



**CITY COUNCIL MEETING
MONDAY, AUGUST 21, 2023 - 7:00 P.M.
CITY COUNCIL CHAMBERS
110 N. POPLAR STREET, WEST BRANCH, IOWA**

<https://zoom.us/j/5814699699>

or dial in phone number 1-312-626-6799 with Meeting ID 581 469 9699.

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 August 7, 2023 City Council meeting.
 - b. Approve minutes from the August 14, 2023 Special City Council meeting.
 - c. Approve minutes from the August 16, 2023 Special City Council meeting.
 - d. Approve a Class C Retail Alcohol license (**with Outdoor Service**) for ELDR Bar LLC dba The Lively, 3 Ember Lane, Suite 1, West Branch, IA.
 - e. Approve a Block Party permit for Rebecca Whitaker on Monday, September 4, 2023 from 10:00 a.m. to 5:00 p.m.
 - f. Approve the June Monthly Financial Report
 - g. Claims for 8/21/2023
7. Presentations/Communications/Open Forum
8. Public Hearing/Non-Consent Agenda
 - a. **Third Reading Ordinance 782** – Amending Chapter 63, Speed Regulations. / Move to action.
 - b. **First Reading Ordinance 805** – Amending Chapter 92, Water Rates. / Move to action.
 - c. **First Reading Ordinance 806** – Amending Chapter 165, Zoning Regulations. / Move to action.
 - d. **First Reading Ordinance 807** – Amending Chapter 166, Subdivision Regulations. / Move to action.
 - e. **Resolution 2023-84** – To fix a date for a public hearing on proposal to enter into a Water Revenue Loan and Disbursement Agreement and to borrow money thereunder in a principal amount not to exceed \$54,700. / Move to action.
 - f. **Resolution 2023-85** – Approve Pay Estimate Number 3 in the amount of \$307,409.74 to Lynch Excavating Inc. for the Eastside Water Main Replacement Project. /Move to action.
 - g. **Resolution 2023-86**– Approving Change Order #3 for the Herbert Hoover Highway Roundabout Project in the amount of \$237,861.71. / Move to action.
 - h. **Resolution 2023-87** – Approving Change Order #4 for the Herbert Hoover Highway Roundabout Project in the amount of \$3,783.70. / Move to action.
 - i. **Resolution 2023-88** – Approving Change Order #5 for the Herbert Hoover Highway Roundabout Project in the amount of \$15,925.08. / Move to action.
 - j. **Resolution 2023-89** - Approving Reimbursement Request Number 2 in the amount of \$511,059.83 to Johnson County Treasurer for the Herbert Hoover Highway Roundabout Project. / Move to action.
 - k. **Resolution 2023- 90** – Approving Reimbursement Request Number 3 in the amount of \$279,495.59 to Johnson County Treasurer for the Herbert Hoover Highway Roundabout Project. / Move to action.
 - l. **Resolution 2023-91** – Approving a salary adjustment for Matt Condon for Fiscal Year 2024. / Move to action.
 - m. **Resolution 2023-92** – Approving a License Agreement for Outdoor Seating with the Down Under. /Move to action.
9. Discussion – Property Tax Reform Effects on the city budget
10. City Administrator Report
11. City Attorney Report
12. City Engineer Report
13. City Staff Reports
14. Comments from Mayor and Council Members
15. Motion to adjourn.

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**

**August 7, 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, Tom Dean, Jodee Stoolman, Nick Goodweiler. Jerry Sexton arrived at 7:03 p.m. City Staff present: City Administrator Adam Kofoed, Finance Officer Heidi Van Auken, Public Works Director Matt Goodale, Library Director Becky Knoche, City Attorney Kevin Olson, and City Engineer Dave Schechinger. Staff attending via Zoom: Parks & Recreation Director Matt Condon. Absent: City Clerk Leslie Brick, Police Chief John Hanna, and Fire Chief Kevin Stoolman.

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve Minutes from the July 17, 2023 City Council meeting
 Approve a Block Party permit from Cindy Simon for Saturday, August 26, 2023 from 3:00 p.m. to 10:00 p.m.
 Approve a Special Event Permit for the West Branch Highschool Homecoming Parade on Wednesday, September 27, 2023 starting at 6:30 p.m.
 Approve a Special Event Permit for the West Branch Dog Fair at Beranek Park on Saturday, September 2, 2023 from 11:00 a.m. to 3:00 p.m.
 Claims for 8/7/2023

EXPENDITURES	8/7/2023	
AMAZON.COM	TABLET BATTERIES-LIBRARY	121.08
BEAN & BEAN	GRAVE OPENINGS	3,250.00
BROWN'S WEST BRANCH	VEHICLE SERVICE-POLICE	118.66
CATHERINE STEEN	BUSINESS MEALS SRO CONFERENCE	103.49
CEDAR COUNTY COOPERATIVE	FUEL-PW, FIRE	1,477.79
EAST CENT INTERGOVT ASN.	KEEP IA BEAUTIFUL MATCH	1,000.00
HOLLYWOOD GRAPHICS	HHTD 2023 BANNERS	128.50
IMWCA	IMWCA FY24 INSTALLMENT 2	2,836.00
IOWA DEPARTMENT OF NATURAL	NPDES FEE FY24	210.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	67.50
MOPPY MO'S	CLEANING SERVICES-CITY TH P&R	507.50
OASIS ELECTRIC	INSTALL 3-PHASE SERV #4 WELL	3,428.42
SUMMIT COMPANIES	ANNUAL FIRE INSPECTION & MAINT	1,877.00
U.S. GEOLOGICAL SURVEY	STREAM GAGE MAINT & OPERRATION	9,040.00
USA BLUE BOOK	PUMP REPAIRS	218.95
TOTAL		24,384.89
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	8/4/2023	49,921.26
PAID BETWEEN MEETINGS		
SISCO	HEALTH CLAIMS 7/31/2023	433.06
BAKER & TAYLOR	BOOKS - LIBRARY	268.57
D&R PEST CONTROL	D&R PEST CONTROL	70.00
GREAT AMERICAN BUSINESS	PET WASTE BAGS	840.00
HY-VEE ACCOUNTS RECEIVABLE	CONCESSION SUPPLIES	158.50
JOHN DEERE FINANCIAL	SUPPLIES-PW	909.12
LIBERTY COMMUNICATION	LIBERTY COMMUNICATION	1,538.58
STATE INDUSTRIAL PRODUCTS	CHEMICALS	243.08
US BANK CORP CARD	CREDIT CARD PURCHASES	5,023.38
USA BLUE BOOK	WATER MATERIALS	1,326.30
SISCO	HEALTH CLAIMS 7/24/2023	459.76
METLIFE	INSURANCE	1,493.72
SISCO	INSURANCE	12,350.53
CLARENCE LOWDEN SUN-NEWS	JOB AD - POLICE	100.50

GALLS	MEDICAL SUPPLIES-POLICE	30.95
GATEWAY HOTEL & CONFERENCE	MPI CONFERENCE - VAN AUKEN	564.48
MEDIACOM	CABLE SERVICE	41.90
MERCY PHYSICIANS	DOT PHYSICAL - TRIMPE	157.00
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE - CITY	500.00
QC ANALYTICAL SERVICES	LAB ANALYSIS	291.75
QUILL CORP	OFFICE SUPPLIES & EQUIPMENT	578.30
TIPTON CONSERVATIVE	JOB AD - POLICE	111.50
VERIZON WIRELESS	VERIZON WIRELESS	411.80
WEST BRANCH TIMES	JOB AD - POLICE	167.25
CENTRAL EXCAVATING	I80 E UTILITY RELOCATION PAY EST 2	335,907.71
BAKER & TAYLOR	BOOKS - LIBRARY	535.80
BANKERS ADVERTISING	NAME BADGES	78.32
BEAVER HEATING & AC	THERMOSTATS INSTALLATION-LIB	198.00
CAPITAL ONE	VARIOUS ITEMS-LIBRARY	222.62
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	50.97
ALATORRE	WINDOW CLEANING-CITY BLDG	81.00
HEIMAN FIRE EQUIPMENT	EQUIPMENT	188.00
JOHNSON CO AMBULANCE	MEDICAL SUPPLIES-FIRE	44.26
KANOPY	ON DEMAND VIDEO SERVICE	20.00
KOCH OFFICE GROUP	COPIER MAINTENANCE	222.09
LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	142.02
LEE'S LOCK & KEY	WATER TOWER LOCK REPLACEMENT	179.00
MENARDS	STREET TREES MULCH	618.80
MOPPY MO'S	JANITORIAL SERVICE-LIBRARY	437.50
OVERDRIVE	FY24 BRIDGES EBOOK FEE, BOOKS	1,184.84
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE - CITY	200.00
PLUNKETT'S PEST CONTROL	PEST CONTROL-TH, CITY	105.90
QUILL CORP	PAPER-LIBRARY	17.84
WEST BRANCH TIMES	LEGAL PUBLICATIONS	1,453.65
TOTAL		369,958.35
GRAND TOTAL EXPENDITURES		444,264.50

FUND TOTALS		
001 GENERAL FUND		36,597.58
022 CIVIC CENTER		507.14
031 LIBRARY		9,996.51
036 TORT LIABILITY		2,673.62
110 ROAD USE TAX		9,505.03
112 TRUST AND AGENCY		17,329.06
319 RELOCATING WATER & SEWER		335,907.71
600 WATER FUND		13,762.28
610 SEWER FUND		8,305.91
740 STORM WATER UTILITY		9,679.66
GRAND FUND TOTAL		444,264.50

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE

PUBLIC HEARING / NON-CONSENT AGENDA

Third Reading Ordinance 804 – Amending title “Traffic and Vehicles” Chapter 65 “Stop or Yield Required”.
/ Move to action.

ORDINANCE 804

AN ORDINANCE AMENDING TITLE "TRAFFIC AND VEHICLES" CHAPTER 65 "STOP OR YIELD REQUIRED".

WHEREAS, the West Branch City Council finds it in the best interest of the residents of West Branch to have a stop sign installed on Ridge View Dr. at its intersection with Prairie View Dr., in order to provide for the safety of the West Branch Community.
 NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of West Branch, Cedar County, Iowa:

Section 1: Amendment. The Code of Ordinances is hereby amended by the City Council of West Branch, Iowa by adding the following language to Title, "TRAFFIC AND VEHICLES", Chapter 65, "STOP OR YIELD REQUIRED", Section 65.02, STOP REQUIRED.

(Insert after current subsection)

Ridge View Drive at its intersection with Prairie View Drive.
 Renumber all remaining subsections after these changes.

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 7th day of August, 2023

First Reading: July 3, 2023
Second Reading: July 17, 2023
Third Reading: August 7, 2023

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

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

City Clerk

There were no comments.

Motion by Miller, second by Dean to approve third reading of Ordinance 804. AYES: Sexton, Dean, Goodweiler, Stoolman, Miller. NAYS: None. Motion carried.

Resolution 2023-79 – Authorizing and approving a certain Loan Agreement, providing for the issuance of \$3,040,000 General Obligation Corporate Purpose Bonds, Series 2023 and providing for the levy of taxes to pay the same. / Move to action.

Kofoed stated that the Roundabout project would be financed through TIF at about \$150,000 per year. The East Side Water Mains project would be financed through water fees and GF debt levy-about \$80,000 and \$75,000 per year respectively. Finally, the Wapsi Creek project would be financed from the GF debt levy and it would be about \$35,000 per year.

Motion by Dean, second by Miller to approve Resolution 2023-79. AYES: Miller, Sexton, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

Resolution 2023-80 – Approving and Accepting certain Municipal Improvements Constructed in The Meadows Subdivision Part 5, West Branch, Iowa. / Move to action.

There were no comments.

Motion by Miller, second by Dean to approve Resolution 2023-80. AYES: Miller, Sexton, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

Resolution 2023-81 - Approve Pay Estimate Number 2 in the amount of \$211,598.68 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 2023-81. AYES: Miller, Sexton, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

Discussion – Water meter fixed base network

Goodale would like Council to amend the FY24 budget to purchase the equipment, software, etc. for the water meter fixed base network. The network would allow the City Office to receive monthly meter readings, check on high or low use meters, and overall have a faster turn around for all meter related issues. Stoolman asked how long it currently takes to read the City's meters. Goodale responded that it takes about 1.5 days. Kofoed emphasized that this network would help residents by reducing liability, leaks would be detected more quickly, and it would also help take City employees less time to read meter and to do the billing. Sexton asked if the current meters could read to the hundreds of gallons. Goodale replied in the affirmative but stated that all the meters would have to be reprogrammed.

Discussion – P&Z decision on the matter of closing a portion of the alley between N. 4th and N. 5th Streets
Stoolman stated that the City does not maintain alleys as well as it should. Three alleys are in bad shape. Discussion from Council was about the costs of maintaining the alleys versus how many people benefit from the improvements especially in times of tight budgets. Olson recommended that the City could assess improvements on the relevant residents. Sexton asked if the residents that live around the alleys could create an association to help pay for the improvement of the alleys. Olson replied that it could be done but that all residents would have to agree to the association. Council decided that it would decide on a later date on what to do with the improvement of the alleys.

Discussion – Terror Trail alley

Resident Tigrett wants the City to better maintain Terror Trail alley because he has suffered damage to his property due to the lack of cutting shrubs and trees that are illegally located in the alley's right of way. It was also discussed that there is a neighbor that needs to clear plants and other items from the right of way. Goodweiler agreed that the first step should be to ask the neighbor to clean her property so the City will send out a nuisance letter. There are also questions about the ownership and parameters of the alley and surrounding properties but this is a separate issue that will be discussed at a later time.

Discussion – Employee Benefits

The Council continued a discussion about providing 100% employer paid health and dental insurance premiums for all employees. Kofoed stated that most cities that are the size of West Branch cover 90% or more of the employees' health premiums. Dean was concerned about raising taxes to accomplish this when the Council had already talked about raising taxes for other matters. Miller wanted to keep health stipends in lieu of covering 100% of the premiums. Overall, Council agreed that it would wait to decide and stated that this could be discussed again during the budget season.

Discussion – Post grade inspections on newly developed property within the city limits

Council discussed the possibility of post grade inspections as new homeowners struggle with drainage issues. Laughlin stated that this is not a good idea since it will cost the City more money and require more staff time. Sexton reminded Council that the City requires a site plan for new construction and that it does not make sense to require it if the City is not going to inspect the plan against the construction. Schechinger suggested that the City could hire an outfit to inspect the construction and pass the cost to the resident or that the City could require the developer to hire an outfit to inspect. Schechinger estimates that it would cost around \$250 for his company, V&K, to complete a post grade inspection.

CITY ADMINISTRATOR REPORT

Kofoed thanked the City staff who worked many hours to make Hoover Hometown Days a success. He also spoke about the importance of the Mayor, City Administrator, and Council uniting and communicating better with the public. With a difficult budget season coming up because of HF 718 passing, Kofoed wants Council to relay a clear message about the City's budget and finances. Sexton asked about having a work session to discuss how HF 718 and other state legislation decisions have impacted the City's finances so that he can knowledgeably discuss this with the residents. Kofoed stated that he has reached out to state legislators asking for feedback and confirmation of his projections but after many phone calls and emails, he has not heard back from anyone.

CITY ATTORNEY REPORT

Olson reported that we will need to convene a special meeting for next Monday to pass a resolution regarding the new language for the City's LOST election. In the resolution's new language for the election, LOST will begin July 1, 2025 instead of July 1, 2024.

CITY ENGINEER REPORT

Schechinger reported that the Roundabout project is delayed due to lights being shipped later than expected. He is still pushing for the project to be mostly completed before school starts. For the Meadows part 3 project, the contractors are working on sewer. The East Side Water Mains project is on track and the contractor is working on 6th and College Streets. Schechinger has also been working on the SRF loan requirements for the

second part of this project. Finally, the Wastewater Treatment project is progressing faster now that a new project manager has been hired to replace the one that left the company.

STAFF REPORTS – No report

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor Laughlin thanked City employees for their work and contributions to the HHTD event. Stoolman had questions about a property on Green Street; the broken concrete by the water tower; and putting down tree sap in front of the sewer plant. Regarding the tree sap question, Goodale stated that he can get quotes for this if the Council is willing to amend the budget and add this expense to the FY24 budget.

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:47 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

(The following is a synopsis of the minutes of the West Branch City Council Special 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
Special Meeting**

**August 14, 2023
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council special meeting to order at 7:00 p.m. Roll call: Council members present: Colton Miller, Tom Dean, Jodee Stoolman, Nick Goodweiler, and Jerry Sexton City Staff present: City Administrator Adam Kofoed, Police Chief John Hanna, City Attorney, Kevin Olson.

APPROVE THE AGENDA

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

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 2023-82 – Approving Submission of the question of imposition of a local option sales tax.

No action was taken on this item.

Resolution 2023-83. Approving Submission of the question of imposition of a local option sales tax.

No action was taken on this item.

City Administrator Adam Kofoed notified the Council that he failed to notify the press of the special City Council meeting which is a state law requirement, therefore a new meeting date will be set to consider Resolutions 2023-82 and 2023-83.

Goodweiler, Miller, and Dean agreed to a Wednesday, August 16, 2023 at 5:00 p.m. meeting for a Special City Council meeting.

City Attorney Olson explained that changes made would only require one vote instead of two. The prior resolution as written would have had to ask for residents to appeal and vote on the new language. This new resolution establishes the tax date in 2025.

CLOSED SESSION

Miller motioned and Sexton seconded with a roll call vote of 5-0 to go into a closed section under 21.5(j) To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property.

AYES: Miller, Sexton, Dean, Stoolman, Goodweiler.

