



**CITY COUNCIL MEETING
MONDAY, SEPTEMBER 18, 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 September 5, 2023 City Council meeting
 - b. Approve the July Monthly Financial Report
 - c. Accept the resignation of Sally Peck from the Planning & Zoning Commission.
 - d. Claims for 9/18/2023
7. Presentations/Communications/Open Forum
 - a. Maggie Burger, Speer Financial – West Branch Annual TIF Report
 - b. MCM Consulting Group Inc. – EMS Essential Service Referendum
8. Public Hearing/Non-Consent Agenda
 - a. **Public Hearing** – on the Proposal to vacate and dispose of the City’s interest in the south 130 feet of that certain alley located between Lots 22 and 23, Block 9, Townsend & Gue’s Subdivision, West Branch, Iowa.
 - b. **Third Reading Ordinance 805** – Amending Chapter 92, Water Rates. / Move to action.
 - c. **Third Reading Ordinance 806** – Amending Chapter 165, Zoning Regulations. / Move to action.
 - d. **Third Reading Ordinance 807** – Amending Chapter 166, Subdivision Regulations. / Move to action.
 - e. **First Reading of Ordinance 808** – Vacating the south 130 feet of that certain alley. / Move to action.
 - f. **Resolution 2023- 99**– Approving the revised job description for the position of Parks & Recreation Director. / Move to action.
 - g. **Resolution 2023-100** – Approve the Fire Pak Insurance for the West Branch Fire Department and West Branch Firefighters Inc. /Move to action.
 - h. **Resolution 2023-101** – Approve Change Order Number 1 in the amount of \$4,835.00 for the Eastside Water Main Improvement Project. / Move to action.
 - i. **Resolution 2023-102** – Approve Change Order Number 2 in the amount of \$870.00 for the Eastside Water Main Improvement Project. / Move to action.
 - j. **Resolution 2023-103** – Approve Pay Estimate Number 4 in the amount of \$161,324.16 to Lynch Excavating Inc. for the Eastside Water Main Improvement Project. / Move to action.
 - k. **Resolution 2023-104** – Setting a date for Consultation and a date for a Public Hearing on the proposed Amendment No. 6 to the Amended and Restated West Branch Urban Renewal Plan. / Move to action.
9. Discussion – Brown’s West Branch – Tax Rebate request
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 • **Finance Officer** Heidi Van Auken • **Fire Chief** Kevin Stoolman
• **Police Chief** John Hanna • **Public Works Director** Matt Goodale • **Library Director** Becky Knoche
Parks & Rec Director Vacant

(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**

**September 5, 2023
7:00 p.m.**

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

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve Minutes from the August 21, 2023 City Council meeting.
Approve a Special Event Permit for the Iowa City High X Country West Branch Run on Saturday, September 30, 2023.
Approve a Special Event permit for Fall Fest sponsored by Main Street West Branch & Whitney’s Wings on October 6th and 7th, 2023.
Claims for 9/5/2023

EXPENDITURES	9/5/2023	
AMAZON.COM.CA., INC.	SUPPLIES - LIBRARY, P&R	235.17
BAKER & TAYLOR INC.	BOOKS	243.99
CEDAR CO SHERIFF'S OFFICE	HHTD PATROL RESERVES	420.00
CEDAR COUNTY COOPERATIVE	FUEL-PW	850.77
ECONO SIGNS LLC	STREET SIGNS	3,133.10
IMWCA	IMWCA FY24 INSTALLMENT 3	2,836.00
IOWA PRISON INDUSTRIES	LOST SIGNS	517.44
L. L. PELLING CO. INC	POTHOLE REPAIRS	1,050.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,542.83
LRS HOLDINGS, LLC	HHTD PORTABLE SERVICE	1,160.00
MAINSTAY SYSTEMS OF IOWA L	WATCHGUARD LICENSES	3,710.00
MOODY'S INVESTORS SERVICE,	2023 BOND PROF FEE	14,500.00
MUNICIPAL SUPPLY INC.	WATER METER EQUIPMENT	3,085.00
OLSON, KEVIN D	LEGAL SERVICES AUGUST 2023	1,500.00
PIP PRINTING & MARKETING S	LOST YARD SIGNS	402.42
QUILL CORP	OFFICE SUPPLIES-LIBRARY	171.73
SPEER FINANCIAL INC	2023 BOND SERVICE FEE	14,085.00
VEENSTRA & KIMM INC.	VARIOUS PROJECTS	41,993.24
YOTTYS, INC.	HHTD GOLF CARTS	1,082.00
TOTAL		92,518.69
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	9/1/2023	49,533.40
PAID BETWEEN MEETINGS		
SISCO	HEALTH CLAIMS 8/28/2023	107.26
UMB BANK	2023 BOND ACCEPTANCE FEE	300.00
LYNCH'S EXCAVATING	EAST SIDE WATER PAY ESTIMATE 3	307,409.74
JOHNSON CO. TREASURER	ROUNDAABOUT REIMBURSE 2 & 3	790,555.42
METLIFE	INSURANCE	1,479.54
SISCO	INSURANCE	12,352.31
BOOMERANG	WW TREATMENT PAY ESTIMATE 10	476,187.40
CROELL INC.	W MAIN ST WATER MAIN REPAIR	828.13
JOHN DEERE FINANCIAL	SUPPLIES - PW	460.01
LEAF CAPITAL FUNDING	COPER LEASE - CITY OFFICE	396.00
LYNCH DALLAS	LEGAL FEES EE HANDBOOK	1,975.00
MEDIACOM	CABLE SERVICE	41.90

STATE INDUSTRIAL PRODUCTS	CHEMICALS	243.08
THE HOME DEPOT	BLDG SUPPLIES-LIBRARY	98.92
VERIZON WIRELESS	VERIZON WIRELESS	411.80
TOTAL		1,592,846.51
GRAND TOTAL EXPENDITURES		1,734,898.60
FUND TOTALS		
001 GENERAL FUND	33,925.07	
022 CIVIC CENTER	44.56	
031 LIBRARY	6,495.88	
036 TORT LIABILITY	2,673.62	
110 ROAD USE TAX	11,982.47	
112 TRUST AND AGENCY	16,734.19	
319 RELOCATING WATER & SEWER	128.00	
321 WIDENING WAPSI CREEK	3,912.07	
324 WW TREATMENT FACILITY	495,247.56	
326 ROUNDABOUT MAIN & CEDAR	804,544.27	
329 EASTSIDE WATER MAINS	339,294.45	
600 WATER FUND	11,739.35	
610 SEWER FUND	7,543.11	
740 STORM WATER UTILITY	634.00	
GRAND FUND TOTAL	1,734,898.60	

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

John Gillenwater, 616 E. Main Street addressed the Council regarding issues with the alley known as Terror Trail. Gillenwater stated that he has Quit Claim Deeds to two of the unknown properties near the alley, one is directly on the west side of the alley. He said he was working with the Cedar County Auditor to show him and his wife as the owner of those parcels. He also said that several years ago, MMS Consultants surveyed his property but it was undetermined “who” owns the alley. (Currently, the city maintains the alley to some degree). Gillenwater said the Cedar County Auditor is unable to determine who owns the alley as well. Leesa Johnson, 626 E. Main Street also addressed the Council and stated that she lives on the east side of the alley and had received a letter from the City directing her to remove all vegetation encroaching the alley way. Johnson said she would clear the brush, but since the actual alley was not defined with the exact location or who owned it, she didn’t know where her property ended and the alley began. She did acknowledge that there were some dead trees at the southwest corner of her property that needed to be removed and said she was willing to remove them to allow the neighbor to the east a clearer access to their property.

PUBLIC HEARING / NON-CONSENT AGENDA

Public Hearing – Public Hearing on proposal to enter into a Water Revenue Loan and Disbursement Agreement.

Laughlin opened the public hearing at 7:24 p.m. There were no public comments. Laughlin closed the public hearing at 7:25 p.m.

Second Reading Ordinance 805 – Amending Chapter 92, Water Rates. / Move to action.

There were no comments.

Motion by Miller, second by Dean to approve second reading of Ordinance 805. AYES: Miller, Dean, Sexton, Stoolman, Goodweiler. NAYS: None. Motion carried.

Second Reading Ordinance 806 – Amending Chapter 165, Zoning Regulations. / Move to action.

Brick said she surveyed four surrounding cities on what they charge for rezoning and fees ranged from \$150 to \$750. Brick said rezoning requests only occur about once per year and generally takes five to ten hours of staff time. The Council had no other comments.

Motion by Sexton, second by Dean to approve second reading of Ordinance 806. AYES: Sexton, Dean, Stoolman, Goodweiler. NAYS: Miller. Motion carried.

Second Reading Ordinance 807 – Amending Chapter 166, Subdivision Regulations. / Move to action.

There were no comments.

Motion by Dean, second by Goodweiler to approve second reading of Ordinance 807. AYES: Dean, Goodweiler, Miller, Sexton, Stoolman. NAYS: None. Motion carried.

Resolution 2023-93 – Setting a Public Hearing on the intent to vacate a 130-foot section of the alley located between Lots 22 and 23, Block 9, in Townsend & Gue’s Subdivision, West Branch, Iowa. / Move to action.

John Proeller, 411 E. Main Street cited the West Branch Code regarding the process for vacating public alleys and said that the matter went before the Planning & Zoning Commission in July and they chose to table it at that time. Proeller added that there was no August meeting for the Commission to reconsider the Council’s request to close a portion of the alley. Proeller requested that all residents who have property adjacent to the alley be notified of the public hearing to allow them to provide comments as he said there are some that use the portion of the alley in question during inclement weather. Stoolman stated that she felt that the south end of the alley poses a safety issue for vehicular traffic, especially during inclement weather. Kofoed said he would consult with the City Attorney on whether or not the city was required to notify the other residents prior to the public hearing.

