSTAL SERVICE	PO BOX ANNUAL RENTAL	70.00
		PLUNKETT'S PEST CONTROL INC	PEST CONTROL-CITY OFFICE	52.95
		BRICK, LESLIE	MILEAGE REIMB COUNTY COURT	48.48
		MOPPY MO'S LLC	CLEANING SERIVES-CITY	140.00
			TOTAL:	311.43
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES	LEGAL PUBLICATIONS	517.29
		CEDAR COUNTY RECORDER	RECORDING FEES	14.00
		OLSON, KEVIN D	LEGAL SERVICES JUNE 2023	1,500.00
			TOTAL:	2,031.29
SOLID WASTE	GENERAL FUND	LRS HOLDINGS, LLC	TRASH & RECYCLING MAY 2023	17,399.50
			TOTAL:	17,399.50
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	MEADOWS PT 5 REVIEW	1,082.04
			TOTAL:	1,082.04
TOWN HALL	CIVIC CENTER	RUSHTON, AMANDA	TH ALCOHOL DEPOSIT REFUND	100.00
		PLUNKETT'S PEST CONTROL INC	PEST CONTROL-TOWN HALL	52.95
		MOPPY MO'S LLC	CLEANING SERIVES-TH	192.50
			TOTAL:	345.45
LIBRARY	LIBRARY	LIBRARICA LLC	LICENSE RENEWAL	328.20
		KNOCHE, REBECCA	FLOWERS FOR LIBRARY PLNATE	127.27
		BAKER & TAYLOR INC.	BOOKS	208.39
			BOOKS	135.42
			BOOKS	232.88
			BOOKS	282.79
			BOOKS	134.47
		THE HOME DEPOT PRO	BLDG SUPPLIES-LIBRARY	34.51
		KANOPY	ON DEMAND VIDEO SERVICE	29.00
		AMAZON.COM.CA., INC.	OFFICE SUPPLIES-LIBRARY	11.95
			AIR FILTERS-LIBRARY	24.72
			BOOKS	87.45
		CAPITAL ONE	VARIOUS ITEMS-LIBRARY	14.83
			VARIOUS ITEMS-LIBRARY	41.70
		DATA443 RISK MITIGATION, INC	RANSOMWARE RECOVERY SUBSCRI	178.75
		MOPPY MO'S LLC	JANITORIAL SERVICE-LIBRARY	332.50
			TOTAL:	2,204.83

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
ROADS & STREETS	ROAD USE TAX	CEDAR COUNTY ENGINEER BOWERS CUSTOM SERVICES LLC MPEC	ROAD ROCK	4,395.77
			HAULING ROCK TO CITY SHED	375.00
			SHOP SUPPLIES/VEHICLE MAIN	33.76
			TOTAL:	4,804.53
TIF DEBT SERVICE	T I F	CASEYS GENERAL STORES, INC. MEADOWS DEVELOPMENT INC EMV HOLDINGS LLC	CASEY'S TIF REBATE #8	12,975.00
			MEADOWS TIF REBATE #2	26,333.00
			EMV HOLDINGS LLC	5,505.00
			TOTAL:	44,813.00
CAPITAL PROJECT	RELOCATING WATER & VEENSTRA & KIMM INC.		I80 WIDENING COORDINATION	733.86
			I80 WIDENING COORDINATION	2,200.00
			I80 WIDENING COORDINATION	8,889.43
			TOTAL:	11,823.29
CAPITAL PROJECT	WIDENING WAPSI CRE VEENSTRA & KIMM INC.		CHANNEL WIDENING FLOOD IMP	1,198.50
			TOTAL:	1,198.50
CAPITAL PROJECT	WW TREATMT FAC IMP VEENSTRA & KIMM INC.		WW TREATMENT FACILITY	4,560.00
			WW TREATMENT FACILITY	12,546.88
			TOTAL:	17,106.88
INVALID DEPARTMENT	ROUNDAABOUT MAIN & VEENSTRA & KIMM INC.		HHH & CEDAR JOHNSON INTERS	2,188.02
			TOTAL:	2,188.02
CAPITAL PROJECTS	EASTSIDE WATER MAI VEENSTRA & KIMM INC.		EAST SIDE WATER MAINS	7,870.33
			TOTAL:	7,870.33
WATER OPERATING	WATER FUND	STATE HYGIENIC LAB HAWKINS INC SCHIMBERG CO	LAB ANALYSIS	67.50
			CHEMICALS	2,812.61
			SHOP SUPPLIES	36.80
			TOTAL:	2,916.91
SEWER OPERATING	SEWER FUND	SCHIMBERG CO	SHOP SUPPLIES	294.40
			TOTAL:	294.40