Goodweiler Closed session ended at 7:37pm

MOTION TO ADJOURN:

Miller motioned to adjourn, seconded by Dean. Motion carried on a voice vote. Meeting ended 7:39pm.

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**West Branch, Iowa
Council Chambers**

**City Council
Special Meeting**

**August 16, 2023
5:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 5:00 p.m. Roll call: Council members present: Colton Miller, Tom Dean, and Nick Goodweiler via zoom/internet. Members absent: Jerry Sexton and Jodee Stoolman. City Staff present: City Administrator Adam Kofoed.

APPROVE THE AGENDA

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

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 2023-82 – Approving Submission of the question of imposition of a local option sales tax. /
Move to action.

There were no comments.

Motion by Miller, second by Dean. Roll call vote: YAYS: Miller, Dean, Goodweiler. NAYS: None. Motion carried.

Resolution 2023-83. Approving Submission of the question of imposition of a local option sales tax. /
Move to action.

There were no comments.

Motion by Dean, second by Miller. Roll call vote: YAYS: Miller, Dean, Goodweiler. NAYS: None. Motion carried.

MOTION TO ADJOURN:

Miller motioned to adjourn, seconded by Dean. Motion carried on a voice vote. Meeting ended 5:05 p.m.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 21, 2023

AGENDA ITEM: Approve a Class C Retail Alcohol license (with Outdoor Service), for ELDR Bar LLC dba The Lively, 3 Ember Lane, Suite 1, West Branch, Iowa.

PREPARED BY: City Clerk, Leslie Brick
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DATE: August 17, 2023

BACKGROUND:

**** this approval is to add outdoor service to the previously approved license****

The Lively, located at 3 Ember Lane (formerly known as Birdie's) is under new management and will now have a separate alcohol license from ELDR LLC and Cedar's Edge Golf Course.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 21, 2023
AGENDA ITEM:	Approve a Block Party permit for Rebecca Whitaker on Monday, September 4, 2023 from 10:00 a.m. to 5:00 p.m.
PREPARED BY:	Leslie Brick, City Clerk
DATE:	August 21, 2023

BACKGROUND:

**** Conditional approval is based on the Cedar-Johnson Rd / Herbert Hoover Highway round-about is open and the Dawson Drive detour has ended.****

September 4, 2023 - block party will be closing Dawson Drive from W. Orange Street to Prairie View Drive. (see attached map)

Staff is recommending approval with the following conditions:

1. Tents, tables and bouncy houses must be placed on private property.
2. Alcohol consumption cannot take place in the city right of way or upon city streets.
3. Amplified music must follow public peace ordinances and not played after 10:00 p.m.
4. Phone numbers of block party leaders must be posted on the barricades.
5. Emergency vehicle access must be maintained at all times.



BLOCK PARTY PERMIT APPLICATION

A block party is defined as an event open to a specific/defined neighborhood or area; where no admission fee is charged for attendance; where alcoholic beverages are not sold or where no entrance fee or admission is charged for service of alcoholic beverages; where a street closure, if necessary, shall not exceed six (6) hours; where the use of portable restroom facilities is not necessary.

Any and all requests for temporary street closings require approval by the West Branch City Council.

Name: Rebecca Whitaker

Address: 406 Dawson Dr

City: West Branch State: IA Zip: 52358

Email: rebecca.whitaker@gmail Home Phone: (319) 321-1710

Business Phone: _____ Cell Phone: _____

Street(s) requested to be temporarily closed for block party, including termination points:

Dawson Drive from Orange St. North to
Prairie View Dr.

(example: Main Street between N. 1st St. and N. 2nd St.)

Date(s) Requested for Block Party

Alternate Date(s) Requested

Monday, Sept 4, 2023

Start Time of Block Party

End Time of Block Party

10:00 Am

5:00 p.m

Will there be outdoor, live or amplified music? Y/N

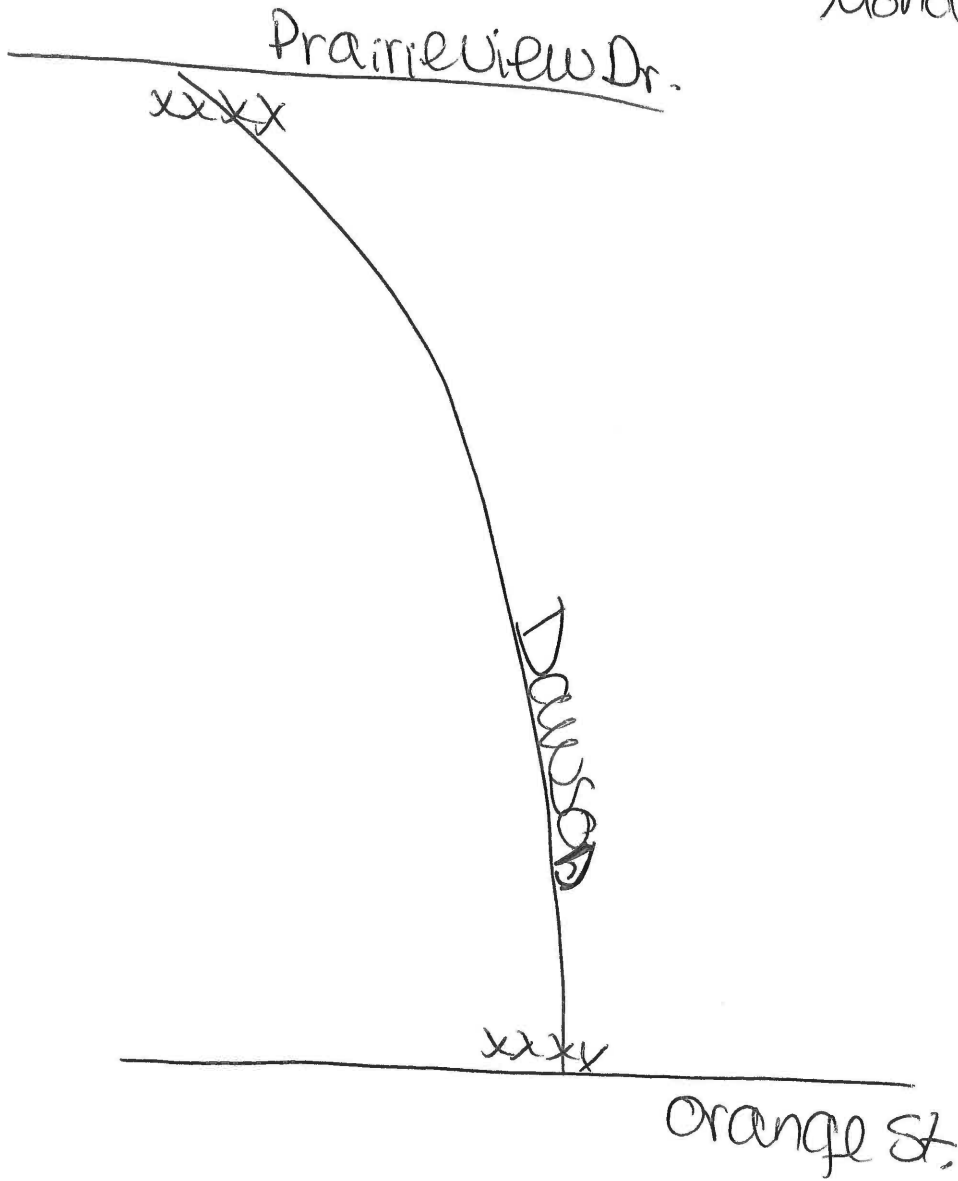
If "yes", please be aware of noise provisions in West Branch Code of Ordinances, Chapter 40.03(2).

Have all neighbors within the enclosed area and/or impacted area been notified of the temporary street closure for the event?/N

R. Whitaker

319-321-1710

Monday, Sept. 5, 2023





REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 21, 2023

AGENDA ITEM: Approve the June Monthly Financial Report

PREPARED BY: Finance Officer, Heidi Van Auken
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DATE: August 9, 2023

SUMMARY:

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

BANK TO BOOK RECONCILIATION				
6/30/2023				
BANK BALANCE @				
	CASH - FIDELITY BANK & TRUST			\$ 4,934,473.92
	CASH - FIDELITY BANK & TRUST - PERPETUAL CARE FUND			\$ 32,670.60
	SUB TOTAL			\$ 4,967,144.52
ADD:	CD'S:	Bank/CD #	Maturity Date	
	ENLOW BUILDING CD	LIBERTY SAVINGS-10447	5/2/2024	\$ 11,212.98
	CEMETERY PERPETUAL CARE	HILLS BANK-30282503	1/11/2024	\$ 99,251.76
	LIBRARY-HANSEN DONATION CD	GREENSTATE-1029 (Old 1025)	8/1/2023	\$ 57,059.39
	LIBRARY-KROUTH PRINCIPAL CD	GREENSTATE-1030 (Old 1026)	9/2/2023	\$ 52,617.91
	LIBRARY-KROUTH INTEREST CD	GREENSTATE-1031 (Old 1027)	9/2/2023	\$ 24,666.83
	GEN FUND-STREETScape-ACCIONA DONATION CD	GREENSTATE-1033 (Old 1028)	12/6/2024	\$ 7,207.69
	SAVINGS ACCOUNTS			
	GENERAL FUND SAVINGS	GREENSTATE-0001		\$ 5.00
	LIBRARY - KROUTH INTEREST	FIDELITY-SAVINGS ACCOUNT		\$ 8,519.12
	LIBRARY - M GRAY SAVINGS	FIDELITY-SAVINGS ACCOUNT		\$ 16,347.09
	TOTAL CD'S & SAVINGS ACCOUNTS			\$ 276,887.77
	SUB TOTAL			\$ 5,244,032.29
PLUS	O/S DEPOSITS			\$ -
PLUS	ADJUSTMENTS			\$ -
LESS:	O/S CREDIT CARD			\$ -
LESS:	O/S CHECKS			\$ 28,431.22
	ENDING BOOK BALANCE			\$ 5,215,601.07
	NON-RECONCILIATION ITEM-CUBBY PARK CONCESSIONS			\$ 600.00

CLERK'S REPORT FOR THE MONTH OF JUNE 2023

DESCRIPTION	CHECKING	INVESTMENT	BEGINNING BALANCE	RECEIPTS	TRANSFER IN	DISBURSED	TRANSFER OUT	NET CHANGE LIABILITIES	CLERK'S BALANCE
GENERAL									
*(001) GENERAL OPERATING FUND	\$ 1,245,432.92	\$ 5.00	\$ 1,245,437.92	\$ 121,963.02	\$ 597,564.80	\$ 166,818.63	\$ 11,427.60		\$ 1,786,719.51
** FIRE APPARATUS RESERVE	\$ 573,415.80	\$ -	\$ 573,415.80				\$ 573,415.80		\$ -
POLICE APPARATUS RESERVE	\$ 109,530.35	\$ -	\$ 109,530.35		\$ 2,797.60		\$ 24,149.00		\$ 88,178.95
PARK & RECREATION RESERVE	\$ 17,340.39	\$ -	\$ 17,340.39						\$ 17,340.39
PUBLIC WORKS RESERVE	\$ 11,030.00	\$ -	\$ 11,030.00		\$ 3,630.00				\$ 14,660.00
CEMETERY BLDG/EQUIP INVESTMENT	\$ -	\$ -	\$ -						\$ -
SIGNS-ACCIONA DTN INVESTMENT	\$ -	\$ 7,123.86	\$ 7,123.86	\$ 83.83					\$ 7,207.69
PARK EQUIPMENT/RESERVE	\$ 8,000.00	\$ -	\$ 8,000.00		\$ 5,000.00				\$ 13,000.00
(022) CIVIC CENTER	\$ 48,503.64	\$ -	\$ 48,503.64	\$ 435.73		\$ 934.83			\$ 48,004.54
(027) MEMORIAL GARDEN PROJECT	\$ 414.00	\$ -	\$ 414.00						\$ 414.00
(028) SPLASH PAD RESERVE	\$ 100.00	\$ -	\$ 100.00						\$ 100.00
(031) LIBRARY	\$ 68,400.05	\$ 92,649.95	\$ 161,050.00	\$ 1,441.52		\$ 22,227.34			\$ 140,264.18
(036) TORT LIABILITY	\$ 18,951.31	\$ -	\$ 18,951.31	\$ 403.34					\$ 19,354.65
SPECIAL REVENUE									
(110) ROAD USE TAX	\$ 124,817.47	\$ -	\$ 124,817.47	\$ 38,733.67		\$ 20,318.69			\$ 143,232.45
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	\$ 334,397.94	\$ -	\$ 334,397.94	\$ 4,039.50		\$ 1,060.75			\$ 337,376.69
(119) EMERGENCY TAX FUND	\$ 5,037.42	\$ -	\$ 5,037.42	\$ 231.42					\$ 5,268.84
(121) LOCAL OPTION SALES TAX	\$ 325,343.52	\$ -	\$ 325,343.52	\$ 28,879.71					\$ 354,223.23
(125) TIF	\$ 149,818.36	\$ -	\$ 149,818.36	\$ 2,750.59		\$ 44,813.00			\$ 107,755.95
(126) TIF LMI MEADOWS PT 4	\$ -	\$ -	\$ 12,164.59	\$ 1,315.00					\$ 13,479.59
(160) REVOLVING LOAN FUND	\$ 137,082.45	\$ -	\$ 137,082.45	\$ -					\$ 137,082.45
DEBT SERVICE									
(226) DEBT SERVICE	\$ 385,239.24	\$ -	\$ 385,239.24	\$ 1,889.73		\$ 101,949.58			\$ 285,179.39
CAPITAL PROJECTS									
(300) CAPITAL IMPROVEMENT RESERVE	\$ 125,408.97	\$ -	\$ 125,408.97	\$ 336.03					\$ 125,745.00
(302) ARPA NEU FUND	\$ 372,611.19	\$ -	\$ 372,611.19			\$ 372,611.19			\$ (0.00)
(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	\$ (401,365.51)	\$ -	\$ (401,365.51)			\$ 11,823.29			\$ (413,188.80)
(321) WIDENING WAPSI CREEK @ BERANEK PARK	\$ (7,785.02)	\$ -	\$ (7,785.02)			\$ 1,198.50			\$ (8,983.52)
(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	\$ 112,547.76		\$ 112,547.76			\$ 80,000.00
(326) ROUNDABOUT MAIN & CEDAR	\$ (49,048.07)	\$ -	\$ (49,048.07)			\$ 2,188.02			\$ (51,236.09)
(327) SPONSORED WATER QUALITY IMPE 2021	\$ (20,000.00)	\$ -	\$ (20,000.00)						\$ (20,000.00)
(329) EASTSIDE WATER MAINS	\$ 9,842.87	\$ -	\$ 9,842.87			\$ 49,195.33			\$ (39,352.46)
PERMANENT									
(500) CEMETERY PERPETUAL FUND	\$ 32,250.60	\$ 98,746.50	\$ 130,997.10	\$ 925.26					\$ 131,922.36
(501) KROUTH PRINCIPAL FUND	\$ 0.00	\$ 52,197.67	\$ 52,197.67	\$ 436.58					\$ 52,634.25
(502) KROUTH INTEREST FUND	\$ -	\$ 24,463.12	\$ 24,463.12	\$ 203.71					\$ 24,666.83
ENTERPRISE									
(600) WATER FUND	\$ 324,750.46	\$ -	\$ 324,750.46	\$ 46,643.19		\$ 38,748.94	\$ 5,147.29		\$ 327,497.42
(603) WATER SINKING FUND	\$ 58,795.04	\$ -	\$ 58,795.04	\$ -	\$ 5,147.29	\$ 58,768.75			\$ 5,173.58
(610) SEWER FUND	\$ 714,873.11	\$ -	\$ 714,873.11	\$ 71,345.64		\$ 24,994.53	\$ 36,439.98		\$ 724,784.24
(611) SEWER FUND SPECIAL	\$ 843,374.83	\$ -	\$ 843,374.83	\$ -	\$ 36,439.98	\$ 329,131.93			\$ 550,682.88
(614) WASTEWATER LIFT STATION	\$ -	\$ -	\$ -						\$ -
(740) STORM WATER UTILITY	\$ 177,842.59	\$ -	\$ 177,842.59	\$ 5,601.75					\$ 183,444.34
(950) BC/BS FLEXIBLE BENEFIT	\$ -	\$ -	\$ -						\$ -
TOTAL	\$ 5,847,374.46	\$ 275,186.10	\$ 6,134,725.15	\$ 440,206.98	\$ 650,579.67	\$ 1,359,331.06	\$ 650,579.67	\$ -	\$ 5,215,601.07
O/S CHECKS			\$70,352.92						\$28,431.22
ADJUSTMENTS			\$0.00						\$0.00
O/S DEPOSIT			\$0.00						\$0.00
O/S CREDIT CARD			\$0.00						\$0.00
BANK STATEMENT BALANCE			\$6,205,078.07						\$5,244,032.29