Motion by Miller, second by Dean to approve Resolution 2023-93. AYES: Miller, Dean, Goodweiler, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2023-94– Resolution taking additional action with respect to a Water Revenue Loan and Disbursement Agreement and authorizing, approving and securing the payment of a \$54,700 Water Revenue Loan and Disbursement Agreement Anticipation Project Note (IFA Interim Loan and Disbursement Agreement) / Move to action.

Stoolman asked why the city needed to borrow more money for this project and asked if water rates would increase again because of it. Kofoed said the Water Revenue Loan is an “interest-free” loan and that borrowing the money make the most sense, rather than using current revenues to fund the project. Miller stated his opinion that this part of the project should be delayed since it is not contingent upon the current project underway on the east side. Miller said “times are uncertain right now, maybe this should wait”.

Motion by Dean, second by Sexton to approve Resolution 2023-94. AYES: Dean, Sexton, Goodweiler. NAYS: Stoolman and Miller. Motion carried.

Resolution 2023-95 – Approving the purchase of a Fixed Base Network with Municipal Supply Inc. /Move to action.

Goodale explained that his department had been considering adding this software for several years and finally planned and budgeted for it in FY23. However, due to other priorities last fiscal year, the project was put on hold. Goodale reiterated that adding the software doesn’t necessarily save money, but it will save staff time and create efficiencies for the monthly meter reading process, reduce staff time for meters reads throughout the month for residents moving in or out and identifying customer leaks sooner. Goodale estimated that the addition of the software will save about ten percent of the water operator’s time to devote to other required tasks. Miller said he feels “that this a want, not a need” with the City’s current budget issues related to HF718. Goodweiler said he was in support of the software enhancement as it will improve employee safety. Goodweiler said a former staff member had told him that in order to read some residential meters they have to access fenced areas, walk on un-level terrain, and occasionally dodge outdoor household pets.

Motion by Sexton, second by Goodweiler to approve Resolution 2023-95. AYES: Sexton, Goodweiler, Dean. NAYS: Stoolman and Miller. None. Motion carried.

Resolution 2023-96 – Approve Invoice #31168 in the amount of \$5,020.00 to Impact7G for the Wapsi Creek Widening SRF Sponsored Project. /Move to action.

There were no comments.

Motion by Miller, second by Sexton to approve Resolution 2023-96. AYES: Miller, Sexton, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

Resolution 2023-97 – Approving Pay Estimate Number 11 in the amount of \$282,084.55 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. /Move to action.

Motion by Miller, second by Goodweiler to approve Resolution 2023-97. AYES: Miller, Goodweiler, Sexton, Stoolman, Dean. NAYS: None. Motion carried.

Resolution 2023-98 – Setting a date for Consultation and a date for a Public Hearing on the proposed Amendment No. 6 to the Amended and Restated West Branch Urban Renewal Plan. / Move to action.

Kofoed said the proposed amendment number six would include the following projects; tax rebate for The Meadows Part 3 Assisted Living Center, Brown’s West Branch business expansion and including street improvements for West Main Street and Cedar-Johnson Road.

Motion by Dean, second by Goodweiler to approve Resolution 2023-98. AYES: Dean, Goodweiler, Stoolman, Miller, Sexton. NAYS: None. Motion carried.

Motion to accept the resignation of Parks & Recreation Director Matt Condon. / Move to action.

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

CITY ADMINISTRATOR REPORT

Kofoed said an offer was out on the police officer position but that the candidate had not made a decision yet. Kofoed also mentioned that he had a meeting with Alliant Energy on franchise fees and learned that many cities are now starting to charge franchise fees because of HF718 to help recoup some of the general fund dollars to be lost. Kofoed said he would more information by the October 2nd City Council meeting.

CITY ATTORNEY REPORT - Absent

CITY ENGINEER REPORT

Schechinger gave brief reports on the various city projects and said there was nothing urgent to report on any of them.

STAFF REPORTS – No reports

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Miller said the roundabout looks great and thanked Schechinger for his oversight of the project. Sexton said he heard several positive comments on the roundabout as well. Dean informed the Council that the temporary Croell site was being taken down but noted that someone had been adding large chunks of concrete which he assumed came from I-80. Dean also suggested that the Council consider revising the City Code to better address what types of grass or landscaping could be in resident’s yards as nuisance grass is an on-going issue which takes up several hours of staff time.

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:21 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 18, 2023

AGENDA ITEM: Approve the July Monthly Financial Report

PREPARED BY: Finance Officer, Heidi Van Auken
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DATE: September 7, 2023

SUMMARY:

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

BANK TO BOOK RECONCILIATION			
7/31/2023			
BANK BALANCE @			
	CASH - FIDELITY BANK & TRUST		\$ 4,587,894.44
	CASH - FIDELITY BANK & TRUST - PERPETUAL CARE FUND		\$ 32,970.60
	SUB TOTAL		\$ 4,620,865.04
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		\$ 4,897,752.81
PLUS	O/S DEPOSITS		\$ -
PLUS	ADJUSTMENTS		\$ -
LESS:	O/S CREDIT CARD		\$ -
LESS:	O/S CHECKS		\$ 27,474.67
	ENDING BOOK BALANCE		\$ 4,870,278.14
	NON-RECONCILIATION ITEM-CUBBY PARK CONCESSIONS		\$ 600.00

CLERK'S REPORT FOR THE MONTH OF JULY 2023

DESCRIPTION	CHECKING	INVESTMENT	BEGINNING BALANCE	RECEIPTS	TRANSFER IN	DISBURSED	TRANSFER OUT	NET CHANGE LIABILITIES	CLERK'S BALANCE
GENERAL									
*(001) GENERAL OPERATING FUND	\$ 1,786,714.51	\$ 5.00	\$ 1,786,719.51	\$ 42,565.14		\$ 143,843.81			\$ 1,685,440.84
** FIRE APPARATUS RESERVE	\$ -	\$ -	\$ -						\$ -
POLICE APPARATUS RESERVE	\$ 88,178.95	\$ -	\$ 88,178.95						\$ 88,178.95
PARK & RECREATION RESERVE	\$ 17,340.39	\$ -	\$ 17,340.39						\$ 17,340.39
PUBLIC WORKS RESERVE	\$ 14,660.00	\$ -	\$ 14,660.00						\$ 14,660.00
CEMETERY BLDG/EQUIP INVESTMENT	\$ -	\$ -	\$ -						\$ -
SIGNS-ACCIONA DTN INVESTMENT	\$ 83.83	\$ 7,123.86	\$ 7,207.69						\$ 7,207.69
PARK EQUIPMENT/RESERVE	\$ 13,000.00	\$ -	\$ 13,000.00						\$ 13,000.00
(022) CIVIC CENTER	\$ 48,004.54	\$ -	\$ 48,004.54	\$ 313.69		\$ 738.45			\$ 47,579.78
(027) MEMORIAL GARDEN PROJECT	\$ 414.00	\$ -	\$ 414.00						\$ 414.00
(028) SPLASH PAD RESERVE	\$ 100.00	\$ -	\$ 100.00						\$ 100.00
(031) LIBRARY	\$ 47,141.94	\$ 93,122.24	\$ 140,264.18	\$ 4,324.76		\$ 16,615.85			\$ 127,973.09
(036) TORT LIABILITY	\$ 19,354.65	\$ -	\$ 19,354.65	\$ 117.36		\$ 8,918.62			\$ 10,553.39
SPECIAL REVENUE									
(110) ROAD USE TAX	\$ 143,232.45	\$ -	\$ 143,232.45	\$ 28,197.35		\$ 16,470.77			\$ 154,959.03
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	\$ 337,376.69	\$ -	\$ 337,376.69	\$ 2,697.25		\$ 20,919.70			\$ 319,154.24
(119) EMERGENCY TAX FUND	\$ 5,268.84	\$ -	\$ 5,268.84	\$ 67.36					\$ 5,336.20
(121) LOCAL OPTION SALES TAX	\$ 354,223.23	\$ -	\$ 354,223.23	\$ 23,523.76					\$ 377,746.99
(125) TIF	\$ 107,755.95	\$ -	\$ 107,755.95	\$ 347.47					\$ 108,103.42
(126) TIF LMI MEADOWS PT 4	\$ -	\$ -	\$ 13,479.59	\$ 1.55					\$ 13,481.14
(160) REVOLVING LOAN FUND	\$ 137,082.45	\$ -	\$ 137,082.45	\$ -					\$ 137,082.45
DEBT SERVICE									
(226) DEBT SERVICE	\$ 285,179.39	\$ -	\$ 285,179.39	\$ 637.15					\$ 285,816.54
CAPITAL PROJECTS									
(300) CAPITAL IMPROVEMENT RESERVE	\$ 125,745.00	\$ -	\$ 125,745.00	\$ 97.78					\$ 125,842.78
(302) ARPA NEU FUND	\$ (0.00)	\$ -	\$ (0.00)						\$ (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	\$ (413,188.80)	\$ -	\$ (413,188.80)			\$ 343,834.44			\$ (757,023.24)
(321) WIDENING WAPSI CREEK @ BERANEK PARK	\$ (8,983.52)	\$ -	\$ (8,983.52)	\$ 4,864.00		\$ 5,185.00			\$ (9,304.52)
(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			\$ 19,412.75			\$ 60,587.25
(326) ROUNDABOUT MAIN & CEDAR	\$ (51,236.09)	\$ -	\$ (51,236.09)	\$ 26,144.00		\$ 1,311.26			\$ (26,403.35)
(327) SPONSORED WATER QUALITY IMPE 2021	\$ (20,000.00)	\$ -	\$ (20,000.00)						\$ (20,000.00)
(329) EASTSIDE WATER MAINS	\$ (39,352.46)	\$ -	\$ (39,352.46)	\$ 29,792.00		\$ 5,154.04			\$ (14,714.50)
PERMANENT									
(500) CEMETERY PERPETUAL FUND	\$ 32,670.60	\$ 99,251.76	\$ 131,922.36	\$ 300.00					\$ 132,222.36
(501) KROUTH PRINCIPAL FUND	\$ 0.00	\$ 52,634.25	\$ 52,634.25						\$ 52,634.25
(502) KROUTH INTEREST FUND	\$ (0.00)	\$ 24,666.83	\$ 24,666.83						\$ 24,666.83
ENTERPRISE									
(600) WATER FUND	\$ 327,497.42	\$ -	\$ 327,497.42	\$ 71,484.78		\$ 85,716.79	\$ 5,147.29		\$ 308,118.12
(603) WATER SINKING FUND	\$ 5,173.58	\$ -	\$ 5,173.58	\$ -	\$ 5,147.29				\$ 10,320.87
(610) SEWER FUND	\$ 724,784.24	\$ -	\$ 724,784.24	\$ 100,672.41		\$ 18,185.30	\$ 42,904.31		\$ 764,367.04
(611) SEWER FUND SPECIAL	\$ 550,682.88	\$ -	\$ 550,682.88	\$ -	\$ 42,904.31				\$ 593,587.19
(614) WASTEWATER LIFT STATION	\$ -	\$ -	\$ -						\$ -
(740) STORM WATER UTILITY	\$ 183,444.34	\$ -	\$ 183,444.34	\$ 5,949.00		\$ 1,112.96			\$ 188,280.38
(950) BC/BS FLEXIBLE BENEFIT	\$ -	\$ -	\$ -						\$ -
TOTAL	\$ 4,925,317.54	\$ 276,803.94	\$ 5,215,601.07	\$ 342,096.81	\$ 48,051.60	\$ 687,419.74	\$ 48,051.60	\$ -	\$ 4,870,278.14
O/S CHECKS			\$28,431.22						\$27,474.67
ADJUSTMENTS			\$0.00						\$0.00
O/S DEPOSIT			\$0.00						\$0.00
O/S CREDIT CARD			\$0.00						\$0.00
BANK STATEMENT BALANCE			\$5,244,032.29						\$4,897,752.81