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
===== FUND TOTALS =====				
001	GENERAL FUND			36,129.36
022	CIVIC CENTER			345.45
031	LIBRARY			2,204.83
110	ROAD USE TAX			4,804.53
125	T I F			44,813.00
319	RELOCATING WATER & SEWER			11,823.29
321	WIDENING WAPSI CREEK @ BE			1,198.50
324	WW TREATMT FAC IMP 2021			17,106.88
326	ROUNDAABOUT MAIN & CEDAR-J			2,188.02
329	EASTSIDE WATER MAINS			7,870.33
600	WATER FUND			2,916.91
610	SEWER FUND			294.40
----- GRAND TOTAL:				131,695.50
-----				

TOTAL PAGES: 3



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> June 19, 2023
------------------------------------

<b>AGENDA ITEM:</b> <b>Third Reading Ordinance 803</b> – Amending Chapter 92 titled “Water Rates” of the Code of Ordinances of the City of West Branch Iowa.
--

<b>PREPARED BY:</b> Leslie Brick, City Clerk
--

<b>DATE:</b> June 8, 2023
---------------------------

### SUMMARY:

The purpose of the amendment is to increase water rates in preparation of water infrastructure projects and build in a 2% annual increase.

These rates will be in effect until 2027 at which time the City Council will review again.

**ORDINANCE 803**

**AN ORDINANCE AMENDING CHAPTER 92 TITLED “WATER RATES” OF THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH IOWA**

**WHEREAS**, the City Council of the City of West Branch had heretofore deemed it necessary to raise water rates in preparation of water infrastructure projects.

BE IT ORDAINED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF WEST BRANCH, CEDAR COUNTY, IOWA, AS FOLLOWS:

Section 1. Amendment. Section 92.02(1) of the Code of Ordinances of the City of West Branch, Iowa is hereby amended by deleting the section in its entirety and replacing it with the following:

*“Rate effective August 1, 2023:                   \$9.74 per 1000 gallons with 1,700 gallon minimum.  
Rate effective August 1, 2024:               \$9.93 per 1000 gallons with 1,700 gallon minimum.  
Rate effective August 1, 2025:               \$10.13 per 1000 gallons with 1,700 gallon minimum.  
Rate effective August 1, 2026                \$10.33 per 1000 gallons with 1,700 gallon minimum.  
Rate effective August 1, 2027:               \$10.54 per 1000 gallons with 1,700 gallon minimum.”*

Section 2. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

Section 3. Adjudication. If any section, provision, or part of this ordinance shall be adjudged to be 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 4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

**Passed and approved this 19th day of June, 2023.**

First Reading:            May 15, 2023  
Second Reading:        June 5, 2023  
Third Reading:          June 19, 2023

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

ATTEST:

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

I certify that the foregoing was published as Ordinance 803 on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> June 19, 2023
------------------------------------

<b>AGENDA ITEM:</b> Resolution 2023-64 - Approving the West Branch Police Policy Manual
---

<b>PREPARED BY:</b> John K. Hanna, Chief of Police
--

<b>DATE:</b> June 9, 2023
---------------------------

### BACKGROUND:

I have been in the process of updating the old policy manual to more modern version with content that is legally sound, and meets requirements under Federal, State laws as well as best practices for law enforcement operations.

The policy manual is now complete, updates will be applied to the policy manual when they become available, and the policy manual will be submitted to council for approval at least annually.

The policy manual is very large and will be provided as a separate document, outside the regular council packet.