CITY OF WEST BRANCH
 MTD TREASURERS REPORT
 AS OF: JUNE 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	1,971,878.32	122,046.85	166,818.63	1,927,106.54	0.00	0.00	1,927,106.54
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	48,503.64	435.73	934.83	48,004.54	0.00	0.00	48,004.54
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	161,050.00	1,441.52	22,227.34	140,264.18	0.00	0.00	140,264.18
036-TORT LIABILITY	18,951.31	403.34	0.00	19,354.65	0.00	0.00	19,354.65
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	124,817.47	38,733.67	20,318.69	143,232.45	0.00	0.00	143,232.45
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	334,397.94	4,039.50	1,060.75	337,376.69	0.00	0.00	337,376.69
119-EMERGENCY TAX FUND	5,037.42	231.42	0.00	5,268.84	0.00	0.00	5,268.84
121-OPTION TAX	325,343.52	28,879.71	0.00	354,223.23	0.00	0.00	354,223.23
125-T I F	149,818.36	2,750.59	44,813.00	107,755.95	0.00	0.00	107,755.95
126-TIF LMI MEADOWS PT 4	12,164.59	1,315.00	0.00	13,479.59	0.00	0.00	13,479.59
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	385,239.24	1,889.73	101,949.58	285,179.39	0.00	0.00	285,179.39
300-CAPITAL IMPROV. RESERVE	125,408.97	336.03	0.00	125,745.00	0.00	0.00	125,745.00
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	372,611.19	0.00	0.00	0.00	0.00
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	(401,365.51)	0.00	11,823.29	(413,188.80)	0.00	0.00	(413,188.80)
320-LIBRARY PARKING LOT IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
321-WIDENING WAPSI CREEK @ BE	(7,785.02)	0.00	1,198.50	(8,983.52)	0.00	0.00	(8,983.52)
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	112,547.76	112,547.76	80,000.00	0.00	0.00	80,000.00
326-ROUNDAABOUT MAIN & CEDAR-J	(49,048.07)	0.00	2,188.02	(51,236.09)	0.00	0.00	(51,236.09)
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: JUNE 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	9,842.87	0.00	49,195.33	(39,352.46)	0.00	0.00	(39,352.46)
500-CEMETERY PERPETUAL FUND	130,997.10	925.26	0.00	131,922.36	0.00	0.00	131,922.36
501-KROUTH PRINCIPAL FUND	52,197.67	436.58	0.00	52,634.25	0.00	0.00	52,634.25
502-KROUTH INTEREST FUND	24,463.12	203.71	0.00	24,666.83	0.00	0.00	24,666.83
600-WATER FUND	324,750.46	46,643.19	43,896.23	327,497.42	0.00	0.00	327,497.42
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	58,795.04	5,147.29	58,768.75	5,173.58	0.00	0.00	5,173.58
610-SEWER FUND	714,873.11	71,345.64	61,434.51	724,784.24	0.00	0.00	724,784.24
611-SEWER FUND SPECIAL	843,374.83	36,439.98	329,131.93	550,682.88	0.00	0.00	550,682.88
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	177,842.59	5,601.75	0.00	183,444.34	0.00	0.00	183,444.34
950-BC/BS FLEXIBLE BENEFIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL	6,134,725.15	481,794.25	1,400,918.33	5,215,601.07	0.00	0.00	5,215,601.07

*** END OF REPORT ***

CITY OF WEST BRANCH
 YTD TREASURERS REPORT
 AS OF: JUNE 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	2,113,588.74	2,575,746.01	1,927,106.54	0.00	0.00	1,927,106.54
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	25,846.38	14,009.91	48,004.54	0.00	0.00	48,004.54
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	284,520.38	241,916.43	140,264.18	0.00	0.00	140,264.18
036-TORT LIABILITY	15,143.11	75,564.56	71,353.02	19,354.65	0.00	0.00	19,354.65
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	345,266.66	246,253.11	143,232.45	0.00	0.00	143,232.45
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	365,747.26	280,939.64	337,376.69	0.00	0.00	337,376.69
119-EMERGENCY TAX FUND	3,182.77	43,072.07	40,986.00	5,268.84	0.00	0.00	5,268.84
121-OPTION TAX	274,943.44	306,589.79	227,310.00	354,223.23	0.00	0.00	354,223.23
125-T I F	51,273.32	589,687.63	533,205.00	107,755.95	0.00	0.00	107,755.95
126-TIF LMI MEADOWS PT 4	0.00	13,479.59	0.00	13,479.59	0.00	0.00	13,479.59
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	1,027,268.71	1,011,567.28	285,179.39	0.00	0.00	285,179.39
300-CAPITAL IMPROV. RESERVE	63,193.27	62,551.73	0.00	125,745.00	0.00	0.00	125,745.00
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	372,611.19	0.00	0.00	0.00	0.00
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	408,533.58	(413,188.80)	0.00	0.00	(413,188.80)
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	103,063.72	(8,983.52)	0.00	0.00	(8,983.52)
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)	4,885,127.34	4,652,268.79	80,000.00	0.00	0.00	80,000.00
326-ROUNDAABOUT MAIN & CEDAR-J	(21,393.55)	45,000.00	74,842.54	(51,236.09)	0.00	0.00	(51,236.09)
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: JUNE 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	45,000.00	84,352.46	(39,352.46)	0.00	0.00	(39,352.46)
500-CEMETERY PERPETUAL FUND	127,472.86	4,449.50	0.00	131,922.36	0.00	0.00	131,922.36
501-KROUTH PRINCIPAL FUND	51,169.10	1,465.15	0.00	52,634.25	0.00	0.00	52,634.25
502-KROUTH INTEREST FUND	23,983.81	683.02	0.00	24,666.83	0.00	0.00	24,666.83
600-WATER FUND	196,476.68	636,194.85	505,174.11	327,497.42	0.00	0.00	327,497.42
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	61,018.16	60,950.00	5,173.58	0.00	0.00	5,173.58
610-SEWER FUND	513,988.98	906,611.04	695,815.78	724,784.24	0.00	0.00	724,784.24
611-SEWER FUND SPECIAL	459,860.14	433,784.80	342,962.06	550,682.88	0.00	0.00	550,682.88
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	67,167.52	18,640.00	183,444.34	0.00	0.00	183,444.34
950-BC/BS FLEXIBLE BENEFIT	(6,075.28)	6,793.29	718.01	0.00	0.00	0.00	0.00
GRAND TOTAL	5,397,535.95	12,532,783.76	12,714,718.64	5,215,601.07	0.00	0.00	5,215,601.07

*** END OF REPORT ***

PROGRAM EXPENDITURES FOR THE MONTH JUNE OF 2023

100.00%

FUNCTIONS	BUDGET EXP	MTD EXP	YTD EXP	REMAINING BALANCE	PERCENT OF EXPENSES
PUBLIC SAFETY					
POLICE DEPARTMENT					
GENERAL FUND	\$ 449,928.98	\$ 20,669.53	\$ 384,053.36	\$ 65,875.62	85.36%
TORT LIABILITY	\$ 13,326.00	\$ -	\$ 13,258.23	\$ 67.77	99.49%
TRUST & AGENCY	\$ 118,349.00	\$ 5,272.02	\$ 70,672.52	\$ 47,676.48	59.72%
FIRE DEPARTMENT					
GENERAL FUND	\$ 972,000.00	\$ 40,106.70	\$ 962,106.30	\$ 9,893.70	98.98%
TORT LIABILITY	\$ 29,216.00	\$ -	\$ 25,841.79	\$ 3,374.21	88.45%
TRUST & AGENCY	\$ 27,950.00	\$ 3,952.43	\$ 19,175.25	\$ 8,774.75	68.61%
ANIMAL CONTROL	\$ 3,000.00	\$ -	\$ 32.50	\$ 2,967.50	1.08%
BUILDING INSPECTIONS					
GENERAL FUND	\$ 61,077.00	\$ 2,776.26	\$ 38,444.13	\$ 22,632.87	62.94%
TORT LIABILITY	\$ 190.00	\$ -	\$ 167.99	\$ 22.01	88.42%
TRUST & AGENCY	\$ 14,403.00	\$ 796.19	\$ 9,493.71	\$ 4,909.29	65.91%
TOTAL PUBLIC SAFETY	\$ 1,689,439.98	\$ 73,573.13	\$ 1,523,245.78	\$ 166,194.20	90.16%
PUBLIC WORKS					
ROADS & STREETS					
GENERAL FUND	\$ 87,608.00	\$ 15,291.79	\$ 71,099.56	\$ 16,508.44	81.16%
TORT LIABILITY	\$ 15,002.00	\$ -	\$ 13,620.50	\$ 1,381.50	90.79%
ROAD USE TAX FUND	\$ 317,355.00	\$ 20,318.69	\$ 246,253.11	\$ 71,101.89	77.60%
TRUST & AGENCY	\$ 55,371.00	\$ 4,091.77	\$ 45,002.01	\$ 10,368.99	81.27%
STREET LIGHTING - GENERAL FUND	\$ 45,477.00	\$ 2,931.54	\$ 36,236.93	\$ 9,240.07	79.68%
SOLID WASTE - GENERAL FUND	\$ 225,447.00	\$ 17,399.50	\$ 224,186.81	\$ 1,260.19	99.44%
TOTAL PUBLIC WORKS	\$ 746,260.00	\$ 60,033.29	\$ 636,398.92	\$ 109,861.08	85.28%
TOTAL HEALTH & SOCIAL SERVICES	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CULTURE & RECREATION					
LIBRARY					
GENERAL FUND	\$ 248,887.00	\$ 22,227.34	\$ 241,916.43	\$ 6,970.57	97.20%
TORT LIABILITY	\$ 4,885.00	\$ -	\$ 4,830.06	\$ 54.94	98.88%
TRUST & AGENCY	\$ 57,035.00	\$ 3,548.24	\$ 38,247.09	\$ 18,787.91	67.06%
PARKS & RECREATION				\$ -	
GENERAL FUND	\$ 223,546.00	\$ 20,426.51	\$ 196,159.20	\$ 27,386.80	87.75%
TORT LIABILITY	\$ 6,585.00	\$ -	\$ 6,058.08	\$ 526.92	92.00%
TRUST & AGENCY	\$ 38,361.00	\$ 2,756.92	\$ 36,551.22	\$ 1,809.78	95.28%

FUNCTIONS	BUDGET EXP	MTD EXP	YTD EXP	REMAINING BALANCE	PERCENT OF EXPENSES
CEMETERY					
GENERAL FUND	\$ 80,028.00	\$ 4,209.97	\$ 68,167.60	\$ 11,860.40	85.18%
TORT LIABILITY	\$ 2,228.00	\$ -	\$ 1,936.85	\$ 291.15	86.93%
TRUST & AGENCY	\$ 11,891.00	\$ 1,097.73	\$ 11,801.21	\$ 89.79	99.24%
CIVIC CENTER				\$ -	
GENERAL FUND	\$ 19,975.00	\$ 934.83	\$ 14,009.91	\$ 5,965.09	70.14%
TRUST & AGENCY	\$ -	\$ -	\$ -	\$ -	#DIV/0!
COMMUNITY & CULTURAL DEV. (HHTD)	\$ 62,225.00	\$ 5,574.37	\$ 55,538.74	\$ 6,686.26	89.25%
LOCAL CABLE ACCESS				\$ -	
GENERAL FUND	\$ 21,244.00	\$ 219.69	\$ 14,933.97	\$ 6,310.03	70.30%
TRUST & AGENCY	\$ 2,280.00	\$ -	\$ 1,853.58	\$ 426.42	81.30%
TOTAL CULTURE & RECREATION	\$ 779,170.00	\$ 60,995.60	\$ 692,003.94	\$ 87,166.06	88.81%
COMMUNITY & ECONOMIC DEV.					
ECONOMIC DEVELOPMENT	\$ 74,159.00	\$ 7,070.16	\$ 62,382.57	\$ 11,776.43	84.12%
PLANNING & ZONING	\$ 29,383.00	\$ 1,082.04	\$ 12,361.59	\$ 17,021.41	42.07%
REVOLVING LOAN FUND	\$ -	\$ -	\$ -	\$ -	
TIF DEBT SERVICE	\$ 83,454.00	\$ 44,813.00	\$ 73,469.00	\$ 9,985.00	88.04%
TOTAL COMMUNITY & E.D.	\$ 186,996.00	\$ 52,965.20	\$ 148,213.16	\$ 38,782.84	79.26%
GENERAL GOVERNMENT					
MAYOR & COUNCIL					
GENERAL FUND	\$ 24,800.00	\$ 435.19	\$ 15,329.18	\$ 9,470.82	61.81%
TRUST & AGENCY	\$ 2,228.00	\$ 47.39	\$ 1,368.80	\$ 859.20	61.44%
CLERK & TREASURER					
GENERAL FUND	\$ 173,320.00	\$ 26,594.09	\$ 159,535.49	\$ 13,784.51	92.05%
TORT LIABILITY	\$ 6,066.00	\$ -	\$ 5,639.52	\$ 426.48	92.97%
TRUST & AGENCY	\$ 36,715.00	\$ 3,731.42	\$ 39,980.96	\$ (3,265.96)	108.90%
LEGAL SERVICES	\$ 27,000.00	\$ 2,031.29	\$ 26,291.08	\$ 708.92	97.37%
TOTAL GENERAL GOVERNMENT	\$ 270,129.00	\$ 32,839.38	\$ 248,145.03	\$ 21,983.97	91.86%
GO DEBT SERVICE	\$ 1,012,099.00	\$ 101,949.58	\$ 1,011,567.28	\$ 531.72	99.95%
CAPITAL PROJECTS					
ARPA FUNDED PROJECT	\$ 372,612.00	\$ 372,611.19	\$ 372,611.19	\$ 0.81	100.00%
DOWNTOWN EAST REDEVELOPMENT	\$ 160,000.00	\$ -	\$ 151,500.00	\$ 8,500.00	94.69%
RELOCATING WATER & SEWER LINES	\$ 800,000.00	\$ 11,823.29	\$ 408,533.58	\$ 391,466.42	51.07%
WIDENING WAPSI CREEK @ BERANEK	\$ 1,000,000.00	\$ 1,198.50	\$ 103,063.72	\$ 896,936.28	10.31%

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
WW TREATMENT FACILITY IMP 2021	\$ 10,203,000.00	\$ 112,547.76	\$ 4,652,268.79	\$ 5,550,731.21	45.60%
ROUNDAABOUT MAIN & CEDAR	\$ 1,000,000.00	\$ 2,188.02	\$ 74,842.54	\$ 925,157.46	7.48%
EASTSIDE WATER MAINS	\$ 1,000,000.00	\$ 49,195.33	\$ 84,352.46	\$ 915,647.54	8.44%
TOTAL CAPITAL PROJECTS	\$ 14,535,612.00	\$ 549,564.09	\$ 5,847,172.28	\$ 8,688,439.72	40.23%
BUSINESS TYPE ACTIVITIES					
WATER FUND	\$ 426,891.00	\$ 38,748.94	\$ 382,805.95	\$ 44,085.05	89.67%
TRUST & AGENCY		\$ (15,814.29)	\$ -	\$ -	#DIV/0!
WATER SINKING FUND	\$ 61,538.00	\$ 58,768.75	\$ 60,950.00	\$ 588.00	99.04%
SEWER FUND	\$ 325,572.00	\$ 24,994.53	\$ 194,679.98	\$ 130,892.02	59.80%
TRUST & AGENCY	\$ -	\$ (8,419.07)	\$ -	\$ -	#DIV/0!
SEWER FUND SPECIAL	\$ 395,336.00	\$ 329,131.93	\$ 342,962.06	\$ 52,373.94	86.75%
STORM WATER UTILITY	\$ 50,960.00	\$ -	\$ 18,640.00	\$ 32,320.00	36.58%
TOTAL BUSINESS TYPE ACTIVITIES	\$ 1,260,297.00	\$ 427,410.79	\$ 1,000,037.99	\$ 260,259.01	79.35%
NON-DEPARTMENTAL TRANSFERS					
GENERAL FUND	\$ 100,000.00	\$ -	\$ 248,887.00	\$ (148,887.00)	248.89%
ROAD USE TAX	\$ -	\$ -	\$ -	\$ -	#DIV/0!
TRUST AND AGENCY	\$ -	\$ -	\$ 6,793.29	\$ (6,793.29)	#DIV/0!
EMERGENCY TAX FUND	\$ 40,986.00	\$ -	\$ 40,986.00	\$ -	100.00%
LOCAL OPTION SALES TAX	\$ 287,310.00	\$ -	\$ 227,310.00	\$ 60,000.00	79.12%
TIF	\$ 459,642.00	\$ -	\$ 459,736.00	\$ (94.00)	100.02%
WATER FUND	\$ 122,888.00	\$ 5,147.29	\$ 122,368.16	\$ 519.84	99.58%
SEWER FUND	\$ 335,995.00	\$ 36,439.98	\$ 501,135.80	\$ (165,140.80)	149.15%
SEWER FUND SPECIAL	\$ -	\$ -	\$ -	\$ -	#DIV/0!
STORM WATER UTILITY	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	0.00%
BC/BS FLEXIBLE BENEFIT	\$ -	\$ -	\$ 718.01	\$ (718.01)	#DIV/0!
TOTAL NON-DEPARMENTAL TRANSFERS	\$ 1,386,821.00	\$ 41,587.27	\$ 1,607,934.26	\$ (221,113.26)	115.94%
TOTAL FOR ALL FUNCTIONS	\$ 21,866,823.98	\$ 1,400,918.33	\$ 12,714,718.64	\$ 9,152,105.34	58.15%

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

001-GENERAL FUND

100.00% OF FISCAL YEAR

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL NON-PROGRAM	1,386,821.00	41,587.27	1,607,934.26	115.94 (221,113.26)
TOTAL PUBLIC SAFETY	1,689,439.98	73,573.13	1,523,245.78	90.16	166,194.20
TOTAL PUBLIC WORKS	746,260.00	60,033.29	636,398.92	85.28	109,861.08
TOTAL HEALTH & SOCIAL SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	779,170.00	60,995.60	692,003.94	88.81	87,166.06
TOTAL COMMUNITY & ECON DEVELOP	186,996.00	52,965.20	148,213.16	79.26	38,782.84
TOTAL GENERAL GOVERNMENT	270,129.00	32,839.38	248,145.03	91.86	21,983.97
TOTAL DEBT SERVICE	1,012,099.00	101,949.58	1,011,567.28	99.95	531.72
TOTAL CAPITAL PROJECTS	14,535,612.00	549,564.09	5,847,172.28	40.23	8,688,439.72
TOTAL BUSINESS TYPE/ENTERPRISE	1,260,297.00	427,410.79	1,000,037.99	79.35	260,259.01
TOTAL EXPENDITURES	21,866,823.98	1,400,918.33	12,714,718.64	58.15	9,152,105.34