CITY OF WEST BRANCH
MTD TREASURERS REPORT
AS OF: JULY 31ST, 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	1,927,106.54	42,565.14	143,843.81	1,825,827.87	0.00	0.00	1,825,827.87
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	48,004.54	313.69	738.45	47,579.78	0.00	0.00	47,579.78
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	140,264.18	4,324.76	16,615.85	127,973.09	0.00	0.00	127,973.09
036-TORT LIABILITY	19,354.65	117.36	8,918.62	10,553.39	0.00	0.00	10,553.39
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	143,232.45	28,197.35	16,470.77	154,959.03	0.00	0.00	154,959.03
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	337,376.69	2,697.25	20,919.70	319,154.24	0.00	0.00	319,154.24
119-EMERGENCY TAX FUND	5,268.84	67.36	0.00	5,336.20	0.00	0.00	5,336.20
121-OPTION TAX	354,223.23	23,523.76	0.00	377,746.99	0.00	0.00	377,746.99
125-T I F	107,755.95	347.47	0.00	108,103.42	0.00	0.00	108,103.42
126-TIF LMI MEADOWS PT 4	13,479.59	1.55	0.00	13,481.14	0.00	0.00	13,481.14
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	285,179.39	637.15	0.00	285,816.54	0.00	0.00	285,816.54
300-CAPITAL IMPROV. RESERVE	125,745.00	97.78	0.00	125,842.78	0.00	0.00	125,842.78
301-REAP GRANT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
302-ARPA NEU FUND	0.00	0.00	0.00	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	(413,188.80)	0.00	343,834.44	(757,023.24)	0.00	0.00	(757,023.24)
320-LIBRARY PARKING LOT IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
321-WIDENING WAPSI CREEK @ BE	(8,983.52)	4,864.00	5,185.00	(9,304.52)	0.00	0.00	(9,304.52)
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	0.00	19,412.75	60,587.25	0.00	0.00	60,587.25
326-ROUNDBOUT MAIN & CEDAR-J	(51,236.09)	26,144.00	1,311.26	(26,403.35)	0.00	0.00	(26,403.35)
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: JULY 31ST, 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	(39,352.46)	29,792.00	5,154.04	(14,714.50)	0.00	0.00	(14,714.50)
500-CEMETERY PERPETUAL FUND	131,922.36	300.00	0.00	132,222.36	0.00	0.00	132,222.36
501-KROUTH PRINCIPAL FUND	52,634.25	0.00	0.00	52,634.25	0.00	0.00	52,634.25
502-KROUTH INTEREST FUND	24,666.83	0.00	0.00	24,666.83	0.00	0.00	24,666.83
600-WATER FUND	327,497.42	71,484.78	90,864.08	308,118.12	0.00	0.00	308,118.12
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	5,173.58	5,147.29	0.00	10,320.87	0.00	0.00	10,320.87
610-SEWER FUND	724,784.24	100,672.41	61,089.61	764,367.04	0.00	0.00	764,367.04
611-SEWER FUND SPECIAL	550,682.88	42,904.31	0.00	593,587.19	0.00	0.00	593,587.19
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	183,444.34	5,949.00	1,112.96	188,280.38	0.00	0.00	188,280.38
950-BC/BS FLEXIBLE BENEFIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL	5,215,601.07	390,148.41	735,471.34	4,870,278.14	0.00	0.00	4,870,278.14

*** END OF REPORT ***

CITY OF WEST BRANCH
 YTD TREASURERS REPORT
 AS OF: JULY 31ST, 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	(39,352.46)	29,792.00	5,154.04	(14,714.50)	0.00	0.00	(14,714.50)
500-CEMETERY PERPETUAL FUND	131,922.36	300.00	0.00	132,222.36	0.00	0.00	132,222.36
501-KROUTH PRINCIPAL FUND	52,634.25	0.00	0.00	52,634.25	0.00	0.00	52,634.25
502-KROUTH INTEREST FUND	24,666.83	0.00	0.00	24,666.83	0.00	0.00	24,666.83
600-WATER FUND	327,497.42	71,484.78	90,864.08	308,118.12	0.00	0.00	308,118.12
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	5,173.58	5,147.29	0.00	10,320.87	0.00	0.00	10,320.87
610-SEWER FUND	724,784.24	100,672.41	61,089.61	764,367.04	0.00	0.00	764,367.04
611-SEWER FUND SPECIAL	550,682.88	42,904.31	0.00	593,587.19	0.00	0.00	593,587.19
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	183,444.34	5,949.00	1,112.96	188,280.38	0.00	0.00	188,280.38
950-BC/BS FLEXIBLE BENEFIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL	5,215,601.07	390,148.41	735,471.34	4,870,278.14	0.00	0.00	4,870,278.14

*** END OF REPORT ***

PROGRAM EXPENDITURES FOR THE MONTH JULY OF 2023

8.33%

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
PUBLIC SAFETY					
POLICE DEPARTMENT					
GENERAL FUND	\$ 421,181.00	\$ 35,223.30	\$ 35,223.30	\$ 385,957.70	8.36%
TORT LIABILITY	\$ 19,122.00	\$ 1,342.42	\$ 1,342.42	\$ 17,779.58	7.02%
TRUST & AGENCY	\$ 93,277.00	\$ 5,983.47	\$ 5,983.47	\$ 87,293.53	6.41%
FIRE DEPARTMENT					
GENERAL FUND	\$ 287,550.00	\$ 7,059.03	\$ 7,059.03	\$ 280,490.97	2.45%
TORT LIABILITY	\$ 35,668.00	\$ 5,081.24	\$ 5,081.24	\$ 30,586.76	14.25%
TRUST & AGENCY	\$ 41,303.00	\$ 1,147.01	\$ 1,147.01	\$ 40,155.99	2.78%
BUILDING INSPECTIONS				\$ -	#DIV/0!
GENERAL FUND	\$ 70,623.00	\$ 3,288.10	\$ 3,288.10	\$ 67,334.90	4.66%
TORT LIABILITY	\$ 200.00	\$ 159.99	\$ 159.99	\$ 40.01	80.00%
TRUST & AGENCY	\$ 17,850.00	\$ 911.61	\$ 911.61	\$ 16,938.39	5.11%
ANIMAL CONTROL	\$ 3,800.00	\$ -	\$ -	\$ 3,800.00	0.00%
TOTAL PUBLIC SAFETY	\$ 990,574.00	\$ 60,196.17	\$ 60,196.17	\$ 930,377.83	6.08%
PUBLIC WORKS					
ROADS & STREETS					
GENERAL FUND	\$ 43,000.00	\$ 504.99	\$ 504.99	\$ 42,495.01	1.17%
TORT LIABILITY	\$ 18,022.00	\$ 1,129.47	\$ 1,129.47	\$ 16,892.53	6.27%
ROAD USE TAX FUND	\$ 299,953.00	\$ 16,470.77	\$ 16,470.77	\$ 283,482.23	5.49%
TRUST & AGENCY	\$ 60,195.00	\$ 3,872.45	\$ 3,872.45	\$ 56,322.55	6.43%
STREET LIGHTING - GENERAL FUND	\$ 40,000.00	\$ 2,934.84	\$ 2,934.84	\$ 37,065.16	7.34%
SOLID WASTE - GENERAL FUND	\$ 275,218.00	\$ 33,627.57	\$ 33,627.57	\$ 241,590.43	12.22%
TOTAL PUBLIC WORKS	\$ 736,388.00	\$ 58,540.09	\$ 58,540.09	\$ 677,847.91	7.95%
TOTAL HEALTH & SOCIAL SERVICES	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CULTURE & RECREATION					
LIBRARY					
GENERAL FUND	\$ 231,365.00	\$ 16,615.85	\$ 16,615.85	\$ 214,749.15	7.18%
TORT LIABILITY	\$ 5,260.00	\$ 55.68	\$ 55.68	\$ 5,204.32	1.06%
TRUST & AGENCY	\$ 42,841.00	\$ 3,767.36	\$ 3,767.36	\$ 39,073.64	8.79%
PARKS & RECREATION				\$ -	
GENERAL FUND	\$ 228,196.00	\$ 12,096.52	\$ 12,096.52	\$ 216,099.48	5.30%
TORT LIABILITY	\$ 6,863.00	\$ 718.29	\$ 718.29	\$ 6,144.71	10.47%
TRUST & AGENCY	\$ 53,368.00	\$ 1,823.67	\$ 1,823.67	\$ 51,544.33	3.42%