**RESOLUTION 2023-64**

**A RESOLUTION APPROVING THE WEST BRANCH POLICE DEPARTMENT POLICY MANUAL**

**WHEREAS**, the City Council of the City of West Branch, IA is committed to providing the employees of the West Branch Police Department with a better understanding of the operations of the Police Department and its role in the City of West Branch; and

**WHEREAS**, the City Council previously approved Resolution 2022-69, approving an agreement with Lexipol LLC for police policy management and training on July 5, 2022; and

**WHEREAS**, the City Council previously approved Resolution 2022-82, approving an earlier less complete version of the attached completed policy manual; and

**WHEREAS**, the Chief of Police is recommending the City Council approve the attached completed version of the “West Branch Police Department Policy Manual”; and

**WHEREAS**, it is now necessary for the City Council to approve said policy manual.

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

Section 1. The City Council hereby approves the attached policy manual entitled, “West Branch Police Department Policy Manual.”

Section 2. All Resolutions or parts of Resolutions in conflict with the provisions of the resolution are hereby repealed.

**PASSED AND APPROVED, this 19<sup>th</sup> day of June, 2023.**

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Roger Laughlin, Mayor

Attest:

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Leslie Brick, City Clerk





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> June 19, 2023
------------------------------------

<b>AGENDA ITEM:</b> Resolution 2023-65 – Amending the City of West Branch Employee Handbook.
--

<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> June 12, 2023
----------------------------

### SUMMARY:

Due to recent employment status changes within the City, it has been determined that the Employee Status of the West Branch Employee Handbook needs revised to re-define the number of hours worked for full-time and part-time employees.

The **current** Employee Handbook defines regular full-time and part-time employees' hours as follows:

### EMPLOYEE STATUS

Regular Full Time – Regular full-time employment status is granted upon satisfactory completion of the orientation period. Regular full-time employees are regularly scheduled to work 40 hours per week, 52 weeks per year.

Regular Part Time – Regular part-time employment status is granted upon satisfactory completion of the orientation period to an employee regularly scheduled to work less than 40 hours per week, 52 weeks per year.

### Staff Recommendation:

- 1) Change number of hours for full-time employees *from* 40 hours per week *to* 36 hours per week.
- 2) Change number of hours for part-time employees *from* less 40 hours per week *to* less than 36 hours per week

**RESOLUTION 2023-65**

**A RESOLUTION AMENDING THE CITY OF WEST BRANCH, IA EMPLOYEE HANDBOOK**

**WHEREAS**, the City Council, of the City of West Branch, Iowa adopted an Employee Handbook on September 8, 2009, and again on October 17, 2016; and

**WHEREAS**, the same handbook has had several amendments added to it over the course of ten years; and

**WHEREAS**, the Employee Handbook is in process of being reviewed and amended again and several sections are in need of updates; and

**WHEREAS**, the Employee Status section for Regular Full-Time employment should read *“Regular full-time employment status is granted upon satisfactory completion of the orientation period. Regular full-time employees are regularly scheduled to work thirty-six (36) or more hours per week, fifty-two (52) weeks per year.”*; and

**WHEREAS**, the Employee Status section for Regular Part-Time employment should read *“Regular part-time employment status is granted upon satisfactory completion of the orientation period to an employee regularly scheduled to work less than thirty-six (36) hours per week, fifty-two weeks per year.”*; and

**WHEREAS**, the City Council would like to update this language to the Employee Status section of the West Branch, IA Employee Handbook.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of West Branch, Iowa does hereby approve the amended language for Employee Status of the City of West Branch Employee Handbook dated October 2016.

**Passed and approved this 19th day of June, 2023.**

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Roger Laughlin, Mayor

Attest:

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Leslie Brick, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	June 19, 2023
<b>AGENDA ITEM:</b>	<b>Motion to approve</b> and forward the proposal to close a portion of alley between North Fourth and North Fifth Street to the Planning & Zoning Commission.
<b>PREPARED BY:</b>	Leslie Brick, City Clerk
<b>DATE:</b>	June 14, 2023

### Summary:

At the June 5, 2023 City Council meeting, the topic to close a portion of a nuisance alley was discussed. The Council decided in was in the City's best interest to vacate a portion of an alley located between North Fourth and North Fifth Street.

Per Chapter 137 – Vacation and Disposal of Streets, section 137.02 (attached), the Council is to forward the proposal to the Planning and Zoning Commission for their study and consideration.

The next Planning & Zoning Commission meeting is scheduled for July 25, 2023 and this item will be added to the agenda.