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 21, 2023

AGENDA ITEM: Claims for August 21, 2023
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PREPARED BY: Finance Officer, Heidi Van Auken
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DATE: August 17, 2023

SUMMARY:

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

EXPENDITURES**8/21/2023**

ABOUT FACES ENTERTAINMENT	HHTD 2023 ENTERTAINMENT CHILD	40.00
ADAM KOFOED	IACMA TRAVEL REIMB-KOFOED	593.20
AMAZON.COM	VARIOUS ITEMS	227.44
BAKER & TAYLOR	BOOKS	1,365.68
BARRON MOTOR SUPPLY	SUPPLIES PW	647.10
BUSINESS RADIO SALES	RADIO PARTS-POLICE	121.70
CEDAR COUNTY RECORDER	RECORDING FEES	76.00
CLARENCE LOWDEN SUN-NEWS	JOB AD - POLICE	33.50
DEERY BROTHERS FORD	VEHICLE MAINTENANCE - PW	121.64
DEMCO	BOOK PROCESSING SUPPLIES	92.41
DIAMOND VOGEL	STREET PAINT	4,615.22
DIRK WIENEKE	PARK LAWN MAINTENANCE	1,980.00
FELD FIRE EQUIPMENT	ANNUAL TRUCK SERVICE-FIRE	1,000.00
HAWKINS INC.	CHEMICALS	3,336.00
HEIDI VAN AUKEN	MPI MILEAGE REIMBURSEMENT	179.47
HOOVER PRESIDENTIAL FNDN.	2023 HHTD EVENT SIGNS	136.50
JOHNSON CONTROLS	FIRE MONITORING SERVICE	1,049.51
KANOPIY	ON DEMAND VIDEO SERVICE	30.00
KIRKWOOD COMM. COLLEGE	FIRST AID/CPR CLASS - CONDON	23.00
KOCH OFFICE GROUP	COPIER MAINTENANCE	121.23
LINN COUNTY R.E.C.	STREET LIGHTS	231.75
LRS HOLDINGS	TRASH & RECYCLING JULY 2023	17,841.75
MAIN STREET WEST BRANCH	2023 HHTD ADS & EVENT SUPPLIES	1,272.83
MAINSTAY SYSTEMS OF IOWA	HYPERV SERVER INSTALL-POLICE	3,095.60
MOPPY MO'S	JANITORIAL SERVICES-LIBRARY	402.50
OVERDRIVE INC.	DIGITAL & AUDIO BOOKS	474.30
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-LIBRARY	200.00
PLUNKETT'S PEST CONTROL	PEST CONTROL - CITY OFFICE, TH	105.90
QC ANALYTICAL SERVICES	LAB ANALYSIS	831.75
STATE HYGIENIC LAB	LAB ANALYSIS	347.50
TIPTON CONSERVATIVE	JOB AD - POLICE	55.75
TYLER TECHNOLOGIES	ANNUAL SAAS FEES-EBILLS	2,652.50
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	1,996.56
VEENSTRA & KIMM	VARIOUS PROJECTS	29,926.64
WEST BRANCH TIMES	JOB AD - POLICE	734.34
TOTAL		75,959.27

**PAYROLL-WAGES, TAXES, EMPLOYEE
BENEFITS**

8/18/2023**56,313.98****PAID BETWEEN MEETINGS**

SISCO	HEALTH CLAIMS 8/14/2023	332.10
LYNCH'S EXCAVATING INC.	EASTSIDE WATER MAINS PAY ESTIMATE 2	211,598.68

ALLIANT ENERGY	ALLIANT ENERGY	13,958.44
AT&T MOBILITY	WIRELESS SERVICE	364.48
BLIBLIONEX	CIRCULATION/CATALOG SOFTWARE	1,880.00
CAPITAL ONE	VARIOUR ITEMS-LIBRARY	53.50
CEDAR COUNTY COOPERATIVE	FUEL-FIRE, PW	883.73
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	29.99
HEIMAN FIRE EQUIPMENT	UNIFORM-BOOTS FIRE	346.00
LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	142.02
THE HOME DEPOT	TRASH BAGS-P&R	334.35
VEENSTRA & KIMM	EASTSIDE WATER MAINS	1,660.00
WEX BANK	VEHICLE FUEL	1,476.93
GLOBAL PAYMENTS	JULY CC FEES	1,252.77
ABOUT FACES	HHTD 2023 ENTERTAINMENT	1,280.00
ABSOLUTE SCIENCE	HHTD 2023 ENTERTAINMENT	825.00
BARNYARD DISCOVERIES	HHTD 2023 ENTERTAINMENT	800.00
BRITTANY LEE BEDFORD	HHTD 2023 BAND	350.00
PURPLE COW RECORDS	HHTD 2023 BAND	2,250.00
JT INTERNATIONAL	HHTD 2023 INFLATABLES	5,000.00
MARY COLEEN PETERSON	HHTD 2023 BAND	400.00
VARIOUS VENDORS	UB REFUNDS	29.95

TOTAL **245,247.94**

GRAND TOTAL EXPENDITURES **377,521.19**

FUND TOTALS

001 GENERAL FUND	68,865.44
022 CIVIC CENTER	725.65
031 LIBRARY	12,956.25
110 ROAD USE TAX	12,178.20
112 TRUST AND AGENCY	11,537.54
319 RELOCATING WATER & SEWER	256
321 WIDENING WAPSI CREEK	3,511.50
324 WW TREATMENT FACILITY	15,678.46
326 ROUNDABOUT MAIN & CEDAR	1,534.27
329 EASTSIDE WATER MAINS	221,122.51
600 WATER FUND	17,804.25
610 SEWER FUND	10,731.37
740 STORM WATER UTILITY	619.75

GRAND FUND TOTAL **377,521.19**

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT		
POLICE OPERATION	GENERAL FUND	BUSINESS RADIO SALES	RADIO PARTS-POLICE	121.70		
		WEST BRANCH TIMES	JOB AD - POLICE	55.75		
		TIPTON CONSERVATIVE	JOB AD - POLICE	55.75		
		US BANK CORPORATE CARD	CREDIT CARD PURCHASES	298.56		
			CREDIT CARD PURCHASES	74.00		
		MAINSTAY SYSTEMS OF IOWA LLC	HYPERV SERVER INSTALL-POLI	3,095.60		
		CLARENCE LOWDEN SUN-NEWS	JOB AD - POLICE	33.50		
		TOTAL:	3,734.86			
FIRE OPERATION	GENERAL FUND	FELD FIRE EQUIPMENT CO. INC	ANNUAL TRUCK SERVICE-FIRE	1,000.00		
		US BANK CORPORATE CARD	CREDIT CARD PURCHASES	6.00		
			TOTAL:	1,006.00		
STREET LIGHTING	GENERAL FUND	LINN COUNTY R.E.C.	STREET LIGHTS	231.75		
			TOTAL:	231.75		
PARK & RECREATION	GENERAL FUND	KIRKWOOD COMM. COLLEGE	FIRST AID/CPR CLASS - COND	23.00		
		US BANK CORPORATE CARD	CREDIT CARD PURCHASES	12.00		
		DIRK WIENEKE	PARK LAWN MAINTENANCE	1,980.00		
		AMAZON.COM.CA., INC.	BLDG MAINT SUPPLIES-P&R	15.98		
			TOTAL:	2,030.98		
COMM & CULTURAL DEVEL	GENERAL FUND	WEST BRANCH TIMES	HHTD AD	147.00		
		MAIN STREET WEST BRANCH	2023 HHTD ADS	1,205.91		
			2023 HHTD EVENT SUPPLIES	66.92		
		ABOUT FACES ENTERTAINMENT LLC	HHTD 2023 ENTERTAINMENT CH	40.00		
		HOOVER PRESIDENTIAL FOUNDATION INC.	2023 HHTD EVENT SIGNS	136.50		
			TOTAL:	1,596.33		
CLERK & TREASURER	GENERAL FUND	TYLER TECHNOLOGIES	ANNUAL SAAS FEES-EBILLS	884.17		
		PLUNKETT'S PEST CONTROL INC	PEST CONTROL - CITY OFFICE	52.95		
		KOCH OFFICE GROUP	COPIER MAINTENANCE	121.23		
		US BANK CORPORATE CARD	CREDIT CARD PURCHASES	106.88		
			CREDIT CARD PURCHASES	30.25		
			CREDIT CARD PURCHASES	990.00		
			CREDIT CARD PURCHASES	227.15		
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-CITY	17.20		
		HEIDI VAN AUKEN	MPI MILEAGE REIMBURSEMENT	179.47		
		ADAM KOFOED	IACMA TRAVEL REIMB-KOFOED	593.20		
			TOTAL:	3,202.50		
		LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES	LEGAL PUBLICATIONS	531.59
				CEDAR COUNTY RECORDER	RECORDING FEES	76.00
	TOTAL:			607.59		
SOLID WASTE	GENERAL FUND	LRS HOLDINGS, LLC	TRASH & RECYCLING JULY 202	17,841.75		
			TOTAL:	17,841.75		
LOCAL CABLE ACCESS	GENERAL FUND	US BANK CORPORATE CARD	CREDIT CARD PURCHASES	155.90		
			TOTAL:	155.90		
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	MEADOWS PT 3A REVIEW	482.58		
			TOTAL:	482.58		
TOWN HALL	CIVIC CENTER	PLUNKETT'S PEST CONTROL INC	PEST CONTROL - TOWN HALL	52.95		
			TOTAL:	52.95		

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT		
LIBRARY	LIBRARY	OVERDRIVE INC	DIGITAL & AUDIO BOOKS	474.30		
		DEMCO	BOOK PROCESSING SUPPLIES	92.41		
		BAKER & TAYLOR INC.	BOOKS	107.19		
			BOOKS	330.82		
			BOOKS	120.81		
			BOOKS	286.85		
			BOOKS	296.17		
			BOOKS	223.84		
			US BANK CORPORATE CARD	CREDIT CARD PURCHASES	65.82	
			PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-CITY	182.80	
			JOHNSON CONTROLS	FIRE MONITORING SERVICE	658.30	
				FIRE ALARM INSPECTION FEE	391.21	
		KANOPY	ON DEMAND VIDEO SERVICE	30.00		
		AMAZON.COM.CA., INC.	YOUTH BOOKS	56.71		
			BOOKS - LIBRARY	13.62		
			DVDS-LIBRARY	37.92		
			DVDS-LIBRARY	19.96		
			BOOKS-LIBRARY	83.25		
		MOPPY MO'S LLC	JANITORIAL SERVICES-LIBRAR	402.50		
			TOTAL:	3,874.48		
		ROADS & STREETS	ROAD USE TAX	DIAMOND VOGEL, INC.	STREET PAINT	4,615.22
				US BANK CORPORATE CARD	CREDIT CARD PURCHASES	30.00
				VEENSTRA & KIMM INC.	BRIDGE INSPECTION	600.00
BARRON MOTOR SUPPLY	THINNER PW			107.85		
	THINNER - PW			539.25		
	VEHICLE MAINT - PW			121.64		
	TOTAL:			6,013.96		
CAPITAL PROJECT	RELOCATING WATER & VEENSTRA & KIMM INC.				I80 WIDENING COORDINATION	256.00
					TOTAL:	256.00
CAPITAL PROJECT	WIDENING WAPSI CRE VEENSTRA & KIMM INC.				CHANNEL WIDENING FLOOD IMP	3,511.50
			TOTAL:	3,511.50		
CAPITAL PROJECT	WW TREATMT FAC IMP VEENSTRA & KIMM INC.		WW TREATMENT FACILITY	6,840.00		
			WW TREATMENT FACILITY	8,518.46		
			WW TREATMENT FACILITY	320.00		
			TOTAL:	15,678.46		
INVALID DEPARTMENT	ROUNDAABOUT MAIN & VEENSTRA & KIMM INC.		HHH & CEDAR JOHNSON INTERS	1,534.27		
			TOTAL:	1,534.27		
CAPITAL PROJECTS	EASTSIDE WATER MAI VEENSTRA & KIMM INC.		EAST SIDE WATER MAINS	732.00		
			EAST SIDE WATER MAINS	7,131.83		
			TOTAL:	7,863.83		
WATER OPERATING	WATER FUND	STATE HYGIENIC LAB	LAB ANALYSIS	347.50		
		TYLER TECHNOLOGIES	ANNUAL SAAS FEES-EBILLS	884.17		
		HAWKINS INC	CHEMICALS	3,336.00		
			TOTAL:	4,567.67		
SEWER OPERATING	SEWER FUND	TYLER TECHNOLOGIES	ANNUAL SAAS FEES-EBILLS	884.16		
		QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	831.75		
			TOTAL:	1,715.91		

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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===== FUND TOTALS =====			
001	GENERAL FUND		30,890.24
022	CIVIC CENTER		52.95
031	LIBRARY		3,874.48
110	ROAD USE TAX		6,013.96
319	RELOCATING WATER & SEWER		256.00
321	WIDENING WAPSI CREEK @ BE		3,511.50
324	WW TREATMT FAC IMP 2021		15,678.46
326	ROUNDABOUT MAIN & CEDAR-J		1,534.27
329	EASTSIDE WATER MAINS		7,863.83
600	WATER FUND		4,567.67
610	SEWER FUND		1,715.91

	GRAND TOTAL:		75,959.27

TOTAL PAGES: 3



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 21, 2023

AGENDA ITEM: Third Reading - Ordinance 782 Amending Chapter 63 Speed Regulations

PREPARED BY: John K. Hanna, Chief of Police
--

DATE: August 2, 2023

BACKGROUND:

This ordinance passed its 1st and 2nd reading in 2021 and the 3rd reading was postponed for the improvement of the Main Street and Cedar/Johnson Road intersection, it was the consensus of the Council at the September 7, 2021 meeting to bring forward the 3rd reading upon project completion. The Herbert Hoover HWY roundabout is now nearing completion.

Repeal Chapter 63 (Speed Regulations) Section 04 (Special Speed Restrictions) Subsection 4B (Special 35 MPH Speed Zone) – *Main Street from the west property line of 2nd Amended Plat Pedersen Valley Part Three to the Cedar/Johnson County line road.*

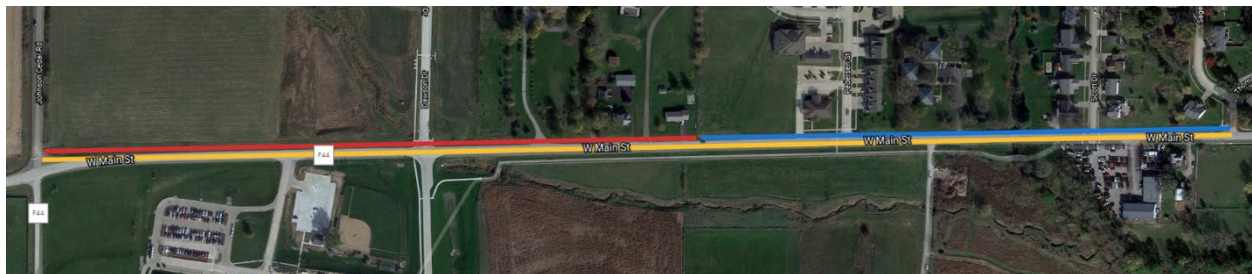
The area described above can be defined as a “School District” under Iowa Code 321.1(70).

School District—means the territory contiguous to and including a highway for a distance of two hundred feet in either direction from a schoolhouse in a city.

Our current City Code of Ordinances places a Special 20 MPH Speed zone in all School districts under 63.04(2)A. Therefore, a Special 25 MPH Speed Zone must be amended to allow for 25 MPH on W. Main St.

I recommend that Chapter 63.04(3)C be amended as follows:

63.04(3)C— *Main Street from the east right-of-line of its intersection with Thomas Drive westerly to the corporate limit line.*



RED—Existing Special 35 MPH Speed Zone
BLUE—Existing Special 25 MPH Speed Zone
YELLOW—New Special 25 MPH Speed Zone

ORDINANCE NO. 782

AN ORDINANCE AMENDING CHAPTER 63 OF THE WEST BRANCH CODE OF ORDINANCES REGARDING SPEED LIMITS ON MAIN STREET.

WHEREAS, the Police Chief recommends changing the speed limits in front of the West Branch High School on West Main Street to 25 mph.

NOW, THEREFORE, BE IT ORDAINED:

1. Amendment. Section 63.04(4)(B) be deleted in its entirety.
2. Amendment. Section 63.04(3)(C) is hereby deleted in its entirety and replaced with the following:

“C. Main Street from the east right-of-line of its intersection with Thomas Drive westerly to the corporate limit line.”
3. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.
4. 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.
5. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

First reading: August 16, 2021
Second reading: September 7, 2021
Third Reading: August 21, 2023

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 21, 2023
AGENDA ITEM:	First Reading Ordinance 805, 806 and 807 – Amending Chapter 92 – Water Rates, Amending Chapter 165 – Zoning Regulations and Amending Chapter 166 – Subdivision Regulations
PREPARED BY:	City Clerk, Leslie Brick
DATE:	August 18, 2023

BACKGROUND:

As discussed at the July 17, 2023 City Council meeting, I have been researching appropriate fees for certain services that are provided by the City. Many of the fees that we currently charge have been in place prior to 2014 and are in need of change.