FUNCTIONS	BUDGET EXP	MTD EXP	YTD EXP	REMAINING BALANCE	PERCENT OF EXPENSES
CEMETERY					
GENERAL FUND	\$ 92,223.00	\$ 9,865.28	\$ 9,865.28	\$ 82,357.72	10.70%
TORT LIABILITY	\$ 3,094.00	\$ 301.51	\$ 301.51	\$ 2,792.49	9.74%
TRUST & AGENCY	\$ 18,293.00	\$ 1,145.68	\$ 1,145.68	\$ 17,147.32	6.26%
CIVIC CENTER				\$ -	
GENERAL FUND	\$ 19,900.00	\$ 738.45	\$ 738.45	\$ 19,161.55	3.71%
TRUST & AGENCY	\$ -	\$ -	\$ -	\$ -	#DIV/0!
COMMUNITY & CULTURAL DEV. (HHTD)	\$ 32,050.00	\$ 763.84	\$ 763.84	\$ 31,286.16	2.38%
LOCAL CABLE ACCESS				\$ -	
GENERAL FUND	\$ 22,801.00	\$ 12,061.14	\$ 12,061.14	\$ 10,739.86	52.90%
TRUST & AGENCY	\$ 3,846.00	\$ -	\$ -	\$ 3,846.00	0.00%
TOTAL CULTURE & RECREATION	\$ 760,100.00	\$ 59,953.27	\$ 59,953.27	\$ 700,146.73	7.89%
COMMUNITY & ECONOMIC DEV.					
ECONOMIC DEVELOPMENT	\$ 91,500.00	\$ 2,500.00	\$ 2,500.00	\$ 89,000.00	2.73%
PLANNING & ZONING	\$ 20,000.00	\$ 624.32	\$ 624.32	\$ 19,375.68	3.12%
REVOLVING LOAN FUND	\$ -	\$ -	\$ -	\$ -	
TIF DEBT SERVICE	\$ 183,881.00	\$ -	\$ -	\$ 183,881.00	0.00%
TOTAL COMMUNITY & E.D.	\$ 295,381.00	\$ 3,124.32	\$ 3,124.32	\$ 292,256.68	1.06%
GENERAL GOVERNMENT					
MAYOR & COUNCIL					
GENERAL FUND	\$ 20,500.00	\$ 435.19	\$ 435.19	\$ 20,064.81	2.12%
TRUST & AGENCY	\$ 2,906.00	\$ 47.39	\$ 47.39	\$ 2,858.61	1.63%
CLERK & TREASURER					
GENERAL FUND	\$ 181,346.00	\$ 19,691.04	\$ 19,691.04	\$ 161,654.96	10.86%
TORT LIABILITY	\$ 6,792.00	\$ 130.02	\$ 130.02	\$ 6,661.98	1.91%
TRUST & AGENCY	\$ 44,670.00	\$ 2,221.06	\$ 2,221.06	\$ 42,448.94	4.97%
LEGAL SERVICES	\$ 27,000.00	\$ 3,168.65	\$ 3,168.65	\$ 23,831.35	11.74%
TOTAL GENERAL GOVERNMENT	\$ 283,214.00	\$ 25,693.35	\$ 25,693.35	\$ 257,520.65	9.07%
GO DEBT SERVICE	\$ 930,769.00	\$ -	\$ -	\$ 930,769.00	0.00%
CAPITAL PROJECTS					
ARPA FUNDED PROJECT	\$ 372,612.00	\$ -	\$ -	\$ 372,612.00	0.00%
RELOCATING WATER & SEWER LINES	\$ 658,100.00	\$ 343,834.44	\$ 343,834.44	\$ 314,265.56	52.25%
WIDENING WAPSI CREEK @ BERANEK	\$ 1,000,000.00	\$ 5,185.00	\$ 5,185.00	\$ 994,815.00	0.52%
WW TREATMENT FACILITY IMP 2021	\$ 7,000,000.00	\$ 19,412.75	\$ 19,412.75	\$ 6,980,587.25	0.28%

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
ROUNDBOUT MAIN & CEDAR	\$ 1,100,000.00	\$ 1,311.26	\$ 1,311.26	\$ 1,098,688.74	0.12%
EASTSIDE WATER MAINS	\$ 1,800,000.00	\$ 5,154.04	\$ 5,154.04	\$ 1,794,845.96	0.29%
TOTAL CAPITAL PROJECTS	\$ 11,930,712.00	\$ 374,897.49	\$ 374,897.49	\$ 11,555,814.51	3.14%
BUSINESS TYPE ACTIVITIES					
WATER FUND	\$ 475,028.00	\$ 85,716.79	\$ 85,716.79	\$ 389,311.21	18.04%
TRUST & AGENCY	\$ 28,597.00	\$ -	\$ -	\$ 28,597.00	
WATER SINKING FUND	\$ 61,768.00	\$ -	\$ -	\$ 61,768.00	0.00%
SEWER FUND	\$ 318,560.00	\$ 18,185.30	\$ 18,185.30	\$ 300,374.70	5.71%
TRUST & AGENCY	\$ 23,652.00	\$ -	\$ -	\$ 23,652.00	
SEWER FUND SPECIAL	\$ 503,360.00	\$ -	\$ -	\$ 503,360.00	0.00%
STORM WATER UTILITY	\$ 49,664.00	\$ 1,112.96	\$ 1,112.96	\$ 48,551.04	2.24%
TRUST & AGENCY	\$ 2,522.00	\$ -	\$ -	\$ 2,522.00	0.00%
TOTAL BUSINESS TYPE ACTIVITIES	\$ 1,463,151.00	\$ 105,015.05	\$ 105,015.05	\$ 1,358,135.95	7.18%
NON-DEPARTMENTAL TRANSFERS					
GENERAL FUND	\$ 199,791.00	\$ -	\$ -	\$ 199,791.00	0.00%
EMERGENCY TAX FUND	\$ 42,822.00	\$ -	\$ -	\$ 42,822.00	0.00%
LOCAL OPTION SALES TAX	\$ 238,200.00	\$ -	\$ -	\$ 238,200.00	0.00%
TIF	\$ 381,273.00	\$ -	\$ -	\$ 381,273.00	0.00%
WATER FUND	\$ 131,377.00	\$ 5,147.29	\$ 5,147.29	\$ 126,229.71	3.92%
SEWER FUND	\$ 584,395.00	\$ 42,904.31	\$ 42,904.31	\$ 541,490.69	7.34%
TOTAL NON-DEPARMENTAL TRANSFERS	\$ 1,577,858.00	\$ 48,051.60	\$ 48,051.60	\$ 1,529,806.40	3.05%
TOTAL FOR ALL FUNCTIONS	\$ 18,968,147.00	\$ 735,471.34	\$ 735,471.34	\$ 18,232,675.66	3.88%

CITY OF WEST BRANCH
 EXPENDITURES BY ACTIVITY (UNAUDITED)
 AS OF: JULY 31ST, 2023

001-GENERAL FUND

08.33% OF FISCAL YEAR

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL NON-PROGRAM	1,577,858.00	48,051.60	48,051.60	3.05	1,529,806.40
TOTAL PUBLIC SAFETY	990,574.00	60,196.17	60,196.17	6.08	930,377.83
TOTAL PUBLIC WORKS	736,388.00	58,540.09	58,540.09	7.95	677,847.91
TOTAL HEALTH & SOCIAL SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	760,100.00	59,953.27	59,953.27	7.89	700,146.73
TOTAL COMMUNITY & ECON DEVELOP	295,381.00	3,124.32	3,124.32	1.06	292,256.68
TOTAL GENERAL GOVERNMENT	283,214.00	25,693.35	25,693.35	9.07	257,520.65
TOTAL DEBT SERVICE	930,769.00	0.00	0.00	0.00	930,769.00
TOTAL CAPITAL PROJECTS	11,930,712.00	374,897.49	374,897.49	3.14	11,555,814.51
TOTAL BUSINESS TYPE/ENTERPRISE	1,463,151.00	105,015.05	105,015.05	7.18	1,358,135.95
TOTAL EXPENDITURES	18,968,147.00	735,471.34	735,471.34	3.88	18,232,675.66



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 18, 2023

AGENDA ITEM: Claims for 9/18/2023
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PREPARED BY: Finance Officer, Heidi Van Auken
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DATE: September 12, 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**9/18/2023**