## CHAPTER 137

# VACATION AND DISPOSAL OF STREETS

137.01 Power to Vacate

137.02 Planning and Zoning Commission

137.03 Notice of Vacation Hearing

137.04 Findings Required

137.05 Disposal of Vacated Streets or Alleys

137.06 Disposal by Gift Limited

**137.01 POWER TO VACATE.** When, in the judgment of the Council, it would be in the best interest of the City to vacate a street, alley, portion thereof, or any public grounds, the Council may do so by ordinance in accordance with the provisions of this chapter.

*(Code of Iowa, Sec. 364.12[2a])*

**137.02 PLANNING AND ZONING COMMISSION.** Any proposal to vacate a street, alley, portion thereof, or any public grounds shall be referred by the Council to the Planning and Zoning Commission for its study and recommendation prior to further consideration by the Council. The Commission shall submit a written report including recommendations to the Council within 30 days after the date the proposed vacation is referred to the Commission.

*(Code of Iowa, Sec. 392.1)*

**137.03 NOTICE OF VACATION HEARING.** The Council shall cause to be published a notice of public hearing of the time at which the proposal to vacate shall be considered.

**137.04 FINDINGS REQUIRED.** No street, alley, portion thereof, or any public grounds shall be vacated unless the Council finds that:

1. **Public Use.** The street, alley, portion thereof, or any public ground proposed to be vacated is not needed for the use of the public, and therefore, its maintenance at public expense is no longer justified.
2. **Abutting Property.** The proposed vacation will not deny owners of property abutting on the street or alley reasonable access to their property.

**137.05 DISPOSAL OF VACATED STREETS OR ALLEYS.** When in the judgment of the Council it would be in the best interest of the City to dispose of a vacated street or alley, portion thereof or public ground, the Council may do so in accordance with the provisions of Section 364.7, *Code of Iowa*.

*(Code of Iowa, Sec. 364.7)*

**137.06 DISPOSAL BY GIFT LIMITED.** The City may not dispose of real property by gift except to a governmental body for a public purpose or to a fair.

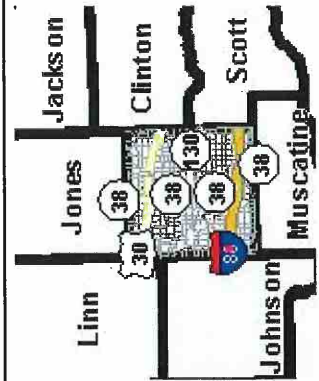
*(Code of Iowa, Sec. 174.15[2] and 364.7[3])*

# Cedar County, IA



**Legend**

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



**Notes**

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

THIS MAP IS NOT TO BE USED FOR NAVIGATION

91.6 0 45.80 91.6 Feet

1 in. = 46ft.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> June 19, 2023
------------------------------------

<b>AGENDA ITEM:</b> Motion to Approve Chief Hanna's Recruitment/Retention Plans
---

<b>PREPARED BY:</b> John K. Hanna, Chief of Police
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<b>DATE:</b> June 8, 2023
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### BACKGROUND:

To be more competitive in the current public safety employment environment, hiring authorities are having to find creative ways to recruit and retain Police Officers. As always, keeping hourly wages competitive is a must, outside of wages, below is a list of items for consideration to help recruit and retain current employees. With the Council's acceptance, staff will begin the process of bringing forward those changes necessary to implement the approved items for Public Safety Recruitment and Retention.

#### Initial Changes:

*-100% employer paid family health insurance for public safety positions eligible for benefits. (Resolution)*

*-Change residency requirement to 20 minutes from city limits for all Police Officers. (Ordinance change)*

*-Allow all Officers to take home assigned squad. (Ordinance change)*

#### If additional incentives are needed:

*-Provide a \$(amount TBD) hiring bonus for Certified Officers. (Resolution)*

*-Provide a \$(amount TBD) bonus for our current Officers if they recruit a new Officer and that Officer stays with the department at least one year post academy or one year after appointment if already certified. (Resolution)*

*-Tuition repayment, \$5,000 per year of service up to 4 years (\$20,000 max) (Resolution)*



<b>MEETING DATE:</b> June 19, 2023
------------------------------------

<b>AGENDA ITEM:</b> Recognition of Hoover’s Hometown Days 2023 Sponsors.
<b>PREPARED BY:</b> Leslie Brick, City Clerk (HHTD Committee member / fundraising
<b>DATE:</b> June 13, 2023

As Hoover’s Hometown Days 2023 nears, I think it is important to give recognition to the businesses and residents who help each year to make this event possible. With financial support from our local businesses and residents, Hoover’s Hometown Days remains a “free” community family-friendly event.