The following Ordinances will increase the fees the City charges for certain services:

Ordinance 805 - Increases the Water Service Deposit from \$100 to \$150 to account for rising water and sewer rates

Ordinance 806 – Increases Rezoning requests from \$150 to \$300

Ordinance 807 – Increases the submission of a preliminary and final plat from \$150 (each) to \$300 (each)

ORDINANCE NO. 805

**AN ORDINANCE AMENDING CHAPTER 92 OF THE CODE OF ORDINANCES OF
THE CITY OF WEST BRANCH, IOWA.**

WHEREAS, the City Administration has been updating the City's rates and fees that have remain unchanged for numerous years; and

WHEREAS, the City Administration recommends the following fee increase for Water Deposits for Rental Property.

NOW, THEREFORE, BE IT ORDAINED:

1. Amendment. Section 92.09(5) of the Code of Ordinances is hereby deleted in its entirety and replaced with the following:

“5. A \$150.00 deposit shall be paid by the tenant(s) of rental property when the tenant(s) establish(es) service. Upon disconnection of water service, the deposit, less deductions for any unpaid water usage, penalties, and interest, shall be returned to the tenant, without interest.

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

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.

4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

First reading: August 21, 2023

Second reading:

Third Reading:

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

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

City Clerk

ORDINANCE NO. 806

AN ORDINANCE AMENDING CHAPTER 165 OF THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, IOWA.

WHEREAS, the City Administration has been updating the City's rates and fees that have remain unchanged for numerous years; and

WHEREAS, the City Administration recommends the following fee increase for re-zoning requests.

NOW, THEREFORE, BE IT ORDAINED:

1. Amendment. Section 165.20(5) of the Code of Ordinances is hereby deleted in its entirety and replaced with the following:

5. Fees and Expenses. All requests for changes in the Zoning Ordinance or map, except those initiated by the Council or City Planning and Zoning Commission, shall be at the expense of the person requesting said change. Said expense shall include costs of publication, fees paid for special Council meetings, and engineering and legal fees in connection with said zoning change. At the time said request for change is made, a deposit of \$300.00, unless waived by resolution of the Council, shall be paid to the Clerk. This amount shall be applied towards the costs of said requested change.

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

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.

4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

First reading: August 21, 2023

Second reading:

Third Reading:

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

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

City Clerk

ORDINANCE NO. 807

**AN ORDINANCE AMENDING CHAPTER 166 OF THE CODE OF ORDINANCES OF
THE CITY OF WEST BRANCH, IOWA.**

WHEREAS, the City Administration has been updating the City's rates and fees that have remain unchanged for numerous years; and

WHEREAS, the City Administration recommends the following fee increase for subdivision platting fees.

NOW, THEREFORE, BE IT ORDAINED:

1. Amendment. Section 166.03(1) of the Code of Ordinances is hereby deleted in its entirety and replaced with the following:

1. Fees. At the time said preliminary or final plat is filed with the Clerk, a fee of \$300.00 (each), unless waived by resolution of the Council, shall be paid to the Clerk.

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

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.

4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

First reading: August 21, 2023

Second reading:

Third Reading:

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

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

City Clerk

August 18, 2023

VIA EMAIL

Adam Kofoed
City Administrator/City Hall
West Branch, Iowa

Re: \$54,700 SRF Water Revenue Loan and Disbursement Agreement
File No. 439235-New

Dear Adam:

We have prepared and attach proceedings for the August 21, 2023 City Council meeting to enable the Council to set September 5, 2023 as the date for a hearing on the proposal to enter into the SRF Water Revenue Loan and Disbursement Agreement (the “Agreement”).

The documents attached include the following items:

1. Resolution fixing the date of meeting at which it is proposed to take action to enter into the Agreement. The form of notice 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 and Establishment Certificate.
4. Outstanding Debt Certificate with respect to the outstanding debt of the Water Utility.
5. 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 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 September 1, 2023.

As soon as the notice appears in the newspaper, please have a copy scanned and emailed to lemke.susan@dorsey.com.

Please return one fully executed copy of all completed pages to us as soon as they are available.

Please call Erin Regan, Lauren Baker or me if you have questions.

Best regards,

John P. Danos

Attachments

cc: Leslie Brick
Heidi Van Auken
Tracy Scebold
Tony Toigo
Lee Wagner
Maggie Burger
Dave Schechinger

MINUTES TO SET DATE FOR HEARING
ON ENTERING INTO A LOAN AND
DISBURSEMENT AGREEMENT

439235-New

West Branch, Iowa

August 21, 2023

The City Council of the City of West Branch, Iowa, met on August 21, 2023, at _____
o'clock __.m., at the _____, in the City. The Mayor presided and the roll
was called showing the following members of the 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 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 follows:

RESOLUTION 2023-84

**RESOLUTION TO FIX A DATE FOR A PUBLIC HEARING ON
PROPOSAL TO ENTER INTO A WATER REVENUE LOAN AND
DISBURSEMENT AGREEMENT AND TO BORROW MONEY
THEREUNDER IN A PRINCIPAL AMOUNT NOT TO EXCEED \$54,700**

WHEREAS, the City of West Branch (the “City”), in Cedar and Johnson Counties, State of Iowa, did heretofore establish a Municipal Waterworks Utility System (the “Utility”) in and for the City which has continuously supplied water service in and to the City and its inhabitants since its establishment; and

WHEREAS, the management and control of the Utility are vested in the City Council (the “Council”), and no board of trustees exists for this purpose; and

WHEREAS, pursuant to a prior resolution of the Council, the City has heretofore issued its \$860,000 Water Revenue Bond, SRF Series 2005, dated June 2, 2005 (the “Series 2005 Bond”), a portion of which remains outstanding; and

WHEREAS, pursuant to a prior resolution of the Council, the City has heretofore issued its \$125,000 Water Revenue Bond, SRF Series 2007, dated April 5, 2007 (the “Series 2007 Bond”), a portion of which remains outstanding; and

WHEREAS, pursuant to the resolutions (the “Outstanding Bond Resolutions”) authorizing the issuance of the Series 2005 Bond and the Series 2007 Bond (together, the “Outstanding Bonds”), the City reserved the right to issue additional obligations payable from the net revenues of the Utility and ranking on a parity with the Outstanding Bonds under the terms and conditions set forth in the Outstanding Bond Resolutions; and

WHEREAS, the City now proposes to enter into a Water Revenue Loan and Disbursement Agreement (the “Agreement”) and to borrow money thereunder in a principal amount not to exceed \$54,700, pursuant to the provisions of Section 384.24A of the Code of Iowa, for the purpose of paying the cost, to that extent, of planning, designing, and constructing improvements and extensions to the Utility (the “Project”), 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 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 September 5, 2023 at the City Council Chambers, 110 N. Poplar St. in the City, at 7 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 Agreement.

Section 2. The City Clerk is hereby directed to give notice of the proposed action on the 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 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 AND DISBURSEMENT AGREEMENT
IN A PRINCIPAL AMOUNT NOT TO EXCEED \$54,700**

(WATER REVENUE)

The City Council of the City of West Branch, Iowa, will meet on September 5, 2023 at the City Council Chambers, in the City, at 7 o'clock p.m., for the purpose of instituting proceedings and taking action to enter into a loan and disbursement agreement (the "Agreement") and to borrow money thereunder in a principal amount not to exceed \$54,700, for the purpose of paying the cost, to that extent, of planning, designing, and constructing improvements and extensions to the Municipal Waterworks Utility System (the "Utility") of the City.

The Agreement will not constitute a general obligation of the City, nor will it be payable in any manner by taxation, but, together with the City's outstanding Water Revenue Bond, SRF Series 2005, dated June 2, 2005; Water Revenue Bond, SRF Series 2007, dated April 5, 2007; and any additional obligations of the City as may be hereafter issued and outstanding from time to time ranking on a parity therewith, will be payable solely and only from the Net Revenues of the Utility.

At the aforementioned time and place, oral or written objections may be filed or made to the proposal to enter into the Agreement. After receiving objections, the City may determine to enter into the 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 Project which is reasonably estimated to cost approximately \$54,700, (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 Project 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 adoption and approval, as provided by law.

Passed and approved this August 21, 2023.

Roger Laughlin, Mayor

Attest:

Leslie Brick, City Clerk

••••

On motion and vote, the meeting adjourned.

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 aforementioned City, 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 hearing on the City Council's proposal to take action in connection with a Water Revenue Loan and Disbursement Agreement.

WITNESS MY HAND this ____ day of _____, 2023.

Leslie Brick, City Clerk

ORGANIZATION AND ESTABLISHMENT CERTIFICATE:

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

I, the undersigned City Clerk, do hereby certify that the aforementioned City is organized and operating under the provisions of Title IX of the Code of Iowa and not under any special charter and that such 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 |
| _ Leslie Brick _____, | City Clerk |
| _ Heidi Van Auken _____, | Finance Director |
| _ Heidi Van Auken _____, | City Treasurer |
| _ Colton Miller _____, | Council Member/Mayor Pro Tem |
| _ Jerry Sexton _____, | Council Member |
| _ Tom Dean _____, | Council Member |
| _ Jodee Stoolman _____, | Council Member |
| _ Nick Goodweiler _____, | Council Member |

I further certify that the City established the Municipal Waterworks Utility System (the "Utility") prior to January 1, 1961, and that the Utility has been in continuous operation by the City since its establishment as aforesaid in supplying water service to the City and its inhabitants.

I further certify that the management and control of the Utility are vested in the City Council of the City, and that no board of trustees exists which has any part of the control and management of such Utility.

WITNESS MY HAND this ____ day of _____, 2023.

Leslie Brick, City Clerk

OUTSTANDING DEBT CERTIFICATE:

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

I, the undersigned, City Clerk of the City of West Branch, Iowa (the “City”), do hereby certify that the City has no bonds or other obligations of any kind now outstanding which are secured by and payable from the revenues derived from the operation of the Municipal Waterworks Utility System (the “Utility”), except as follows:

<u>Date</u>	<u>Type</u>	Principal Amount <u>Outstanding</u>	<u>Maturity</u>
06-02-2005	Water Revenue	\$ _____	06-01-2026
04-05-2007	Water Revenue	\$ _____	06-01-2026

(Attach here a separate sheet listing any other outstanding obligations of the City secured by and payable from the revenues of the Utility, if any, excluding the proposed issue, if any).

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 aforementioned City, do hereby certify that pursuant to the resolution of its City Council fixing a date of meeting at which it is proposed to take action to enter into a loan and disbursement 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.)



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 21, 2023

AGENDA ITEM: Resolution 2023-85 - Approve Pay Estimate Number 3 in the amount of \$307,409.74 to Lynch Excavating Inc. for the Eastside Water Main Replacement Project.
--

PREPARED BY: City Clerk, Leslie Brick
--

DATE: August 16, 2023

SUMMARY:

Lynch Excavating, Inc., of West Branch, Iowa was awarded the construction contract for the Eastside Water Main Replacement Project by the West Branch City Council through the passage of Resolution 2023-29 on April 3, 2023 in the amount of \$1,077,243.70.

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

Pay Estimate Number	Amount	Resolution #	Date
1	\$41,325.00	2023-56	June 5, 2023
2	\$211,598.68	2023-81	August 7, 2023

RESOLUTION 2023-85

RESOLUTION APPROVING PAY ESTIMATE NUMBER 3 IN THE AMOUNT OF \$307,409.74 TO LYNCH EXCAVATING INC. FOR THE EASTSIDE WATER MAIN REPLACEMENT PROJECT

WHEREAS, Lynch Excavating, Inc., of West Branch, Iowa was awarded the construction contract for the Eastside Water Main Replacement Project (the “Project”) by the West Branch City Council through the passage of Resolution 2023-29 on April 3, 2023 in the amount of \$1,077,243.70; and

WHEREAS, Lynch Excavating, Inc. 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 and 2 in the amount of \$252,923.68 to Lynch Excavating, Inc. of West Branch, IA to date; and

WHEREAS, it is now necessary for the City Council to accept Pay Estimate Number 3 in the amount of \$307,409.74 to Lynch Excavating, Inc.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the West Branch, Iowa, that Pay Estimate Number 3 in the amount of \$307,409.74 to Lynch Excavating, Inc. is approved.

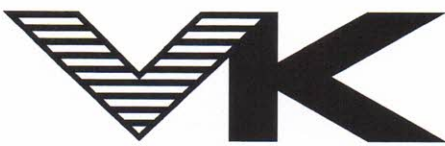
* * * * *

PASSED AND APPROVED this 21st day of August 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



August 15, 2023

PAY ESTIMATE NO. 3
EAST SIDE WATER MAIN REPLACEMENT
WEST BRANCH, IOWA

Lynch Excavating, Inc.
1967 Baker Avenue
West Branch, IA 52358

Contract Amount \$1,077,243.70
Contract Date April 3, 2023
Pay Period May 16, 2023 - Aug 15, 2023

BID ITEMS

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.1	Clear + Grubb	UNIT	879.6	\$ 24.75	\$ 21,770.10	747.5	\$ 18,500.00
1.2	Special Backfill Material	CY	445	\$ 42.00	\$ 18,690.00		\$ -
1.3	Subgrd Stbl. Mtrl, PolyGrid TX-160	SY	1,334	\$ 3.85	\$ 5,135.90	604	\$ 2,325.40
1.4	Excavation, Cl 13, Rdwy+Borrow	CY	237	\$ 22.00	\$ 5,214.00	597.6	\$ 13,147.20
1.5	Excav, Cl 10 Rdwy&Borrow, Furnish	CY	116	\$ 18.50	\$ 2,146.00		\$ -
1.6	Excavation, Cl 10 Rdwy & Borrow	CY	47	\$ 17.50	\$ 822.50		\$ -
1.7	Excavation, Cl 10, Core-Out	CY	432	\$ 18.50	\$ 7,992.00	164	\$ 3,034.00
1.8	Topsoil, Furn+Spread	CY	40	\$ 48.00	\$ 1,920.00		\$ -
1.9	Topsoil, Strip, Salvage+Spread	CY	1,186	\$ 14.00	\$ 16,604.00		\$ -
1.10	Modified Subbase	CY	431	\$ 60.00	\$ 25,860.00	676	\$ 40,560.00
1.11	Cl A, Road Stone	CY	38	\$ 45.85	\$ 1,742.30	23	\$ 1,054.55
1.12	Rmvl of Pav't	SY	1,186	\$ 22.00	\$ 26,092.00	1,045	\$ 22,990.00
X 1.13	Rmvl of Paved Driveway	SY	445	\$ 22.00	\$ 9,790.00	195	\$ 4,290.00
1.14	Rmvl of Sidewalk	SY	74	\$ 22.00	\$ 1,628.00	12.6	\$ 277.20
1.15	Rmvl of Intake + Utility Access	EA	9	\$ 500.00	\$ 4,500.00	8	\$ 4,000.00
1.16	Disconnect &Rmvl of Water Main	LF	141	\$ 123.00	\$ 17,343.00	30	\$ 3,690.00
1.17	Rmvl of Water Valve	EA	5	\$ 3,450.00	\$ 17,250.00	1	\$ 3,450.00
1.18	Rmv Storm SWR Pipe Le 36"	LF	936	\$ 8.50	\$ 7,956.00	939	\$ 7,981.50
1.19	Rmv & Reinstall of Mailbox	EA	13	\$ 125.00	\$ 1,625.00	9	\$ 1,125.00
1.20	Rmv & Reinstall Signs	EA	9	\$ 125.00	\$ 1,125.00	7	\$ 875.00
1.21	Std/S-F PCC Pav't, Cl A Cl 3, 7"	SY	2,007	\$ 61.20	\$ 122,828.40	1,939	\$ 118,666.80
1.22	Manhole, Storm SWR, SW-401, 48"	EA	1	\$ 3,200.00	\$ 3,200.00	1	\$ 3,200.00
1.23	Intake, SW-501	EA	2	\$ 3,500.00	\$ 7,000.00	3	\$ 10,500.00
1.24	Intake, SW-505	EA	3	\$ 6,000.00	\$ 18,000.00	2	\$ 12,000.00
1.25	Intake SW-511	EA	1	\$ 3,200.00	\$ 3,200.00	1	\$ 3,200.00
1.26	ST SWR G-Main, Trench HDPE, 4"	LF	11	\$ 62.00	\$ 682.00	11	\$ 682.00
1.27	ST SWR G-Main, Trench, RCP, 12"	LF	589	\$ 80.00	\$ 47,120.00	589	\$ 47,120.00
1.28	ST SWR G-Main, Trench, RCP, 36"	LF	53	\$ 260.00	\$ 13,780.00	60	\$ 15,600.00
1.29	Subdrain, Longtdal, (Shoulder) 6in.	LF	530	\$ 23.00	\$ 12,190.00	440	\$ 10,120.00
1.30	Connect to Existing Storm	EA	3	\$ 2,010.00	\$ 6,030.00	3	\$ 6,030.00