AMAZON.COM	YOUTH PROGRAM SUPPLIES	68.95
BAKER & TAYLOR INC.	BOOKS	582.10
BARNHART'S CUSTOM SERVICES	REPAIR STORMWATER HIGH SCHOOL	9,019.40
BRICK, LESLIE	MILEAGE REIMBURSEMENT- BRICK	24.24
CEDAR COUNTY RECORDER	RECORDING FEES	14.00
HAWKINS INC.	CHEMICALS	2,353.21
HI-LINE INC.	SAFETY GLASSES	290.06
IMPACT7G INC.	WIDENING WAPSI CREEK	5,020.00
IOWA CODIFICATION INC.	JULY 2023 SUPPLEMENT	967.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	73.80
JEFFREY & ELIZABETH JOHANN	BLDG INCENTIVE PAYMENT	1,000.00
KANOPY	ON DEMAND VIDEO SERVICE	20.00
KLM INVESTMENTS LLC	ACQUISITION ROW FOR ROUNDABOUT	25,775.00
L. L. PELLING CO	ANNUAL SEAL COAT	38,911.00
LEAF CAPITAL FUNDING LLC	COPIER LEASE-LIBRARY	142.02
LRS HOLDINGS, LLC	TRASH & RECYCLING AUGUST 2023	17,884.75
MACQUEEN EQUIPMENT	STREET SWEEPER BROOMS	1,043.51
MENARDS	SUPPLIES - PW	54.89
MOPPY MO'S LLC	JANITORIAL SERVICE-LIBRARY, TH, CITY, P&R	857.50
MPEC	VARIOUS ITEMS - PW	540.28
OASIS ELECTRIC LLC	STRRET LIGHT REPAIR	379.90
OLSON, KEVIN D	LEGAL SERVICES SEPT 2023	1,500.00
OVERDRIVE INC.	DIGITAL & AUDIO BOOKS	356.25
PYRAMID SERVICES INC.	GROUNDS MAINT MTRLS	5.68
SCHNOEBELEN INC.	DITCH MOWER PARTS	409.01
SINCLAIR TRACTOR	MOWER PARTS	1,309.02
STANARD & ASSOCIATES INC.	POLICE SELECTION TEST	50.50
STOREY KENWORTHY	RECEIPT BOOKS	276.00
TRAFFIC SAFETY CORP	RADAR SPEED SIGN	4,181.90
WEST BRANCH COMM SCHOOLS	ACQUISITION ROUNDABOUT SIDEWALK	20,749.00
TOTAL		133,858.97

**PAYROLL-WAGES, TAXES, EMPLOYEE
BENEFITS****9/15/2023****58,132.16****PAID BETWEEN MEETINGS**

VARIOUS VENDORS	UB REFUNDS	479.86
GLOBAL PAYMENTS	AUGUST 2023 CC FEES	1,274.15
ACTION SEWER & SEPTIC	SEWER LINE TELEWISE MAIN ST	325.00
AT&T MOBILITY	WIRELESS SERVICE	358.39
CEDAR COUNTY TREASURER	PROPERTY TAXES	100.00
LYNCH'S EXCAVATING	WATER MAIN PATCH	160.00
WEX BANK	VEHICLE FUEL	1,760.19

BOOMERANG CORP	WW TREATMENT PAY ESTIMATE 11	282,084.55
SISCO	HEALTH CLAIMS 9/5/2023	33.15
TOTAL		286,575.29
GRAND TOTAL EXPENDITURES		478,566.42
FUND TOTALS		
001 GENERAL FUND		50,893.72
022 CIVIC CENTER		140.00
031 LIBRARY		7,779.79
110 ROAD USE TAX		47,991.89
112 TRUST AND AGENCY		11,549.04
321 WIDENING WAPSI CREEK		5,020.00
324 WW TREATMENT FACILITY		282,084.55
326 ROUNDABOUT MAIN & CEDAR		46,524.00
600 WATER FUND		10,364.51
610 SEWER FUND		6,644.80
740 STORM WATER UTILITY		9,574.12
GRAND FUND TOTAL		478,566.42

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT			
POLICE OPERATION	GENERAL FUND	STANARD & ASSOCIATES INC TRAFFIC SAFETY CORP	POLICE SELECTION TEST	50.50			
			RADAR SPEED SIGN	4,181.90			
			TOTAL:	4,232.40			
PARK & RECREATION	GENERAL FUND	MOPPY MO'S LLC	CLEANING SERVICES-CITY, TH	157.50			
			TOTAL:	157.50			
CEMETERY	GENERAL FUND	PYRAMID SERVICES INC. SINCLAIR TRACTOR	GROUNDS MAINT MTRLS	5.68			
			MOWER PARTS	56.94			
			MOWER PARTS	61.86			
			MOWER PARTS	169.16			
			MOWER MAINTENANCE PARTS	174.60			
TOTAL:	468.24						
ECONOMIC DEVELOPMENT	GENERAL FUND	JEFFREY & ELIZABETH JOHANSEN	BLDG INCENTIVE PAYMENT	1,000.00			
			TOTAL:	1,000.00			
CLERK & TREASURER	GENERAL FUND	STOREY KENWORTHY/MATT PARROTT BRICK, LESLIE IOWA CODIFICATION INC MOPPY MO'S LLC	RECEIPT BOOKS	276.00			
			MILEAGE REIMBURSEMENT- BRI	24.24			
			JULY 2023 SUPPLEMENT	967.00			
			CLEANING SERVICES-CITY, TH	140.00			
			TOTAL:	1,407.24			
LEGAL SERVICES	GENERAL FUND	CEDAR COUNTY RECORDER OLSON, KEVIN D	RECORDING FEES	14.00			
			LEGAL SERVICES SEPT 2023	1,500.00			
			TOTAL:	1,514.00			
SOLID WASTE	GENERAL FUND	LRS HOLDINGS, LLC	TRASH & RECYCLING AUGUST 2	17,884.75			
			TOTAL:	17,884.75			
TOWN HALL	CIVIC CENTER	MOPPY MO'S LLC	CLEANING SERVICES-CITY, TH	140.00			
			TOTAL:	140.00			
LIBRARY	LIBRARY	OVERDRIVE INC BAKER & TAYLOR INC. KANOPY AMAZON.COM.CA.,INC. LEAF CAPITAL FUNDING LLC MOPPY MO'S LLC	DIGITAL & AUDIO BOOKS	356.25			
			BOOKS	90.46			
			BOOKS	491.64			
			ON DEMAND VIDEO SERVICE	20.00			
			YOUTH PROGRAM SUPPLIES	68.95			
			COPIER LEASE-LIBRARY	142.02			
			JANITORIAL SERVICE-LIBRARY	420.00			
			TOTAL:	1,589.32			
			ROADS & STREETS	ROAD USE TAX	L. L. PELLING CO. INC OASIS ELECTRIC LLC MENARDS SINCLAIR TRACTOR HI-LINE INC MACQUEEN EQUIPMENT SCHNOEBELEN INC MPEC	ANNUAL SEAL COAT	38,911.00
						STREET LIGHT REPAIR	379.90
SUPPLIES - PW	31.76						
STREETS TRACTOR WINDSHIELD	846.46						
SAFETY GLASSES	243.36						
STREET SWEEPER BROOMS	268.59						
STREET SWEEPER PARTS	774.92						
DITCH MOWER PARTS	183.70						
DITCH MOWER REPAIR	225.31						
OIL FILTERS-PW	292.62						
OIL - PW	150.54						
2012 DODGE BRAKES-PW	103.96						
2012 DODGE BRAKES-PW	6.84						
TOTAL:	42,405.28						

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
CAPITAL PROJECT	WIDENING WAPSI CRE	IMPACT7G INC	WIDENING WAPSI CREEK	5,020.00
			TOTAL:	5,020.00
INVALID DEPARTMENT	ROUNDAABOUT MAIN &	WEST BRANCH COMMUNITY SCHOOLS	ACQUISITION ROUNDAABOUT SID	20,749.00
		KLM INVESTMENTS LLC	ACQUISITION ROW FOR ROUNDA	25,775.00
			TOTAL:	46,524.00
WATER OPERATING	WATER FUND	IOWA ONE CALL	UTILITY LOCATION SERVICE	36.90
		HAWKINS INC	CHEMICALS	2,353.21
		MENARDS	SUPPLIES - PW	23.13
		HI-LINE INC	SHOP SUPPLIES	46.70
			TOTAL:	2,459.94
SEWER OPERATING	SEWER FUND	IOWA ONE CALL	UTILITY LOCATION SERVICE	36.90
			TOTAL:	36.90
STORM WATER UTILITY	STORM WATER UTILIT	BARNHART'S CUSTOM SERVICES LLC	REPAIR STORMWATER HIGH SCH	9,019.40
			TOTAL:	9,019.40

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

001	GENERAL FUND	26,664.13
022	CIVIC CENTER	140.00
031	LIBRARY	1,589.32
110	ROAD USE TAX	42,405.28
321	WIDENING WAPSI CREEK @ BE	5,020.00
326	ROUNDAABOUT MAIN & CEDAR-J	46,524.00
600	WATER FUND	2,459.94
610	SEWER FUND	36.90
740	STORM WATER UTILITY	9,019.40

	GRAND TOTAL:	133,858.97

NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING ON PROPOSAL TO VACATE AND DISPOSE OF THE CITY'S INTEREST IN THE SOUTH 130 FEET OF THAT CERTAIN ALLEY LOCATED BETWEEN LOTS 22 AND 23, BLOCK 9, TOWNSEND AND GUE'S SUBDIVISION, WEST BRANCH, IOWA.