**THANK YOU** to our Sponsors!!

**Title Sponsors - \$5000**

- Parkside Petroleum / Advantage Development
- US AutoForce
- Heritage Hill

**Fire Department Stage - \$2500**

- West Branch Animal Clinic

**Main Street Stage - \$1500**

- Veenstra & Kimm Inc.
- Altorfer

**Family Fun Sponsors - \$500 - \$1499**

- Barnhart’s Custom Services
- Chris & Lisa Kofoed
- Croell Inc.
- Fidelity Bank & Trust
- Hills Bank & Trust
- KLM Investments
- Plastic Products
- Rummells Farms

**Festival Supporters**

- The Family Pet
- Rindy Inc.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> June 19, 2023
------------------------------------

<b>AGENDA ITEM:</b> Discussion - Amending Chapter 65 “Stop or Yield Required”
---

<b>PREPARED BY:</b> John K. Hanna, Chief of Police
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<b>DATE:</b> June 14, 2023
----------------------------

### BACKGROUND:

Last year (approximately June 2022) the Council discussed changing the intersection of Cedar-Johnson Rd and 350<sup>th</sup> St/Serenity Circle from a 3-way stop to a 4-way stop. The Council directed staff to add signage to the existing signs advising 3-way stop, and northbound traffic does not stop, and re-evaluate.

I feel the signage has certainly helped notify motorists of the abnormal 3-way stop intersection, but the intersection still produces “close calls” and near collisions. The Police Department has received complaints from citizens about the near collisions. Most of the near collisions are related to traffic that must stop at a signed part of the intersection and pulls out in front of traffic that doesn’t have to stop (northbound Cedar-Johnson).

This area has a large amount of traffic, many of the out-of-town motorists visiting our community attending events in the area are unfamiliar with this intersection. This most certainly adds to the confusion, as there is no clear reason why only northbound traffic does not stop. Adding the northbound (Cedar-Johnson) stop, and making the intersection a 4-way stop will alleviate and or significantly reduce the near collisions.

I recommend making the intersection of Cedar-Johnson Rd. and 350<sup>th</sup> St NE/Serenity Circle a 4-way stop by requiring northbound traffic on Cedar-Johnson Rd. to stop.





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> June 19, 2023
------------------------------------

<b>AGENDA ITEM:</b> Ballot language for future LOSST
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
---

<b>DATE:</b> June 14, 2023
----------------------------

### **BACKGROUND:**

Last month council suggested making a revision to its local option sales tax uses. A change requires a public referendum vote and a resolution from council in support of being placed on a ballot for a special vote.

### **LANGUAGE:**

The language proposed is to move away from “for parks improvements” to “City of West Branch Park debt and improvements, public safety, infrastructure, and for any authorized public use.”

### **WHAT WILL THE MONEY BE USED FOR?**

First and foremost, priority number one is to pay off Cubby Park debt. If there is money left over it could be used for a number of things such as; park and rec trails, supporting the fire or police department with its labor and volunteer issues, street projects such as main street, streetscaping, or reconstruction cedar-johnson road. If a council were to prioritize, it could even support land acquisition for a new police/fire Station, rec center/library/pool, or a new city office if the town continues to grow.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> June 19, 2023
------------------------------------

<b>AGENDA ITEM:</b> FY24 Strategic Plan
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> June 14, 2023
----------------------------

### **BACKGROUND:**

From November to January council discusses their top priorities so that their initiatives are funded in the budget. They receive feedback from department supervisors and most of the city's commissions.

### **NEW FISCAL YEAR JULY 1, 2023:**

A new fiscal year will be in effect next council meeting. Staff will remind council of this fiscal year priorities.