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.31	Combined Sidewalk Retaining Wall	SF	120	\$ 75.00	\$ 9,000.00		\$ -
1.32	Type B Concrete Steps	EA	2	\$ 4,300.00	\$ 8,600.00		\$ -
1.33	Reinforced Sidewalk, PCC, 6"	SY	34	\$ 125.00	\$ 4,250.00		\$ -
1.34	Sidewalk, PCC, 6"	SY	39	\$ 100.00	\$ 3,900.00	12.6	\$ 1,260.00
1.35	Driveway, PCC, 6"	SY	546	\$ 70.00	\$ 38,220.00	88	\$ 6,160.00
1.36	Detectable Warning	SF	10	\$ 40.00	\$ 400.00	18	\$ 720.00
1.37	Water Main, Trenched, 6" PVC	LF	9	\$ 540.00	\$ 4,860.00		\$ -
1.38	Water Main, Trenched, 8" PVC	LF	2,199	\$ 72.50	\$ 159,427.50	1,276	\$ 92,510.00
1.39	Water Main, Trenched, 6" DIP	LF	322	\$ 104.50	\$ 33,649.00		\$ -
1.40	Water Main, Trenched, 8" DIP	LF	350	\$ 97.50	\$ 34,125.00		\$ -
1.41	Water Main, Bored, 6" RJ PVC	LF	243	\$ 68.00	\$ 16,524.00		\$ -
1.42	Trenched In Place Service	EA	31	\$ 2,610.00	\$ 80,910.00	8	\$ 20,880.00
1.43	Bored In-Place Service	EA	22	\$ 3,050.00	\$ 67,100.00	12	\$ 36,600.00
1.44	Valve, Gate, 6"	EA	6	\$ 1,800.00	\$ 10,800.00	2	\$ 3,600.00
1.45	Valve, Gate, 8"	EA	13	\$ 2,400.00	\$ 31,200.00	4	\$ 9,600.00
1.46	Flushing Device (Blowoff), 8"	EA	1	\$ 1,200.00	\$ 1,200.00		\$ -
1.47	Fire Hydrant Assembly	EA	5	\$ 7,000.00	\$ 35,000.00	2	\$ 14,000.00
1.48	Relocation of Existing Fire Hydrant	EA	2	\$ 2,000.00	\$ 4,000.00		\$ -
1.49	Construction Survey	LS	1	\$ 26,992.00	\$ 26,992.00	0.5	\$ 13,496.00
1.50	Traffic Control	LS	1	\$ 17,000.00	\$ 17,000.00	0.5	\$ 8,500.00
1.51	Mobilization	LS	1	\$ 44,000.00	\$ 44,000.00	0.57	\$ 25,080.00
1.52	Seed+Fertilize (Urban)	LS	1	\$ 10,000.00	\$ 10,000.00		\$ -
1.53	Saw Cutting Dust Control	LS	1	\$ 6,000.00	\$ 6,000.00	0.5	\$ 3,000.00
1.54	Removal of Step Footing	EA	1	\$ 850.00	\$ 850.00		\$ -
Contract Price:					\$ 1,077,243.70		\$ 589,824.65

MATERIALS STORED SUMMARY				
	Description	# of Units	Unit Price	Extended Cost
Total				\$ -

SUMMARY		
	Total Approved	Total Completed
Contract Price	\$ 1,077,243.70	\$ 589,824.65
Approved Change Order (list each)		
Revised Contract Price	\$ 1,077,243.70	\$ 589,824.65

Stored

Total Earned \$ 589,824.65

Retainage (5%) \$ 29,491.23

Total Earned Less Retainage \$ 560,333.42

Total Previously Approved (list each)	Pay Estimate No. 1	\$ 41,401.00	
	Pay Estimate No. 2	\$ 211,522.68	

Total Previously Approved \$ 252,923.68

Percent Complete 55%


Amount Due This Request \$ 307,409.74


The amount \$307,409.74 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:
Lynch Excavating, Inc.

Recommended By:
Veenstra & Kimm, Inc.

Approved By:
West Branch, Iowa

Signature: 
Name: Garrett Lynch
Title: owner
Date: August 16, 2023

Signature: 
Name: Eric Gould
Title: Engineer
Date: August 15, 2023

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



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 21, 2023
AGENDA ITEM:	<p>Resolution 2023-86 - Approving Change Order Number 3 in the amount of \$237,861.71.</p> <p>Resolution 2023-87 – Approving Change Order Number 4 in the amount of \$3,783.70, and</p> <p>Resolution 2023-88- Approving Change Order Number 5 in the amount of \$15,925.08 for the Herbert Hoover Highway Roundabout Project</p>
PREPARED BY:	Leslie Brick, City Clerk
DATE:	August 18, 2023

SUMMARY:

The City of West Branch and Johnson County entered into a 28E Agreement (Resolution 2022-29) on March 21, 2022 for the construction of the Herbert Hoover Highway Project, a joint project between Johnson County and the City. The project is to construct improvements to Herbert Hoover Highway and the intersection of W. Main Street and Cedar-Johnson Road.

Streb Construction, Inc., was awarded the contract for the Herbert Hoover Highway Roundabout Project in the total amount of \$1,455,593.85, with the City share being \$799,689.15.

The details for Change Order 3, 4 & 5 are included with each resolution and documentation from Johnson County Secondary Roads.

The REVISED project amount is now \$1,736,448.28.

The City has received and approved the following Change Orders for the project to date:

Change Order Number	Amount	Resolution #	Date
2	\$23,718.70	2023-52	May 15, 2023

RESOLUTION 2023-86

A RESOLUTION APPROVING CHANGE ORDER #3 IN THE AMOUNT OF \$237,861.71 FOR THE HERBERT HOOVER HIGHWAY ROUNDABOUT PROJECT.

WHEREAS, the City and Johnson County (the “County”) entered into a 28E Agreement for the construction of the Herbert Hoover Highway Project, a joint project between Johnson County and the City (the “Project”), said Project to construct improvements to Herbert Hoover Highway and the intersection of W. Main Street and Cedar-Johnson Road in the City; and

WHEREAS, Change Order #3 includes addressing unsuitable soil issues, cast in-place sewer structures, temporary traffic control signage, and the addition of Macadam Stone Base; and

WHEREAS, it is now necessary to approve Change Order #3 in the amount of \$237,861.71 for the Herbert Hoover Highway Roundabout Project.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, that Change Order #3 in the amount of \$237,861.71 for the Herbert Hoover Highway Roundabout Project is approved.

Passed and approved this 21st day of August, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



Johnson County Secondary Roads

Change Order Details

LFM-HHH3-RAB--7X-52

Description	Herbert Hoover Highway and Johnson Cedar Road Roundabout
Prime Contractor	STREB CONSTRUCTION CO., INC. 3391 Charbon Rd. SE Coralville, IA 52241
Change Order	3
Status	Draft
Date Created	05/05/2023
Type	Non-Significant - Participating
Summary	Traffic control changes, subgrade repairs, and storm sewer manhole
Change Order Description	0006 Change: Increase Macadam Stone Base item to account for additional quantity needed to stabilize the subgrade. 0022 Change: Allow for Manhole item to be installed as a rectangular SW-402 manhole. 0030 Change: Increase Engineering Fabric item to include installation with polymer grid in coreout areas requiring additional subgrade stabilization. 8002 Change: Add item for Traffic Control (added signs). 8003 Change: Add item for Subgrade Repair Handling. 8004 Change: Add item for Macadam Stone Price Adjustment.

Awarded Project Amount	\$1,455,593.85
Authorized Project Amount	\$1,479,362.55
Change Order Amount	\$237,861.71
Revised Project Amount	\$1,717,224.26

B - Reason for change:

0006 Change: Unsuitable/Unstable Material is encountered to an extent that exceeds what was anticipated in the plans. Increase accounts for use of item as deemed necessary by engineer. Engineer may also direct contractor to install polymer grid under the macadam stone rather than under the modified subbase.

0022 Change: Since other storm sewer structures will be cast-in place, Contractor requested option to install manhole item as a SW-402 which provides for the manhole structure to also be cast in-place.

0030 Change: In areas where unsuitable/unstable material is encountered, Engineer may direct installation of Engineering Fabric under the polymer grid that is placed directly beneath the macadam stone.

8002 Change: After the project temporary traffic control and detour signing was in place, some improvements were identified that would likely benefit the traveling public. Revised and added signs are shown on revised construction plan sheets (J.01R2 and J.02R1). The revised and added signs are to be provided, installed, maintained, and removed by Contractor and included as part of the Contractors daily traffic control diary reviews. Johnson County will provide "F44" route marker signs.

8003 Change: The unsuitable/unstable material area is larger than anticipated and its instability prohibits the contractor from being able to readily access the material that will need to be removed for installation of item 0006, macadam stone base. Additional effort will be required by the contractor to remove the unsuitable/unstable material.

8004 Change: Macadam Stone Base installation increased by this change order results in a significant change which allows for item to receive a price adjustment. This new item represents the price adjustment.

The attached Construction Plan Sheets, J.01R2 and J.02R1, revise and replace Construction Plan Sheet J.01R and J.02 respectively.

This change order adds reference to Iowa Department of Transportation, Standard Road Plan SW-402, Rectangular Storm Sewer Manhole, dated 04-21-20.

C - Settlement for cost(s) of change as follows with items addressed in Sections F and/or G:

0006, 0022 & 0030 Change: No change in contract unit price.

8002 Change: Agreed lump sum price of \$1,980.00.

8003 Change: Agreed lump sum price of \$2,090.00.

8004 Change: Agreed lump sum price of \$11,217.36.

D - Justification for cost(s) (See I.M. 6.000 Attachment D, Chapter 2.36, for acceptable justification):

8002 Change: Justification of cost is saved in the project file. The cost includes 10% contractor markup and is considered reasonable based on comparison to similar work on previous Johnson County project.

8003 Change: Cost includes 10% prime contractor markup and is based on contractors estimate of time to perform the work. Justification provided by contractor is saved in the project file and appears reasonable.

8004 Change: Cost is based on specification section 1109.03. Computation of value is shown in the attached Explanation of Macadam Stone Price Adjustment.

E - Contract time adjustment:

This change order results in the addition of 12.0 working days for work associated with the subgrade repairs. An explanation of time spent on the subgrade repairs is included in the attached Core Out Days table.

Increases/Decreases

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
Section: 1 - Description									
0006	2210-0475290	TON	\$26.500	790.000	\$20,935.00	7,764.140	\$205,749.72	8,554.140	\$226,684.72
MACADAM STONE BASE									

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
				Funding Details					
		Division 1: Johnson County		435.000	\$11,527.50	4,517.810	\$119,721.97	4,952.810	\$131,249.47
		Division 2: City of West Branch		355.000	\$9,407.50	3,246.330	\$86,027.75	3,601.330	\$95,435.25
0030	2507-3250005	SY	\$3.000	261.000	\$783.00	5,608.210	\$16,824.63	5,869.210	\$17,607.63
ENGINEER FABRIC				Funding Details					
		Division 1: Johnson County		22.000	\$66.00	2,965.020	\$8,895.06	2,987.020	\$8,961.06
		Division 2: City of West Branch		239.000	\$717.00	2,643.190	\$7,929.57	2,882.190	\$8,646.57
2 items		Totals			\$21,718.00		\$222,574.35		\$244,292.35

New Items

Line Number	Item ID	Unit	Quantity	Unit Price	Extension
Section: 1 - Description					
8002	2528-8445110	LS	1.000	\$1,980.000	\$1,980.00
TRAFFIC CONTROL					
			Funding Details		
			Division 1: Johnson County	0.500	\$990.00
			Division 2: City of West Branch	0.500	\$990.00
8003	2599-9999010	LS	1.000	\$2,090.000	\$2,090.00
('LUMP SUM' ITEM): SUBGRADE REPAIR HANDLING					

Line Number	Item ID	Unit	Quantity	Unit Price	Extension
		Funding Details			
		Division 1: Johnson County	0.579	\$2,090.000	\$1,210.11
		Division 2: City of West Branch	0.421	\$2,090.000	\$879.89
8004	2599-9999010	LS	1.000	\$11,217.360	\$11,217.36
('LUMP SUM' ITEM): MACADAM STONE PRICE ADJUSTMENT					
		Funding Details			
		Division 1: Johnson County	0.579	\$11,217.358	\$6,494.85
		Division 2: City of West Branch	0.421	\$11,217.363	\$4,722.51
3 items					Total: \$15,287.36

Funding Summary

Fund Package	Original Amount	Authorized Amount	Proposed Change	Revised Amount
Division 1: Johnson County	\$655,904.70	\$653,598.70	\$137,311.99	\$790,910.69
Division 2: City of West Branch	\$799,689.15	\$825,763.85	\$100,549.72	\$926,313.57
2 fund packages	\$1,455,593.85	\$1,479,362.55	\$237,861.71	\$1,717,224.26

Time Limit Changes

Type	Original Deadline	Current Deadline	Proposed Extension	Proposed Deadline
Working Days	70.0 Days	79.0 Days	12.0 Days	91.0 Days
Late Start Date: 04/03/23 Liquidated Damages: \$1,000.00/day				
1 time limit				

Signatures will be applied through DocExpress

DRAFT

RESOLUTION 2023-87

**A RESOLUTION APPROVING CHANGE ORDER #4 IN THE AMOUNT OF \$3,783.70
FOR THE HERBERT HOOVER HIGHWAY ROUNDABOUT PROJECT.**

WHEREAS, the City and Johnson County (the “County”) entered into a 28E Agreement for the construction of the Herbert Hoover Highway Project, a joint project between Johnson County and the City (the “Project”), said Project to construct improvements to Herbert Hoover Highway and the intersection of W. Main Street and Cedar-Johnson Road in the City; and

WHEREAS, Change Order #4 includes evaluation of pavement thickness of non-destructive testing and PCC joints; and

WHEREAS, it is now necessary to approve Change Order #4 in the amount of \$3,783.70 for the Herbert Hoover Highway Roundabout Project.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, that Change Order #4 in the amount of \$3,783.70 for the Herbert Hoover Highway Roundabout Project is approved.

Passed and approved this 21st day of August, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



Johnson County Secondary Roads

Change Order Details

LFM-HHH3-RAB--7X-52

Description	Herbert Hoover Highway and Johnson Cedar Road Roundabout
Prime Contractor	STREB CONSTRUCTION CO., INC. 3391 Charbon Rd. SE Coralville, IA 52241
Change Order	4
Status	Draft
Date Created	07/03/2023
Type	Non-Significant - Participating
Summary	Non-destructive testing and PCC joints.
Change Order Description	<p>This change order includes evaluation of pavement thickness for sections of the same design thickness more than 3500 square yards using non-destructive testing according to Materials I.M. 346 Method A. Contractor will supply targets and Engineer will place the target or observe the contractor placing the target.</p> <p>0014 Change: Decrease item for PCC Pavement Samples to account for scope of work change.</p> <p>8005 Change: Add item for PCC Joint Revision. Longitudinal 'ED' joints at the interior truck apron will be changed to a 'BT' joint, longitudinal 'ED' joints at the exterior truck aprons will be modified to be installed using 3/4" diameter dowels at 18" centers, and Transverse 'C' joints for all aprons to be changed to 'CD' joints. Refer to Standard Road Plan PV-101 and the attached PCC Joint Revision Exhibit. The modified 'ED' joint installed with this change order will replace the #4 bars shown for installation at the back of curb in the sidewalk dowel detail along (refer to</p>

construction plan sheet S.01).

Awarded Project Amount	\$1,455,593.85
Authorized Project Amount	\$1,479,362.55
Change Order Amount	\$3,783.70
Revised Project Amount	\$1,483,146.25

B - Reason for change:

County obtained permission from Iowa DOT to borrow a MIT Scan Guage to obtain non-destructive thickness measurements. County and Contractor mutually benefit by utilizing non-destructive PCC thickness determination in lieu of drilling cores.

0014 Change: Contractor scope of work is changed by inclusion of non-destructive thickness determination. Contractor is no longer responsible for drilling cores but now is required to supply and place targets.

8005 Change: Contracting authority desires to change the type of joint that is used at the longitudinal joints that connect the colored truck aprons to the mainline pavement and at the transverse joints of the colored truck aprons.

C - Settlement for cost(s) of change as follows with items addressed in Sections F and/or G:

0014 Change: Agreed \$1,500.00 price reduction to account for reduced item scope.

8005 Change: Agreed lump sum price of \$5,283.70. Price includes:

1. Change interior longitudinal truck apron joint from 'ED' to 'BT' = -\$2,452.00
2. Change exterior longitudinal truck apron joint from 'ED' to modified 'ED' = -\$538.00
3. Change transverse truck apron joints from 'C' to 'CD' = \$8,273.00

D - Justification for cost(s) (See I.M. 6.000 Attachment D, Chapter 2.36, for acceptable justification):

8005 Change: Complete breakdown of costs along with justification of cost is saved in the project file. Cost provided seems reasonable.

E - Contract time adjustment:

This change order has no affect on Contract Time.

Increases/Decreases

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
Section: 1 - Description									
0014	2301-6911722	LS	\$5,000.000	1.000	\$5,000.00	0.000	-\$1,500.00	1.000	\$3,500.00
PCC PAV'T SAMPLE									
Funding Details									
			Division 1: Johnson County	0.500	\$2,500.00	0.000	-\$750.00	0.500	\$1,750.00
			Division 2: City of West Branch	0.500	\$2,500.00	0.000	-\$750.00	0.500	\$1,750.00
1 item			Totals		\$5,000.00		-\$1,500.00		\$3,500.00

New Items

Line Number	Item ID	Unit	Quantity	Unit Price	Extension	
Section: 1 - Description						
8005	2599-9999010	LS	1.000	\$5,283.700	\$5,283.70	
(LUMP SUM' ITEM): PCC Joint Revision						
Funding Details						
			Division 1: Johnson County	0.468	\$5,283.697	\$2,472.77
			Division 2: City of West Branch	0.532	\$5,283.703	\$2,810.93

Line Number	Item ID	Unit	Quantity	Unit Price	Extension
1	item				Total: \$5,283.70

Funding Summary

Fund Package	Original Amount	Authorized Amount	Proposed Change	Revised Amount
Division 1: Johnson County	\$655,904.70	\$653,598.70	\$1,722.77	\$655,321.47
Division 2: City of West Branch	\$799,689.15	\$825,763.85	\$2,060.93	\$827,824.78
2 fund packages	\$1,455,593.85	\$1,479,362.55	\$3,783.70	\$1,483,146.25

Signatures will be applied through DocExpress

DRAFT

RESOLUTION 2023-88

A RESOLUTION APPROVING CHANGE ORDER #5 IN THE AMOUNT OF \$15,925.08 FOR THE HERBERT HOOVER HIGHWAY ROUNDABOUT PROJECT.