YOU ARE HEREBY NOTIFIED that a public hearing will be held by the City Council of the City of West Branch in the Council Chambers, at the City Hall at 110 N. Poplar Street, **at 7:00 o'clock P.M., on Monday, September 18, 2023.** Said public hearing shall be to consider the intent to vacate the south 130 feet of that certain north-south alley located between Lots 22 and 23, Block 9, Townsend & Gue's Subdivision, West Branch, Iowa, and dispose of the City's interest in the same.

BE FURTHER ADVISED that all interested persons are invited to attend and be heard on the proposal to vacate and dispose of the City's interest in the aforementioned alley. Further information regarding the above-referenced alley vacation may be obtained by contacting the West Branch City Clerk.

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



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 18, 2023

AGENDA ITEM: Third Reading Ordinance 805 – Amending Chapter 92 – Water Rates
--

PREPARED BY: City Clerk, Leslie Brick
--

DATE: September 6, 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.

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

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: September 5, 2023
Third Reading: September 18, 2023

Passed and approved this 18th day of September, 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



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 18, 2023

AGENDA ITEM: Third Reading Ordinance 806 - Amending Chapter 165 – Zoning Regulations

PREPARED BY: City Clerk, Leslie Brick
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DATE: September 12, 2023

BACKGROUND:

165.20 AMENDMENTS.

1. Requirements for Change. Whenever the public necessity, safety, general welfare or good zoning practice justifies such action, and after consideration and recommendation by the Planning and Zoning Commission as provided herein, the Council may change zoning district boundaries, use groups or the regulations established by this chapter after public hearing for which public notice is given as provided in Chapter 414 of the Code of Iowa.

2. Initiation of Change. A proposed change of zoning district boundaries or regulations may be initiated by the Council, City Planning and Zoning Commission, or by application of one or more of the owners of property within the area requested to be changed.

3. Consideration. Every three months or at the discretion of the zoning officer, the City Planning and Zoning Commission will set a public hearing to consider requested changes or amendments to the Zoning Ordinance or Zoning Map pursuant to the provisions of this section. Public notice for this meeting and changes to be considered shall be given as provided in Chapter 414.4 of the Code of Iowa, as amended. The re-zoning process as specified herein for newly annexed areas or amendments to the text proposed by the City itself may be undertaken at any time.

4. Site Plan and Schedule. All requests for changes in Zoning Map shall be accompanied by the following:

A. Intentions. A complete statement giving reasons and intentions for the planned future use of the area proposed for amendment.

B. Site Plan. A site plan, showing existing and proposed structures, uses, open spaces, facilities for parking and loading, and arrangements for pedestrian and vehicular circulation of the area proposed for amendment and all abutting properties with their use and zoning district defined.

C. A proposed time schedule for beginning and completion of development.

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 \$150.00, 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.

6. Notice Requirements. It is the obligation of the party requesting a change in the Zoning Ordinance or map to send notice of the date, time and place of the public hearing before the Planning and Zoning Commission and the Council, by regular mail at said party's own cost, to the owners of the property to be affected by said proposed change and to the owners of property located within 200 feet of the exterior boundaries of the property to be affected by said change. Proof of the mailing of notice must be on file at the Clerk's office by the time of the public hearing before the Planning and Zoning Commission.

7. Protest Against Change. In case, however, of a protest against such change signed by the owners of 20 percent or more either of the area of the lots included in such proposed change, or by the owners of 20 percent or more of the property which is located within 200 feet of the exterior boundaries of the property for which such change is proposed,

such amendment shall not become effective except by the favorable vote of at least three-fourths of all the members of the Council. Such signed protest must, however, be presented to the Council before or at the time of the public hearing before the Council. The provisions of Section 414.4 relative to public hearings and official notice shall apply equally to all changes or amendments.

The Fee Schedule shall reflect the City's true cost in evaluating, administering and considering these matters. The City's cost shall include, but not be limited to: publication, legal, surveying or engineering fees, recording fees, service or certified mail charges or any other costs reasonably borne by the City in connection with these matters.

Per City Council direction the following cities were surveyed for Rezoning fees:

Tiffin	\$750
Solon	\$200
Walcott	\$150
North Liberty	\$300
Coralville	City Code does not reference any fees

Ordinance 806 – Increases Rezoning requests from \$150 to \$300 to cover publication costs of public hearing notices (publication to occur at least twice).

****Special meeting fees and actual engineer review fees are billed separately to the party requesting the change (as incurred).**

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: September 5, 2023
Third Reading: September 18, 2023

Passed and approved this 18th day of September, 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



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 18, 2023

AGENDA ITEM: Third Reading Ordinance 807 –Amending Chapter 166 – Subdivision Regulations
--

PREPARED BY: City Clerk, Leslie Brick
--

DATE: September 6, 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 807 – Increases the submission of a preliminary and final plat from \$150 (each) to \$300 (each)

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: September 5, 2023
Third Reading: September 18, 2023

Passed and approved this 18th day of September, 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



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 18, 2023

AGENDA ITEM: First Reading Ordinance 808 – Vacating the South 130 Feet of that Certain Alley.

PREPARED BY: Adam Kofoed, City Administrator

DATE: September 12, 2023

BACKGROUND:

The alley between North 4th and North 5th Street has been a topic of conversation for many years between the City and the residents who use it. Most residents who live on the 100 block of North 4th Street do not have driveway access, and therefore must use the alley for access to their properties. In addition, there is “no on-street parking” on the 100 block of North Fourth Street.

Over time, the alley has deteriorated and constantly washes gravel onto East Main Street during heavy rain events which causes a driving hazard for west bound vehicles.

Discussions have taken place regarding over the past several years on vacating the alley, closing a portion of the alley to eliminate wash outs and turning it over to the residents who use it to maintain it.

The alley apron on the south end is schedule for modifications with the Eastside Water Main Replacement Project and Councilperson Stoolman asked that the subject of closing this portion of the alley be re-considered before any improvements are done.

This ordinance will close only the south 130 feet of the alley (between 411 E. Main Street and 421 E. Main Street). All property owners will still have access to the rear of their properties from the alley’s north entrance at East Green Street. In addition, the City will continue to maintain the remaining alley.

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

ORDINANCE NO. 808

AN ORDINANCE VACATING THE SOUTH 130 FEET OF THAT CERTAIN ALLEY

WHEREAS, the City Council of the City of West Branch has determined that the south 130 feet of that certain north-south alley located between Lots 22 and 23, Block 9, Townsend & Gue’s Subdivision, West Branch, Iowa (the “Parcel”), should be vacated and returned to the tax rolls.

NOW, THEREFORE, BE IT ORDAINED, as follows:

1. Vacation. That the unused portion of the alley described as the Parcel above, is hereby vacated.
2. Conveyance. That pursuant to Section 354.23 of the Code of Iowa, this ordinance shall be deemed a conveyance to the adjoining property owners.
3. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.
4. Effective Date. This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

First Reading: September 18, 2023
Second Reading:
Third Reading:

Passed and approved this _____ day of _____, 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



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 18, 2023
AGENDA ITEM:	Resolution 2023-99 - Approving the revised job description for the position of Parks & Recreation Director.
PREPARED BY:	Adam Kofoed, City Administrator
DATE:	September 11, 2023

BACKGROUND:

There have been several internal discussions regarding the future of Parks and Rec under new state property tax reform. The City Administrator, has not received any communications from area representatives, therefore, staff needs to be prepared for deep budget cuts. To prepare for the worst, the City Administrator is recommending a \$25,000 or 10% cut to Parks and Rec.

The Parks and Recreation Commission was notified of potential budget cuts early on in the process. City Administrator Kofoed suggested with cuts to summer programs administrative works could be cut from 60 hours a week to 40. This would be roughly a \$20,000 cut which would entail eliminating the permanent part time position. We recommend keeping the director position, as we still would need someone to hire seasonal staff for field prep, concession stands, and other positions. At this time we recommend keeping the position full time as well as basketball and baseball season tend to require improvised after hour work.

Park and Rec commission members also suggested looking at park and rec contracts such as fertilizing and seeding. But that would only be a \$9,000 cut.

RESOLUTION 2023-99

A RESOLUTION APPROVING THE REVISED JOB DESCRIPTION FOR THE POSITION OF PARKS & RECREATION DIRECTOR.

WHEREAS, the Parks & Recreation Director will serve as the primary employee of City's Parks & Recreation department; and

WHEREAS, the Parks & Recreation Director will be responsible for the department's annual budget, recruiting and hiring of seasonal employees, program development of children and adult recreation, ordering supplies, maintaining an accurate inventory of all equipment, departmental supplies and other duties as described in the complete job description; and

WHEREAS, the Parks & Recreation Director will report directly to the City Administrator and will maintain a professional working relationship with the other department directors and city employees; and

WHEREAS, the intent of the attached job description (Exhibit A) will establish expectations for the City as a prospective employer and for any candidate interested in seeking employment with the City of West Branch.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the aforementioned revised job description for the position of Parks & Recreation Director is hereby accepted and approved. Further the City Administrator is directed to execute all necessary actions to proceed in posting the position.

* * * *

Passed and approved this 18th day of September, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

Parks & Rec Director

EXHIBIT A

DATE: 9/15/2023

CLASSIFICATION: Full Time, Salary Exempt

DEPARTMENT: Parks and Recreation

IMMEDIATE SUPERVISOR: City Administrator

JOB SUMMARY:

The Park & Recreation Director will plan, coordinate, administer, supervise and evaluate recreation programs and facilities including but not limited to adult/youth programs, sports, wellness, seniors and special events under limited supervision.

JOB SCOPE

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Programming

- Plan, coordinate, organize, administer and evaluate recreation programs and events for the community.
- Schedule activities and monitor use of specific recreation facilities.
- Assist in determining community recreation programming needs and interests.