## RESOLUTION 2023-02

### A RESOLUTION SETTING STRATEGIC GOALS & PRIORITIES FOR THE CITY OF WEST BRANCH FOR 2023 AND BEYOND

**WHEREAS**, be it resolved by the City Council of the City of West Branch, Iowa that the following projects, activities, and initiatives are the Council's priorities and goals for the specified time period, and that the City Administrator and City Staff are directed to work towards them:

**Section 1.** That the following projects and activities are the top priorities of the West Branch City Council for 2023:

1. Finalize, pass, and get shovels in the ground for the 2023-2028 capital improvement plan.
2. Prioritize financial sustainability before making new decisions and reconsider the city's needs during tax cuts and high inflation.
3. Draft a plan for a Main St. reconstruction project.
4. Conduct a water needs assessment to plan future water main improvements while considering Greenview north loop as a priority.
5. Renew the local options sales tax referendum for the Nov. 2023 election.
6. Continue to support and find ways to alleviate public safety trends.
7. Reevaluate programs and services the city offers to meet financial sustainability goals.

**Section 2.** That the following projects and activities are goals of the West Branch City Council for the next 2 to 5 years:

1. Finalize lead service line inventory.
2. Complete a city office succession plan and increase education training for staff.
3. Save for grants and upcoming projects.
4. Restart sidewalk repair enforcement.
5. Continue Main St./Community Development Director discussions going.

**Section 3.** The following projects and activities are supported by the West Branch City Council but will be led by appropriate commissions in 2023:

1. Complete a Parks and Rec master plan with parks and recreation commission.
2. Continue building design standards with the planning and zoning commission.
3. Support ground repairs and building maintenance improvements at the library.
4. Support ways to incorporate the visioning plan adopted in 2023.
5. Strive to be a certified local government and support national registry nomination for Traveler's Rest.
6. Coordinate appropriate commissions with dog park fundraising efforts.

PASSED AND APPROVED this 3rd day of January 2023.

Attest:

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

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> June 19, 2023
------------------------------------

<b>AGENDA ITEM:</b> Discussion - Hoover's Hometown Days Committee transition direction
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
---

<b>DATE:</b> June 13, 2023
----------------------------

### BACKGROUND:

2013 was a different political time for West Branch. It was one of the city's best financial years. **Please see Graph 1.** Hundreds of jobs were lost when a local plant cut production due to severe federal reductions of wind energy tax credits. This caused some friction between the Hoover Foundation and City of West Branch in how the City's annual Hoover's Hometown Day's (HHTD) should be celebrated and funded. The City of West Branch and Hoover Foundation work together well now, but there was a time when that wasn't the case which required council direction.

A previous city council agreed the city should be the main leader of the celebration. There have been other partnering groups such as the National Park Service, West Branch Main Street, Hoover Foundation, and other city organizations such as Parks and Recreation, City Office, and the Library. Since 2013, the city has been the major actor of Hoover's Hometown Days by financing, providing labor to plan the event a year in advance, and volunteerism/staffing of the event.

### QUICK SUMMARY

City staff needs direction from council on the city's future role in HHTD. Previous council decisions that were well intended did not foresee inflation issues as most everyone at that given time would not have foreseen either. To also note, the state legislature has not helped local entities with their revenue concerns. Unfortunately, this is one of many future cuts that the city council has very little control over due to how the state limits local government revenues.

### RECOMMENDATION

It is the opinion of the City Administrator and executive staff members that HHTD should be cut first before taking a bite out of our core services such as the Library, Parks and Rec, City Office, Public Safety, and Public Works departments. Staff and nonprofits are heavily in support of Mayor Laughlin's idea to give \$10,000 in upfront money to support the next HHTD. This will send a message to the public that city council is fully committed to ensuring HHTD is successful in the future.

## **TOTAL CITY DOLLARS SPENT**

See **Table 1** for more information. Since 2013, the city as spent \$582,000 and received only \$176,045 in contributions. Over the years, the city, or tax payers have subsidized the event by roughly \$405,972, or \$40,500 a year. It has been a core value that income should not be a barrier to the celebration. Furthermore, the committee believes charging needy families is not a value of James Townsend whom housed freed slaves at Traveler's Rest in town, and the well-known President Herbert Hoover. \*Estimates do not include labor or overtime caused by HHTD involvement. \*

## **WHAT IS NEEDED FROM COUNCIL?**

The HHTD Committee needs direction from council if the city is stopping its lead role position. City Administrator Adam Kofoed is seeking council's direction for the City of West Branch to step away as the lead role in HHTD. Mayor Laughlin is requesting the city council to allocate \$10,000 to the next lead group. The HHTD committee understands City Administrator Kofoed wants to wait for more Iowa League of Cities analysis, but they feel time is running out for a group of volunteers to receive firsthand experience for the last city led HHTD event in August.