WHEREAS, the City and Johnson County (the “County”) entered into a 28E Agreement for the construction of the Herbert Hoover Highway Project, a joint project between Johnson County and the City (the “Project”), said Project to construct improvements to Herbert Hoover Highway and the intersection of W. Main Street and Cedar-Johnson Road in the City; and

WHEREAS, Change Order #5 includes costs for temporary lighting due to material delays, mobilization for lighting and an adjustment to the thickness of some concrete; and

WHEREAS, it is now necessary to approve Change Order #5 in the amount of \$15,925.08 for the Herbert Hoover Highway Roundabout Project.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, that Change Order #5 in the amount of \$15,925.08 for the Herbert Hoover Highway Roundabout Project is approved.

Passed and approved this 21st day of August, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



Johnson County Secondary Roads

Change Order Details

LFM-HHH3-RAB--7X-52

Description	Herbert Hoover Highway and Johnson Cedar Road Roundabout
Prime Contractor	STREB CONSTRUCTION CO., INC. 3391 Charbon Rd. SE Coralville, IA 52241
Change Order	5
Status	Draft
Date Created	08/10/2023
Type	Non-Significant - Participating
Summary	Temp lighting and PCC thickness pay adjustment.
Change Order Description	8006 Change: Add item for Temp Light. 8007 Change: Add item for Temp Light Mobilization. 8008 Change: Add item for PCC Thickness Pay Adjustment.
Awarded Project Amount	\$1,455,593.85
Authorized Project Amount	\$1,720,523.20
Change Order Amount	\$15,925.08

DRAFT

Revised Project Amount \$1,736,448.28

B - Reason for change:

8006 and 8007 Change: Permanent lighting material deliveries are delayed which will prevent the lights from being installed prior to opening the roadway for public use. Temporary lighting will be used until the permanent lights are operational.

8008 Change: Thickness adjustment is to be applied according to the specifications to apply to item 12, STD/S-F PCC PAV'T CL C CL 3, 9".

C - Settlement for cost(s) of change as follows with items addressed in Sections F and/or G:

8006 Change: Agreed unit price of \$55.00 per day for each light unit.

8007 Change: Agreed unit price of \$165.00 for each mobilization. For each light unit, there will be one mobilization to bring the light unit to the project site and one mobilization to haul the light unit off-site.

8008 Change: Per specification and attached Thickness Report, LS incentive is \$14,110.08.

D - Justification for cost(s) (See I.M. 6.000 Attachment D, Chapter 2.36, for acceptable justification):

8006 and 8007 Change: Unit cost includes 10% prime contractor markup. Justification of cost is saved in the project file. Cost provided seems reasonable.

8008 Change: Price adjustment is per specification. Refer to attached Thickness Report for measurements taken and computation of 0.46 thickness index resulting in 103% payment of item 12.

E - Contract time adjustment:

This change order has no affect on Contract Time.

New Items

Line Number	Item ID	Unit	Quantity	Unit Price	Extension
Section: 1 - Description					

Line Number	Item ID	Unit	Quantity	Unit Price	Extension
8006	2599-9999004	DAY	15.000	\$55.000	\$825.00
('DAYS' ITEM): Temp Light					
Funding Details					
	Division 1: Johnson County		5.000	\$55.000	\$275.00
	Division 2: City of West Branch		10.000	\$55.000	\$550.00
8007	2599-9999005	EACH	6.000	\$165.000	\$990.00
('EACH' ITEM): Temp Light Mobilization					
Funding Details					
	Division 1: Johnson County		2.000	\$165.000	\$330.00
	Division 2: City of West Branch		4.000	\$165.000	\$660.00
8008	2301-7000110	EACH	14,110.080	\$1.000	\$14,110.08
PAY ADJ I/D-PCC PAV'T THICKNESS					
Funding Details					
	Division 1: Johnson County		7,142.400	\$1.000	\$7,142.40
	Division 2: City of West Branch		6,967.680	\$1.000	\$6,967.68
3 items					Total: \$15,925.08

Funding Summary

Fund Package	Original Amount	Authorized Amount	Proposed Change	Revised Amount
Division 1: Johnson County	\$655,904.70	\$792,231.85	\$7,747.40	\$799,979.25
Division 2: City of West Branch	\$799,689.15	\$928,291.35	\$8,177.68	\$936,469.03
2 fund packages	\$1,455,593.85	\$1,720,523.20	\$15,925.08	\$1,736,448.28

Signatures will be applied through DocExpress

DRAFT



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 21, 2023

AGENDA ITEM: Resolution 2023-89 - Approving Reimbursement Request Number 2 in the amount of \$511,059.83 to the Johnson County Treasurer for the Herbert Hoover Highway Roundabout Project and Resolution 2023-90 – Approving Reimbursement Request Number 3 in the amount of \$279,495.59 to the Johnson County Treasurer for the Herbert Hoover Highway Roundabout Project.
--

PREPARED BY: Leslie Brick, City Clerk
--

DATE: August 18, 2023

SUMMARY:

The City of West Branch and Johnson County entered into a 28E Agreement (Resolution 2022-29) on March 21, 2022 for the construction of the Herbert Hoover Highway Project, a joint project between Johnson County and the City. The project is to construct improvements to Herbert Hoover Highway and the intersection of W. Main Street and Cedar-Johnson Road.

Streb Construction, Inc., was awarded the contract for the Herbert Hoover Highway Roundabout Project in the total amount of \$1,455,593.85, with the City share being \$799,689.15.

The City has received and approved the following Reimbursement Requests for the project to date:

Reimbursement Request Number	Amount	Resolution #	Date
1	\$54,668.66	2023-51	May 15, 2023

RESOLUTION 2023-89

RESOLUTION APPROVING REIMBURSEMENT REQUEST NUMBER 2 IN THE AMOUNT OF \$511,059.83 TO THE JOHNSON COUNTY TREASURER FOR THE HERBERT HOOVER HIGHWAY ROUNDABOUT PROJECT.

WHEREAS, the City and Johnson County (the “County”) entered into a 28E Agreement for the construction of the Herbert Hoover Highway Project, a joint project between Johnson County and the City (the “Project”), said Project to construct improvements to Herbert Hoover Highway and the intersection of W. Main Street and Cedar-Johnson Road in the City; and

WHEREAS, pursuant to said 28E Agreement, the County received bids for said Project;

WHEREAS, the bid of Streb Construction, Inc., was the lowest responsive, responsible bidder in the total amount of \$1,455,593.85; and

WHEREAS, pursuant to the 28E Agreement, the City share of the Project will be \$799,689.15; and

WHEREAS, it is now necessary for the City Council to accept Reimbursement Request Number 2 in the amount of \$511,059.83 to the Johnson County Treasurer.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the West Branch, Iowa that Reimbursement Request Number 2 in the amount of \$511,059.83 to the Johnson County Treasurer is approved.

Passed and approved this 21st day of August, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

JOHNSON COUNTY SECONDARY ROADS DEPARTMENT

INVOICE

4810 Melrose Ave. West
 Iowa City, IA 52246
 319-356-6046

Reimbursement Request: 2
 Date: 6/29/2023

TO:
 City of West Branch
 110 N Poplar St.
 PO Box 218
 West Branch, Iowa 52358

FOR:
 Herbert Hoover Hwy & Johnson Cedar Roundabout
 Project #: LFM-HHH3-RAB--7X-52

DESCRIPTION	QUANTITY	UNIT	PRICE	AMOUNT
Pay Estimate 1	1	LS	\$ 5,000.00	\$ 5,000.00
Pay Estimate 2	1	LS	\$ 33,054.50	\$ 33,054.50
Pay Estimate 3	1	LS	\$ 135,400.06	\$ 135,400.06
Pay Estimate 4	1	LS	\$ 17,369.58	\$ 17,369.58
Pay Estimate 5	1	LS	\$ 96,770.28	\$ 96,770.28
Pay Estimate 6	1	LS	\$ 34,085.67	\$ 34,085.67
Pay Estimate 7	1	LS	\$ 219,379.74	\$ 219,379.74
Less Retainage	1	LS	\$ (30,000.00)	\$ (30,000.00)
TOTAL AMOUNT OF CLAIM				\$ 511,059.83

Make checks payable to: Johnson County Treasurer
 Return payment to Johnson County Secondary Roads c/o Paul Wittau

RESOLUTION 2023-90

RESOLUTION APPROVING REIMBURSEMENT REQUEST NUMBER 3 IN THE AMOUNT OF \$279,495.59 TO THE JOHNSON COUNTY TREASURER FOR THE HERBERT HOOVER HIGHWAY ROUNDABOUT PROJECT.

WHEREAS, the City and Johnson County (the “County”) entered into a 28E Agreement for the construction of the Herbert Hoover Highway Project, a joint project between Johnson County and the City (the “Project”), said Project to construct improvements to Herbert Hoover Highway and the intersection of W. Main Street and Cedar-Johnson Road in the City; and

WHEREAS, pursuant to said 28E Agreement, the County received bids for said Project;

WHEREAS, the bid of Streb Construction, Inc., was the lowest responsive, responsible bidder in the total amount of \$1,455,593.85; and

WHEREAS, pursuant to the 28E Agreement, the City share of the Project will be \$799,689.15; and

WHEREAS, it is now necessary for the City Council to accept Reimbursement Request Number 3 in the amount of \$279,495.59 to the Johnson County Treasurer.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the West Branch, Iowa that Reimbursement Request Number 3 in the amount of \$279,495.59 to the Johnson County Treasurer is approved.

Passed and approved this 21st day of August, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

JOHNSON COUNTY SECONDARY ROADS DEPARTMENT

INVOICE

4810 Melrose Ave. West
 Iowa City, IA 52246
 319-356-6046

Reimbursement Request: 3
 Date: 8/11/2023

TO:
 City of West Branch
 110 N Poplar St.
 PO Box 218
 West Branch, Iowa 52358

FOR:
 Herbert Hoover Hwy & Johnson Cedar Roundabout
 Project #: LFM-HHH3-RAB--7X-52

DESCRIPTION	QUANTITY	UNIT	PRICE	AMOUNT
Pay Estimate 8 (06/25/23 to 07/08/23)	1	LS	\$ 12,525.28	\$ 12,525.28
Pay Estimate 9 (07/09/23 to 07/22/23)	1	LS	\$ 165,418.35	\$ 165,418.35
Pay Estimate 10 (07/23/23 to 08/05/23)	1	LS	\$ 101,551.96	\$ 101,551.96
TOTAL AMOUNT OF CLAIM				\$ 279,495.59

Make checks payable to: Johnson County Treasurer
 Return payment to Johnson County Secondary Roads c/o Paul Wittau



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 21, 2023

AGENDA ITEM: Resolution 2023-91 – Approving a salary adjustment for Matt Condon for Fiscal Year 2024. / Move to action.
--

PREPARED BY: City Administrator, Adam Kofoed

DATE: August 18, 2023

BACKGROUND:

Matt Condon has completed his first six months orientation period. He did not receive his raise in July, because he was still under an orientation period.

June 5, 2023 Meeting Staff Sheet:

Based on the budget season, each employee will be given a 5% cost of living increase this fiscal year. For exceptions to the 5% please see your council special employee evaluation report. Employee evaluations are not public record established by State Code 22.7 of Iowa. Cost of living was expected to be 8.1% and should be considered in future fiscal years.

Below are the following +3% market bumps planned in 2022:

- FY 24 market bumps: All Police
- FY 25 market bumps: Water, Asst. Library Dir., Clerks (if still needed.)
- FY 26 market bumps: Any other that is behind after bumps

*Note future increases may not be feasible based on future revenue restrictions. *

RESOLUTION 2023-91

**A RESOLUTION APPROVING A SALARY ADJUSTMENT FOR
MATT CONDON FOR FISCAL YEAR 2024**

WHEREAS, Matt Condon has successfully completed his one-hundred eighty (180) day probation period; and

WHEREAS, Condon is now eligible for a five percent salary increase for the remainder of fiscal year 2024; and

Position	Name	Annual Salary	Basic Hours
Parks & Recreation Director	Matt Condon	\$51,030	40/week

WHEREAS, the City Administrator recommends approval of the salary adjustment.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the aforementioned resolution is hereby approved and effective with the payroll cycle beginning August 28, 2023.

Passed and approved this 21st day of August, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 21, 2023

AGENDA ITEM: Resolution 2023-92 - Approving a License Agreement for Outdoor Seating with the Down Under. /Move to action.
--

PREPARED BY: Adam Kofoed, City Administrator

DATE: August 21, 2023

BACKGROUND:

The Down Under and Main Street approached the city about starting outdoor seating in Heritage Square. The owners are hoping to place 3-4 tables for outdoor dining. The past two months, staff has met with the owners to discuss requirements before addressing the city council.

1. Indemnification agreement
2. Listing the city as a secondary insurer for the business
3. Movable, but nice fencing
4. Alternative methods of pedestrian traffic
5. Understand this is a first time for the city and it could be touch and go.
6. Greenery or landscaping to create a warm environment
7. Work with the farmers market

RECOMMENDATION

To be aware there could be friction with the farmer's market. However, the farmer's market has never officially reserved Heritage Square so it would be within staff's authority to ask the farmer's market to move to Mural Park.

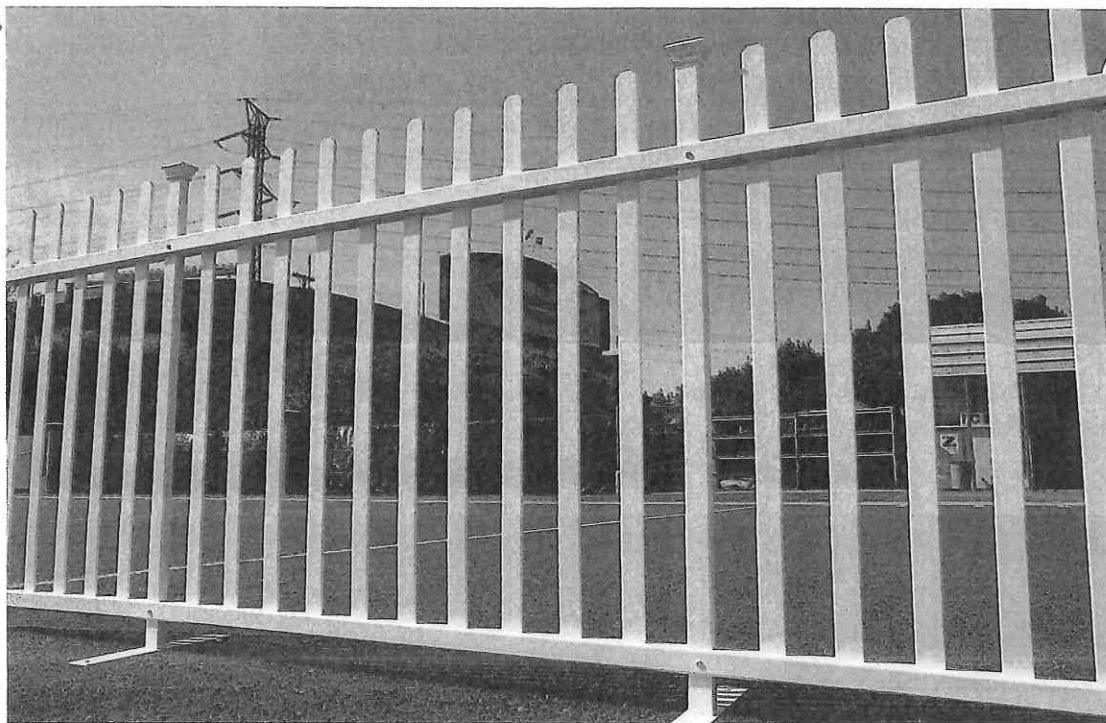
Approve, all staff requirements have been met.

Proposed outdoor service area for The Downunder shown in red box.

- 8 ft x 24 ft on sidewalk adjacent to Hoover House.
- Appropriate fencing would be erected.
- Would allow for 3-4 tables for outdoor dining.
- Plan is no glass bottles, only plastic cups / cans.
- Could also reduce City Clerk work for multiple outdoor service permits for annual events.
- Pedestrian traffic can easily be routed through alternative sidewalk routes in Heritage Square, **marked in yellow**.



VIDEOS IMAGES



(\$4.58 / Sq Ft)

Material	Vinyl
Color	White
Brand	Zippity Outdoor Products
Style	Kit
Item	2 x 92 x 42 inches
Dimensions	
LxWxH	

About this item

- **DIMENSIONS:** This panel measures 42in. H x 92in. W (This product is 1 panel)
- **CUSTOMIZABLE:** Each panel includes a connector piece to attach to an adjacent panel in a straight line or at a right angle; this makes this fence fully scalable to add as many panels as you need for your event
- **GREEN INITIATIVE:** We are proud to announce that our vinyl is made up of recycled PVC that is reprocessed, reinforced, and repurposed, reducing the carbon footprint to then create the cutting-edge designs Zippity Outdoor Products are known for while helping to sustain a greener environment
- **WHAT'S INCLUDED:** Rust-free metal bases are included; bases have small holes if you need to screw the base into wood or concrete (fence will stand on its own without screws) - not designed to withstand heavy winds
- **10-YEAR WARRANTY:** We are proud to offer a 10-year warranty on all our vinyl products; We provide a manufacturer's warranty that covers the cracking, splintering, or yellowing of our vinyl products
- **STORES EASILY:** Built for indoor and outdoor usage, we highly recommend storing your fence indoors when not in use

› See more product details

often ships in manufacturer container to reduce packaging. If this is a gift, consider shipping to a different address.