B. Administration & Management

- Provide supporting documentation regarding programs and finances to the City Administrator.
- Primary Admin User of Rec Desk software. Ensures that all programs are programmed in the system with correct pricing. Responsible for revenue tracking of each program to ensure that they are self-sustaining.
- Follow policies and procedures outlined in city ordinances and department policies.
- Recruit, interview, supervise and schedule seasonal employees.
- Recommend the hire, promotion, and/or termination of Park & Recreation personnel.
- Perform work on weekends and nights when appropriate, maintains communication accessibility via a City issued cell phone outside normal work hours, and assists City in times of emergency.

C. Finances

- Prepare and presents the annual department budget, determines resource needs and financing requests. Supervises departmental purchasing and controls the expenditure of funds.

D. Public Relations

- Ongoing professional involvement in recreation and City committees and organizations.
- Liaison with school administration for the use of school facilities.

E. Field & Facility Maintenance

- Oversees the management and the operations of the Cubby Park Ballfield Complex, trains the seasonal concession stand staff, performs daily inspections of the concession stands when in operation, and assists with set-up, tear down, and other facilities needs when necessary.
- Order supplies and maintains inventory of all equipment.
- General knowledge of sports field maintenance and the ability to complete outdoor duties including park maintenance and field prep as needed.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- A. Ability to read, speak, write, hear and understand English effectively to communicate with citizens and volunteers by telephone, in writing and face-to-face.
- B. Ability to establish and maintain harmonious working relationships with volunteers, officials and the public.
- C. Physical ability to traverse variable terrain conditions not accessible by vehicle including but not limited to steep slopes, unlevelled grades and heavily vegetated areas for the purpose of participating in or evaluating programs.
- D. Ability to visually review the program facilities and the work of others.
- E. Ability to perform record keeping and mathematics necessary for budgeting purposes.
- F. Ability to operate motor vehicle and other equipment necessary for maintaining facilities.
- G. Must not pose a direct threat to the health or safety of other individuals in the workplace or citizens encountered during work.
- H. Intellectual ability, judgement, stamina and coordination necessary to normally complete daily assigned tasks within the workday.
- I. Ability to coordinate and participate in recreational activities.
- J. Ability to lift and carry 50 pounds for various program needs.
- K. Ability to repetitively bend and stoop to operate equipment in conjunction with recreation activities.
- L. Ability to walk long distances for supervision of recreation programs and the work of others.

REQUIRED EXPERIENCE & KNOWLEDGE

- Comprehensive knowledge of the physical and equipment requirements in presenting public entertainment and programs.
- Obtain a SERV-safe and/or other required food and sanitation certifications within 12 months of hire.
- Complete knowledge of the safety requirements of buildings used for public assembly.
- Thorough knowledge of good financial management practices necessary to successfully direct and manage a public facility.
- Supervise, organize, instruct and direct others in the performance of varied tasks.
- Communicate effectively both orally and in writing, including the comprehensive knowledge needed to perform simple clerical duties.
- Determine long-range needs, plan and organize work, and to use resourcefulness and tact in solving problems.
- Thorough knowledge of budgeting, marketing and finance.
- Desire to be part of an organization that values service, people, integrity, responsibility, innovation and teamwork.
- Necessary public relations skills needed to organize social programs.

ACCEPTABLE EXPERIENCE & KNOWLEDGE

Considerable professional experience in managing such leisure activities and/or graduation from an accredited college or university with major course work in leisure studies, commercial recreation or related field. Any equivalent combination of experience and training which provides the required knowledge, skills and abilities in the recreation field will also be considered.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 18, 2023
AGENDA ITEM:	Resolution 2023-100 – Approving an insurance proposal with Provident Fire Plus, Iowa Municipal Insurance Ltd.
PREPARED BY:	Finance Officer, Heidi Van Auken
DATE:	September 12, 2023

SUMMARY:

This insurance proposal is for the West Branch Fire Department and West Branch Firefighters Inc. also known as Fire Pak insurance. The insurance carrier was Continental Western Insurance, but no longer exists.

Please Note:

It has been determined that the current insurance proposal does not provide adequate coverage for fire department vehicles or building contents. Springdale Agency is reviewing the policy and this proposal is subject to change but will go into effect on October 1, 2023.

RESOLUTION 2023-100

RESOLUTION APPROVING AN INSURANCE PROPOSAL WITH PROVIDENT FIRE PLUS, IOWA MUNICIPAL INSURANCE LTD.

WHEREAS, the West Branch Fire Department and West Branch Firefighters Inc., received an insurance renewal quote from the Iowa Municipal Insurance LTD; and

WHEREAS, after reviewing the insurance renewal quote and recommendation by the West Branch Fire Chief, the City Council has decided to accept it and continue membership with Iowa Municipal Insurance Ltd., effective October 1, 2023.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the insurance proposal with Provident Fire Plus and Iowa Municipal Insurance is hereby approved.

Passed and approved this 18th day of September, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



**INSURANCE PROPOSAL
PREPARED FOR:**

West Branch Municipal Fire Department and West Branch Firefighters, Inc.

**PROPOSED
EFFECTIVE DATE:**

10/1/2023

PRESENTED BY:

Iowa Municipal Insurance Ltd

PROGRAM MANAGER
www.providentfireplus.com
Allied Public Risk, LLC
National Producer Number: 17536322
Provident Agency, Inc.
National Producer Number: 2007953
(800) 447- 0360
info@providentfireplus.com

PREMIUM SUMMARY

NOTE: This proposal is prepared from information supplied to us on the application submitted by your insurance broker. It may or may not contain all terms requested on the application. It also may contain inadvertent errors. This proposal does not amend, or otherwise affect or alter, the provisions of coverage on the policy. It is not a representation that coverage does or does not exist for any particular claim or loss under any such policy. Coverage depends on the applicable provisions of the issued policy, the facts and circumstances involved in the claim and any applicable law. Specimen policies are available from your insurance broker.

SECTION	COVERAGE		PREMIUM
1	PROPERTY (Including Equipment Breakdown, Portable Equipment & Mobile Equipment)	\$	2,593.00
2	COMMERCIAL CRIME (Including Faithful Performance)	\$	289.00
3	COMMERCIAL GENERAL LIABILITY (Including Professional Healthcare Liability)	\$	1,722.00
4	PUBLIC OFFICIALS & MANAGEMENT LIABILITY (Including Wrongful Acts, Employment Practices, Employee Benefits, Privacy & Network Risk)	\$	500.00
5	BUSINESS AUTO (Including Primary Member Auto Liability and Physical Damage)	\$	9,665.00
6	COMMERCIAL EXCESS LIABILITY (Including Commercial General Liability, Professional Healthcare Liability, Wrongful Acts, Employment Practices, Employee Benefits, Business Auto, and Employers Liability)	\$	1,981.00
	Total Annual Premium (excludes state-imposed taxes, surcharges, and fees)	\$	16,750.00
	Terrorism Premium	\$	48.00
	Fully Earned Policy Fee	\$	100.00
	State-Imposed Taxes, Surcharges, & Fees	\$	N/A
	TOTAL AMOUNT DUE*	\$	16,898.00
	*Payment is due in accordance with the producer agreement.		

NOTES: Quote subject to the following signed documents, which are all **due at binding**: application; TRIA selection/rejection; UM/UIM selection/rejection; driver list; SOV.

INSURED: West Branch Municipal Fire Department and West Branch Firefighters, Inc.
EFFECTIVE DATE: 10/1/2023

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



Section 1. PROPERTY - Yes

CARRIER: Allied World Insurance Company or affiliate
A XV (Excellent) A.M. Best Rating

FORM: Proprietary

LIMITS

Total Insured Values: (Real Property & Business Personal Property)	\$11,500
Blanket Coverage Extension: A separate blanket limit that applies to the following coverages: Business Income; Extended Business Income; Civil Authority; Extra Expense; Tenant Leasehold Interest; Electronic Data; Preservation of Property	\$50,000
Equipment Breakdown:	Included
Blanket Portable Equipment (emergency services):	Included
Blanket Mobile Equipment (<i>scheduled</i>):	\$83,414
Blanket Mobile Equipment (unscheduled, maximum \$10,000 any one item):	\$25,000
Blanket Mobile Equipment (borrowed, rented & leased):	\$50,000
Earthquake & Earthmovement:	N/A
Flood Zone X (shaded/unshaded):	N/A
Flood Zone AE:	N/A

DEDUCTIBLES

\$500	Property Deductible	N/A	Flood Zone X (per structure / per premises)
\$500	Equipment Breakdown Deductible	N/A	Flood Zone AE ¹ (per structure / per premises)
\$500	Blanket Portable Equipment (emergency services)	N/A	Flood Zone AE ¹ (per damaged structure)
\$500	Blanket Mobile Equipment	N/A	Wind/Hail ² (per occurrence)
N/A	Earthquake & Earth movement ¹ (\$)	N/A	Wind/Hail ² (per damaged structure / per occurrence)
N/A	Earthquake & Earth movement ¹ (%)		

¹The greater of the deductibles will be applied. ²N/A for Wind/Hail deductible means no special deductible applies.

POLICY HIGHLIGHTS:

- ◆ Blanket Coverage Extension, Portable Equipment & Mobile Equipment
- ◆ No Coinsurance Penalty
- ◆ Glass Deductible Waiver
- ◆ Broad Definition of Covered Property

VALUATION:

- ◆ Guaranteed Replacement Cost: Real Property & Business Personal Property (*All Buildings subject to Property Valuation**)
- ◆ Guaranteed Replacement Cost: Portable Equipment (emergency services)
- ◆ Replacement Cost: Commandeered Equipment
- ◆ Actual Loss Sustained: Business Income, Extended Business Income & Extra Expense (24 months)
- ◆ Market Price: Fine Arts

*RC and ACV are available for older and lower valued buildings.