## **WHAT WILL HAPPEN TO HHTD?**

A few from the committee will recruit volunteers to assist the city for the upcoming August HHTD celebration. They will be promoting volunteer recruitment positions around June 20. It is uncertain whether that group or another nonprofit will be able to fill the void in 2024 or 2025 when the Hoover Library renovations are planned to occur. It is uncertain the celebration with a strong group of volunteers will be able to maintain the size and scale of the event.

Without an upfront \$10,000 it shows city council is committed to a successful transition as the celebration uplifts the community, supports main street, nonprofits, and businesses. Without financial assistance, a group will not be able to come up with the money to fund future contract deposits before fundraising efforts begin.

## **WHY IS THE MOOD POLITICALLY DIFFERENT NOW?**

From an administrative standpoint, the current council is just as supportive as previous ones which would be backed up by a \$10,000 commitment to the transitioning group. However, the city's resources have been drastically reduced overtime even in a growing community. A few factors are the 2013 property tax reforms, the 2021 removal of the state's promise to backfill revenue lost to the 2013 property tax reform, and the inability to allow cities to capture enough revenue to stay current with a growing population. When all these factors are combined it suggests the City will not return to its 2013 peak revenue adjusted to inflation. See **Graph 1** for more information.

## **WHAT ABOUT THE 2023 PROPERTY TAX REFORM?**

There is still much to learn about the new legislation. City Administrator Kofoed wishes to wait for more data from the Iowa League of Cities. His internal analysis suggests the city will lose anywhere from \$26,000-\$40,000 a year depending new construction growth rates. New construction is not excluded from the bill's 3% maximum revenue cap which directly impacts the revenue formula. By 2029, the city will receive roughly an additional \$22,000 less when the civic center (Town Hall) levy is removed. This would be an estimated \$60,000 loss that year.

Please note the future revenue cut estimates do not include how inflation is also impacting the City's general fund.

Please note this is subjective to 4% inflation and new construction growth rates. The numbers compound over each year so the impact could be anywhere from \$25,000 total if the city doesn't grow past 2.5%, or up to \$276,000 by 2032 if new building construction grows at its current pace of 3-4% a year.

### **WHAT ELSE SHOULD COUNCIL OR THE PUBLIC KNOW ABOUT THE 2023 PROPERTY TAX REFORM?**

In 2028 or fiscal year 2029, the City of West Branch will no longer be able to levy for Town Hall under the operating or maintaining a civic building levy. With current revenue constraints, it is difficult to see the Town Hall be used as it currently is, unless the city council prioritizes keeping Town Hall before staff cuts. The city may sell or rent out the property to a business which means it may not be available to the public. However, there is plenty of time for staff and council to discuss next steps for Town Hall.