Add a Protection Plan:

- 3 Year Lawn & Garden Protection Plan for \$35.19
- 2 Year Lawn & Garden Protection Plan for \$26.39
- Add a gift receipt for easy returns

Save with Used - Very Good

\$102.93 (\$3.84 / Sq Ft)

FREE delivery: Thursday, Aug 3

Ships from: Amazon

Sold by: Amazon Warehouse

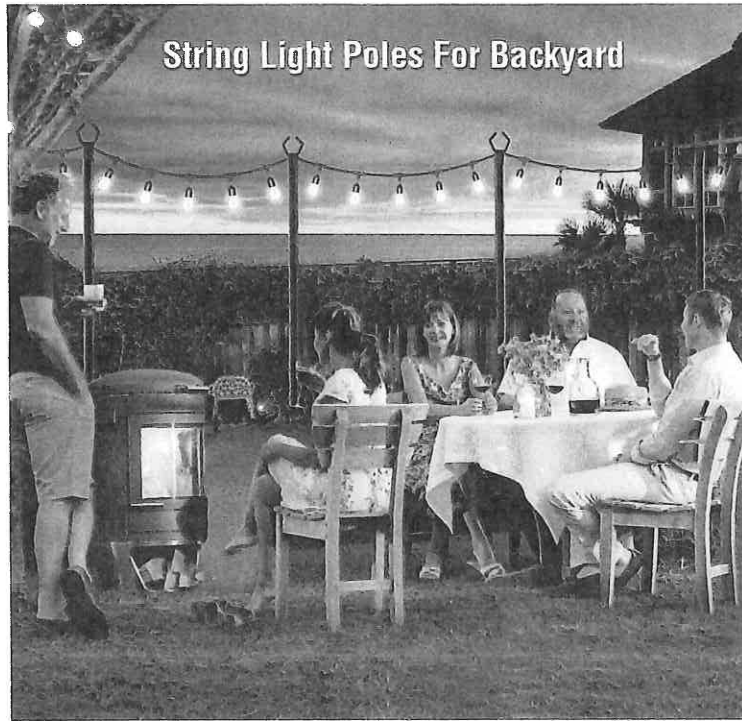
Add to List

New & Used (8) from

\$102.93 Prime FREE Delivery

Have one to sell? Sell on Amazon

VIDEOS IMAGES



Prime membership. Terms apply.

May be available at a lower price from other sellers, potentially without free Prime shipping.

VIDEOS

- **Strong Stability:**This outdoor string lights poles come with lengther 10inch five claw base and which enable the pole stand firm in the soil or floor stably,prevent it from bending, breaking or shaking in the wind.strong wind-resistant
- **Stable and Durable:**The string light poles for outdoor is heavy duty design and made of thick galvanized steel material and will not be easily bent or broken due to weight. In addition, poles for string lights has been treated with black glossy coating to prevent rust and extend the service life
- **Multiple usage:**This light poles for outside string lights are perfect for any party lighting,outdoor poles can be used in garden,courtyard,christmas party,birthday decoration,weddings,garden, deck etc.It can be hang with flags,banners,lanterns,balloons,garland,streamer or wind chimes.
- **EASY TO INSTALL:** Our holiday decorative light poles come in a simple seven-piece design, the head will be attached to the pole while reinforced with screws, tighten the top pole to the bottom pole, insert the fork/base and complete the assembly. All installation tools are included in our package and you can install it in minutes.
- **Property Distance Poles:**The outdoor light poles distance for light weight lights is 12ft-15ft, and Keeping the poles standing straight and tall ensures a perfectly maintained presentation for your backyard guests.
- **After Service:** We are committed to providing premium quality product at reasonable prices for our clients,if any problem with Posts for hang string lights, please contact us at any time, and we will do our best to solve your problem quickly and efficiently.

> See more product details

Support included

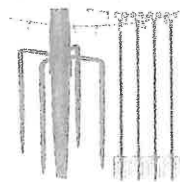
Shows what's inside. Item often ships in manufacturer container to reduce packaging. To hide what's inside, choose Ship in Amazon packaging at checkout.

Add a gift receipt for easy returns

Add to List

New & Used (12) from \$57.59 Prime FREE Delivery

Have one to sell? Sell on Amazon



addion 4 Pack 10FT String Light...

164

Deal

\$107.08 ~~\$139.99~~ prime

Sponsored

Top reviews for business

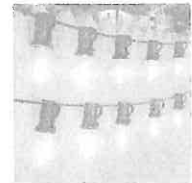
VIDEOS IMAGES



Add a gift receipt for easy returns

Add to List

Have one to sell? Sell on Amazon



GPATIO 120FT Outdoor String...

Deal

\$39.64 ~~\$49.99~~ prime

\$37.58 with quantity discounts

Sponsored

Roll over image to zoom in

Product Energy Guide

Thank you for being a Business Prime Member. Pay ~~\$23.99~~ \$0.00 for this order. Get a \$200 Amazon Gift Card upon approval for the Amazon Business Prime Card with an eligible Prime membership. Terms apply.

Size: 50FT

50FT	100FT
\$23.99	\$39.49

150FT	200FT
\$50.69	\$71.99 (\$36.00 / Count)

Color 2700K Warm White

Brand Brightever

Indoor/Outdoor Outdoor

Usage

Special Feature Waterproof

Light Source LED

Type

VIDEOS IMAGES



Ships from: Dinecan LLC
Eligible for: Return, Refund or Replacement within 30 days of receipt
Customer Support

Save with Used - Like New
\$150.99

FREE delivery: Wednesday, Aug 9

Ships from: Niche Home Outlet
Sold by: Niche Home Outlet

Not eligible for Amazon Prime. Available with free Prime shipping from other sellers on Amazon.

Color: Brown

- 17 options from \$184.99
- \$195.23
- \$172.45
- \$187.72

Color Brown
Brand Flash Furniture
Room Type Living Room, Dining Room, Patio
Size 31.25"W x 31.25"D x 28"H
Item Weight 59 Pounds

About this item

- Steel
- Deck Table: Relax and entertain on this outdoor dining table set; 6 piece table set takes your outdoor living space from boring to appealing; versatile outdoor table and chairs set for 4 home use
- Glass Patio Table: 5mm thick tempered glass table; water wave glass top is smooth to the touch; powder coated steel frame with protective floor glides when used indoors; clean with water based cleaner
- Set of 4 Folding Chairs: breathable textilene material; lightweight patio chairs can be used without the table for indoor-outdoor seating, chairs ship fully assembled

Add to List

Add an Accessory:

Flash Furniture Halsey Lantern Style LED Solar Lights - All-Weather Black Outdoor Solar...
\$24.82 [Add to Cart](#)

Flash Furniture Chelton 22" Round Wood Burning Firepit with Mesh Spark Screen and P...
\$78.00 [Add to Cart](#)

Flash Furniture Sol Patio Outdoor Heating-Bronze Stainless Steel 40,000 BTU Pr...
\$167.94 [Add to Cart](#)

New & Used (19) from \$150.99 & FREE Shipping

Other Sellers on Amazon

RESOLUTION 2023-92

**A RESOLUTION APPROVING A LICENSE AGREEMENT FOR
OUTDOOR SEATING WITH THE DOWN UNDER**

WHEREAS, City is the owner of the property generally referred to as the “Heritage Square” located in the City south of Main Street (the “Property”); and

WHEREAS, Mike Jones (“Jones”) owns and operates a food and drink establishment generally known as the “Down Under,” which is located adjacent to the Property at 102 W. Main Street in West Branch; and

WHEREAS, Jones has approached the City about using a portion of the Property for the purpose of establishing an outdoor seating area on the Property; and

WHEREAS, City has agreed to grant the Business a Revocable License Agreement (See Exhibit A) to allow Business to use a portion of the Property for the establishment and maintenance of an outdoor seating area on the Property; and

WHEREAS, Jones must apply for the appropriate outdoor service privilege with the Iowa Alcohol Beverage Division as a contingency of this approval.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the West Branch, Iowa, that the City approves a License Agreement for Outdoor Seating for The Down Under, contingent upon obtaining the outdoor service privilege with the Iowa Alcohol Beverage Division.

PASSED AND APPROVED this 21st day of August 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

LICENSE AGREEMENT FOR OUTDOOR SEATING

THIS LICENSE AGREEMENT (the "Agreement") entered into by and between the City of West Branch, Iowa, 110 N. Poplar Street, West Branch, Iowa 52358 (hereafter the "City"); and The Down Under, 102 W. Main Street, West Branch, Iowa 52358 (hereafter referred to as "Business").

WHEREAS, City is the owner of the property generally referred to as the "Heritage Square" located in the City south of Main Street (the "Property"); and

WHEREAS, Business owns a food and drink establishment generally known as the "Down Under," which is located adjacent to the Property at 102 W. Main Street in West Branch; and

WHEREAS, Business has approached the City about using a portion of the Property for the purpose of establishing an outdoor seating area on the Property; and

WHEREAS, City has agreed to grant the Business a Revocable License Agreement to allow Business to use a portion of the Property for the establishment and maintenance of an outdoor seating area on the Property, subject to the terms and conditions below.

1. Grant of License. City hereby grants to Business, a nonexclusive revocable license to allow for the establishment and maintenance of an outdoor seating area on a portion of the Property depicted on Exhibit "A" attached hereto. All costs associated with establishment and maintenance of the outdoor seating area shall be borne by the Business.

2. Term of License. This License Agreement will remain in full force and effect as long until such time as the City gives the Business one hundred eighty (180) days written notice to the address listed below.

3. City Use. During the term of this Agreement, the Business shall have the right to use the Property for said outdoor seating area only in the area depicted on Exhibit "A." The City shall have the right to use the remaining portion of the Property in any manner it desires.

4. Termination of License prior to expiration. In the event that Business violates the terms of this License Agreement or ceases to operate as the "Down Under" in its current location, this License Agreement shall automatically terminate upon written notice to the Business.

5. Effect of Termination. Upon termination of this License Agreement pursuant to Section 2 or 4 above, the Business shall remove the outdoor seating area from the Property and

restore the Property to as close as possible to its original condition prior to the placement of the outdoor seating area on the Property.

6. Indemnification. Business shall save, defend and hold City harmless from any and all claims associated with the use of the Property under this Agreement.

7. Insurance. Business, prior to establishing the outdoor seating area on the Property, shall submit a certificate of insurance to the City naming the City as an additional insured on its commercial liability policy in an amount of not less than One Million Dollars (\$1,000,000.00). Said insurance policy shall contain a 30-day cancellation notice to the City.

8. Applicable laws. Business, in the establishment and operation of said outdoor seating area, shall comply with all applicable federal, state and local laws, regulations and ordinances regarding the serving of alcoholic beverages outside its establishment. All fees associated with said licenses shall be borne by the Business.

IN WITNESS WHEREOF, this instrument is executed this 2 day of August, 2023.

BUSINESS:

By: Mike Jones

Mike Jones, Owner of The Down Under

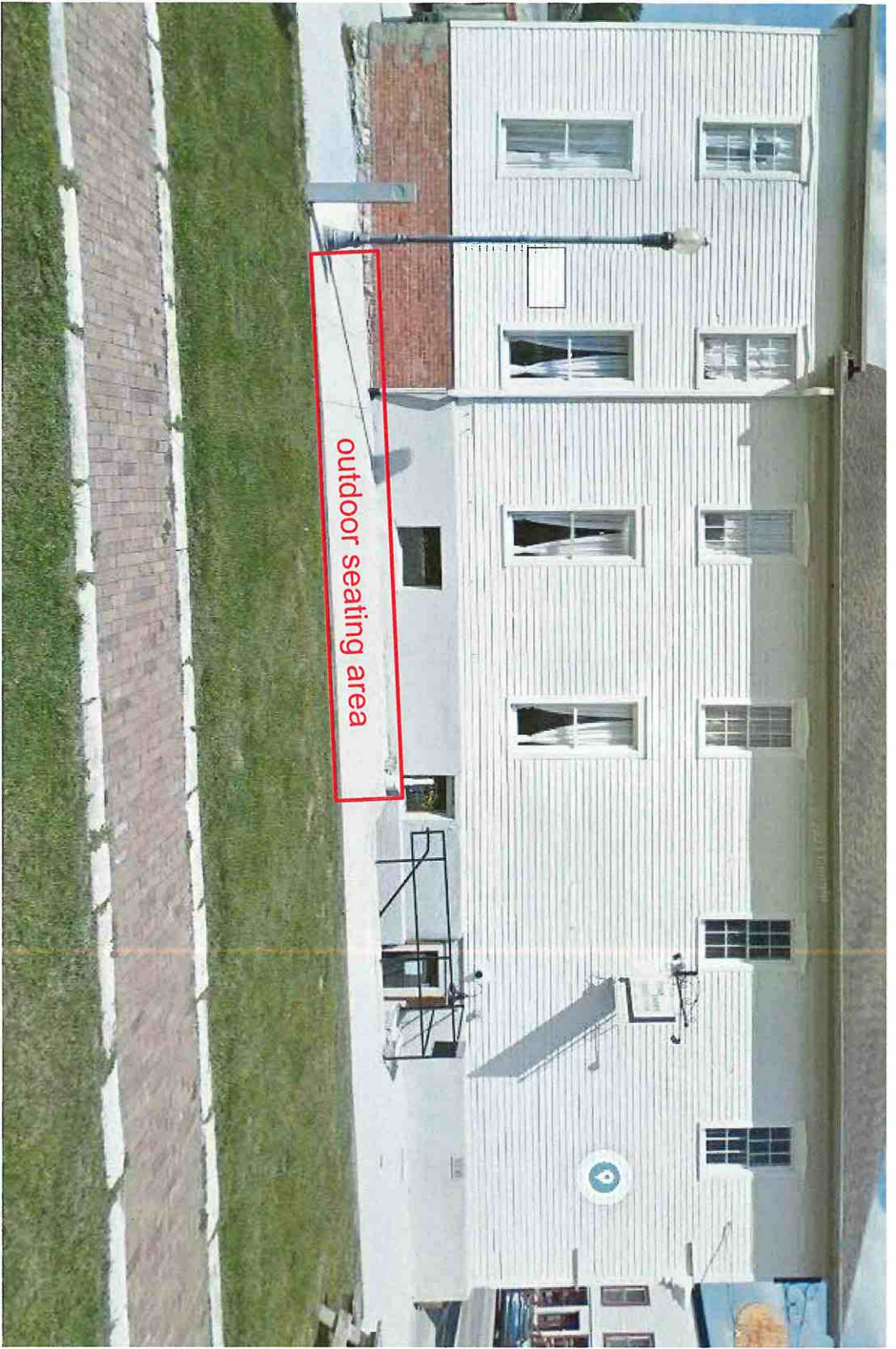
CITY:

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

Exhibit A





REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 21, 2023

AGENDA ITEM: Property Tax Reform Effects on the city budget
PREPARED BY: City Administrator, Adam Kofoed
DATE: August 18, 2023

BACKGROUND:

The 2023 Iowa Legislature pass House File 718 better known as property tax reform. The bill is complex. City Administrator Kofoed will outline the major points, how it affects the city, council, and the public.

FINDINGS & DISCLAIMERS:

Kofoed projects, city council will need to cut its “general fund” services by 20-30% before 2032.

Projections are only as good as the assumptions made in a model.

A city administrator may advocate for issues but cannot get involved in any type of elections, endorsements, signing of petitions, or favor political parties over another

PRESENTATION GOALS

1. No, the City is not broke!
2. How can council help?
3. Roughly 20-30% reduction in general fund by 2032
4. Homework: Meditate
5. There is a way forward in how local governments can engage the public in a more effective manner

Talking Points

1. I'm incredibly sorry about Bill's condition, this is where I need your help. I'm worried that we may not have enough volunteers available if Bill has another heart attack. Each minute Bill waits for high performance CPR, his chance of surviving decreases by 10% EMS (story) Also btw, did you know in 2028 we will lose an addition \$40-\$50 k that supports our emergency services?
2. I'm so glad you're on our side. We need to support the Police Department. Did you know there have been preliminary discussions on eliminating the police department? Our revenue is restricted to 1.5% each year, that doesn't match police wages, it doesn't inflation. But now more than ever, you have the ability to help. (Repeat Library or Parks Example)
3. We cannot provide that level of service without a change in state legislation.
4. Developers: I'm sorry we can't provide that high of a rebate going forward. We are a moderately growing city and we have to reduce our revenue by 2%. Cities that aren't growing get to ask for more. You're a private business owner, you have more pull than me. We want your businesses here.
5. If a farmer buys more acres, would he/she not expect their expenses to increase too? Would it be okay for the state to say, since you are growing your business, we are going to deduct a portion of your increased income? That's what the state is doing to cities.
6. City staff is projecting council will need to cut 20-30% of the general fund budget by 2023.

Ask: What do we want to get out of this?

1. Tell state elected officials to make changes to the property tax reform bill.
2. Tell state elected officials to attend council meetings or meet with the Mayor and staff.

Resident Feedback Questions

Residents: is \$32.11 in less taxes worth the following? (Council will likely have to pick one)

1. Dissolving the WBPD, for less coverage but have Cedar County take over?
2. Cutting the Library and Parks and Recreation production by 33%?
3. Freezing all and any new Parks and Rec programs?
4. Stop mowing the cemetery or parks and layoff one public works employee?
 - a. Is it worth 48 hours to plow the city?
5. Eliminating the City Administrator position?
6. Turning street lights off at night?