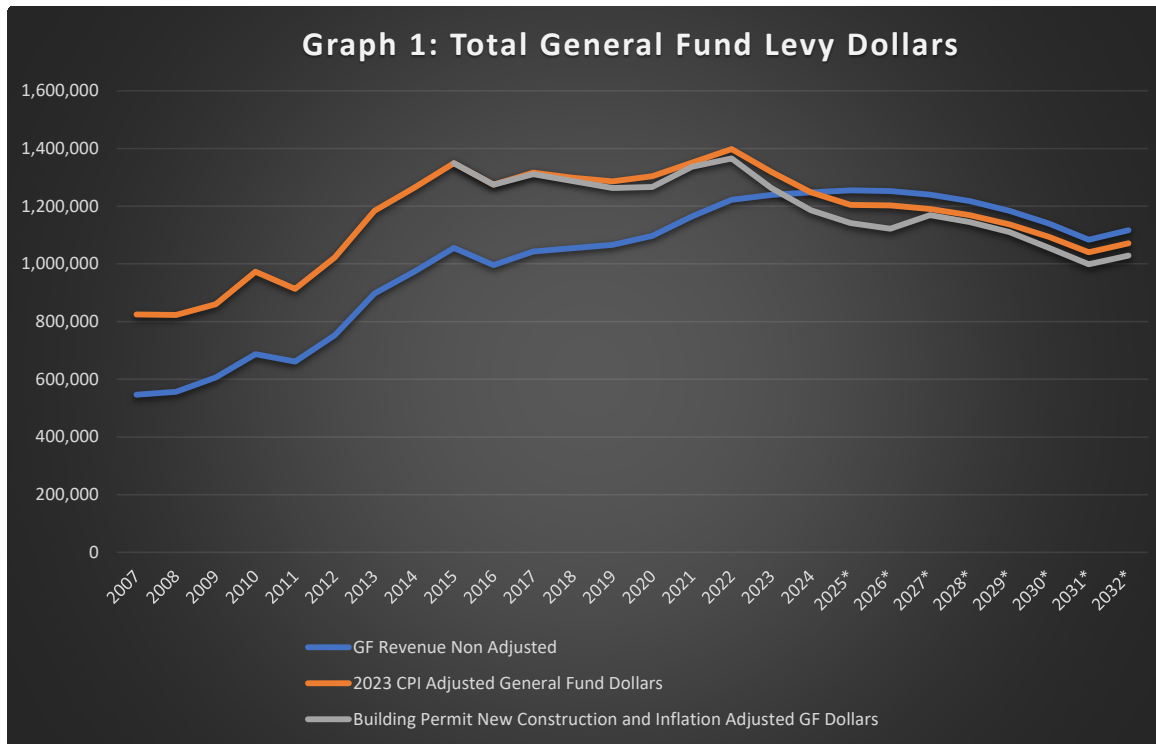
### **HOW MUCH MONEY DOES THE 2023 PROPERTY TAX REFORM SAVE A TAXPAYER?**

In 2023, without the property tax reform, homes valued at \$100,000 would roughly pay \$22.11 more in city general fund taxes.

With the 2013 tax reform, which is still subject to interpretations and staff projections, it will save homes valued at \$100,000 roughly \$14.23 a year.

When the Town Hall tax is removed it will save homes valued at \$100,000 roughly \$21.66 a year for the entire 2023 property tax bill.

\*Why can't the city raise taxes or how will this effect seniors will be discussed at a later date\*



Item	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	TOTALS
Entertainment	\$ 9,750.0	\$ 12,000.0	\$ 9,500.0	\$ 8,000.0	\$ 12,150.0	\$ -	\$ 12,000.0	\$ 11,250.0	\$ -	\$ 3,000.0	\$ 15,100.0	\$ 92,750.0
Fireworks	\$ 12,500.0	\$ 37,500.0	\$ 40,000.0	\$ 40,000.0	\$ 45,000.0	\$ 5,000.0	\$ 20,000.0	\$ 5,000.0	\$ 25,000.0	\$ 20,000.0	\$ -	\$ 250,000.0
Misc.	\$ 28,852.5	\$ 7,608.0	\$ 29,653.0	\$ 30,306.0	\$ 31,064.0	\$ 27,979.0	\$ 15,784.0	\$ 7,922.0	\$ 24,423.0	\$ 18,727.0	\$ 16,950.0	\$ 239,268.5
Total Expenses	\$ 51,102.5	\$ 57,108.0	\$ 79,153.0	\$ 78,306.0	\$ 88,214.0	\$ 32,979.0	\$ 47,784.0	\$ 24,172.0	\$ 49,423.0	\$ 41,727.0	\$ 32,050.0	\$ 582,018.5
Contributions	\$ 8,969.9	\$ 5,303.8	\$ 20,465.0	\$ 16,611.0	\$ 27,925.0	\$ 19,051.0	\$ 18,225.0	\$ 2,525.0	\$ 8,300.0	\$ 24,570.0	\$ 24,100.0	\$ 176,045.6
<b>Profit/Gain</b>	<b>\$ (42,132.6)</b>	<b>\$ (51,804.3)</b>	<b>\$ (58,688.0)</b>	<b>\$ (61,695.0)</b>	<b>\$ (60,289.0)</b>	<b>\$ (13,928.0)</b>	<b>\$ (29,559.0)</b>	<b>\$ (21,647.0)</b>	<b>\$ (41,123.0)</b>	<b>\$ (17,157.0)</b>	<b>\$ (7,950.0)</b>	<b>\$ (405,972.9)</b>

Source: City of West Branch Financial Records Interpreted by City Administrator, Adam Kofoed (June 2023)