INSURED: West Branch Municipal Fire Department and West Branch Firefighters, Inc.

EFFECTIVE DATE: 10/1/2023

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



SPECIAL COVERAGES

New Locations or Newly Constructed Property: Pays up to \$1M for your new real property while being built on or off described premises as well as real property you acquire, lease or operate at locations other than the described premises; and business personal property located at new premises.

Utility Services – Direct Damage, Business Income & Expense: Pays up to \$250,000 for covered property damaged by an interruption in utility service to the described premises. The interruption in utility service must result from direct physical loss or damage by a Covered Cause of Loss and does not apply to loss or damage to electronic data, including destruction or corruption of electronic data. Separate limits apply to Direct Damage and Business Income/Extra Expense.

Pollution Remediation Expenses: Pays up to \$100,000 or \$250,000 for remediation expenses resulting from a Covered Cause of Loss or Specified Cause of Loss occurring during the policy period and reported within 180 days. Covered Causes of Loss means risks of direct physical loss unless the loss is excluded or limited by the Property Coverage Form. Specified Cause of Loss means the following: fire; lightning; explosion; windstorm or hail; smoke; aircraft or vehicles; riot or civil commotion; vandalism; leakage from fire extinguishing equipment; sinkhole collapse; falling objects; weight of snow; ice or sleet; water damage; and equipment breakdown.

Contract Penalties: Pays up to \$100,000 for contract penalties you are required to pay due to your failure to deliver your product according to contract terms solely as a result of direct physical loss or damage by a Covered Cause of Loss to Covered Property.

Property In Transit: Pays up to \$100,000 for direct physical loss or damage to covered property while in transit more than 1,000 feet from the described premises. Shipments by mail must be registered for coverage to apply. Electronic data processing property and fine arts are excluded.

Unintentional Errors: Pays up to \$250,000 for any unintentional error or omission you make in determining or reporting values or in describing the covered property or covered locations.

Tools and Portable Equipment Owned by Your Employees: Pays up to \$5,000 for direct physical loss or damage to tools and portable equipment owned by your employees or volunteers while at any premises or in transit, caused by or resulting from a Covered Cause of Loss provided the loss or damage occurs during the course of your operations.

Portable Equipment and Mobile Equipment: Your portable equipment and mobile equipment include coverage for earth movement (*including earthquake*), water (*including flood*), changes in or extremes of temperatures, and neglect during an emergency condition.

Lock & Key Replacement: Pays up to \$25,000 to reimburse you for lock & key replacement after theft at insured premises. No deductible applies.

Member's Property: Pays up to \$25,000 for member's property (*including computers, all-terrain vehicles, personal watercraft, snowmobiles, golf carts, and miscellaneous tools*) while at described premises or while member is engaged in any work related function. No deductible applies.

Member's Residence – Reimbursement: Pays up to \$1,000 for loss of use reimbursement as a result of damage to a member's primary residence that occurs while the member is en-route to, engaged in, or returning from an "emergency situation" and at the direction and knowledge of an officer of the insured. No deductible applies.

Personal Effects and Property of Others: Pays up to \$5,000 for loss or damage to personal effects owned by your officers, your partners, members, managers or employees; and personal property of others in your care, custody or control.

Sirens and Antennas: Your real property, business income, and extra expense coverages are extended to include sirens, antennas, towers and similar structures located on a described premise.

Foundations: Your real property includes foundations located on a described premise.



KEY DEFINITIONS

Pollution Conditions: The discharge, dispersal, release, seepage, migration, or escape of any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, fumes, acids, alkalis, chemicals, minerals, chemical elements and waste. Waste includes materials to be recycled, reconditioned or reclaimed.

Remediation Expenses: Expenses incurred for or in connection with the investigation, monitoring, removal, disposal, treatment, or neutralization of pollution conditions to the extent required by: (1) federal, state or local laws, regulations or statutes, or any subsequent amendments thereof enacted to address pollution conditions; and (2) a legally executed state voluntary program governing the cleanup of pollution conditions.

Mobile Equipment: Mobile equipment means machinery or equipment, including accessories and spare parts for machinery or equipment, usual to your business. These items include, but are not limited to: forklifts; tractors; backhoes; draglines; excavators; ATVs; tools; and watercraft less than 50 feet in length.

Portable Equipment: Portable equipment means portable firefighting, ambulance, or rescue related equipment and portable communications equipment commonly used in the fire and rescue operations away from your premises. Portable equipment also includes equipment specific to firefighting and rescue related activities, such as training videos, manuals, and mannequins, and any trailer whose primary purpose is to transport covered portable equipment. But portable equipment does not include vehicles, watercraft, money & securities, and fine arts.

Real Property: The buildings, items or structures described in the Declarations that you own or that you have leased or rented from others in which you have an insurable interest. This includes:

- Aboveground piping;
- Additions under construction;
- Alterations and repairs to the buildings or structures; business personal property owned by you that is used to maintain or service the real property or structure or its premises, including fire-extinguishing equipment; outdoor furniture, floor coverings and appliances used for refrigerating, ventilating, cooking, dishwashing or laundering;
- Completed additions;
- Exterior signs, meaning neon, automatic, mechanical, electric or other signs either attached to the outside of a building or structure, or standing free in the open;
- Fixtures, including outdoor fixtures;
- Glass which is part of a building or structure;
- Light standards;
- Materials, equipment, supplies and temporary structures you own or for which you are responsible, on the premises or in the open (*including property inside vehicles*) within 1,000 feet of the premises, used for making additions, alterations or repairs to buildings or structures at the premises;
- Paved surfaces such as sidewalks, patios or parking lots;
- Permanently installed machinery and equipment;
- Permanent storage tanks;
- Sirens, antennas, towers and similar structures associated with a premises;
- Solar panels;
- Submersible pumps, pump motors and engines;
- Underground piping located on or within 1,000 feet of premises described in the Declarations;
- Underground vaults and machinery.

Business Personal Property: The property you own that is used in your business including:

- Furniture and fixtures; Machinery and equipment;
- Computer equipment; Communication equipment;
- Stock;
- Labor materials or services furnished or arranged by you on personal property of others;
- Your use interest as tenant in improvements and betterments.
- Leased personal property for which you have a contractual responsibility to insure.

Outdoor Property: Fixed or permanent structures that are outside covered real property including but not limited to:

- historical markers or flagpoles;
- sirens, antennas, towers, satellite dishes, or similar structures and their associated equipment;
- exterior signs not located at a premises;
- fences or retaining walls;
- storage sheds, garages, pavilions or other similar buildings or structures not located at a premises;
- dumpsters, concrete trash containers, or permanent recycling bins;
- hydrants; or
- electric utility power transmission and distribution lines and related equipment owned by the insured.

Equipment Breakdown: Direct damage to mechanical, electrical or pressure systems as follows:

- mechanical breakdown including rupture or bursting caused by centrifugal force;
- artificially generated electrical current, including electrical arcing, that disturbs electrical devices, appliances or wires;
- explosion of steam boilers, steam piping, steam engines or steam turbines owned or leased by you, or operated under your control;
- loss or damage to steam boilers, steam pipes, steam engines or steam turbines; or
- loss or damage to hot water boilers or other water heating equipment;
- If covered electrical equipment requires drying out as a result of a flood, we will pay for the direct expenses for such drying out.

INSURED: West Branch Municipal Fire Department and West Branch Firefighters, Inc.

EFFECTIVE DATE: 10/1/2023

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PROPERTY SUBLIMITS						
Coverage	Limit					
Accounts Receivable	X	\$500,000	<input type="checkbox"/>	\$1,000,000	<input type="checkbox"/>	\$2,000,000
Valuable Papers and Records	X	\$500,000	<input type="checkbox"/>	\$1,000,000	<input type="checkbox"/>	\$2,000,000
Tools & Portable Equipment Owned by Your Employees	X	\$5,000	<input type="checkbox"/>	\$10,000	<input type="checkbox"/>	\$25,000
Personal Effects and Property of Others	X	\$5,000	<input type="checkbox"/>	\$10,000	<input type="checkbox"/>	\$25,000
New Locations or Newly Constructed Property	X	\$1,000,000				
Business Personal Property at New Locations	X	\$1,000,000				
Blanket Commandeered Equipment	X	\$500,000				
Outdoor Property (unscheduled)	X	\$300,000				
Contamination, Spoilage & Refrigerant	X	\$100,000				
Backup/Overflow of Water from Sewer, Drain, Sump	X	\$250,000				
Utility Services - Direct Damage	X	\$250,000				
Utility Services – Business Income and Extra Expense	X	\$250,000				
Dependent Business Premises	X	\$250,000				
Property at Other Locations	X	\$250,000				
Unintentional Errors	X	\$250,000				
Pollution Remediation Expense (specified cause of loss)	X	\$250,000				
Pollution Remediation Expense (covered cause of loss)	X	\$100,000				
Contract Penalties	X	\$100,000				
Property in Transit	X	\$100,000				
Limited Coverage for “Fungus”, Wet Rot or Dry Rot	X	\$50,000				
Fine Arts	X	\$25,000				
Trees, Shrubs & Plants (maximum \$1,000 any one item)	X	\$25,000				
Indoor and Outdoor Signs (unscheduled)	X	\$25,000				
Lock and Key Replacement	X	\$25,000				
Arson Reward	X	\$25,000				
Member’s Property	X	\$25,000				
Fire Department Service Charge	X	\$5,000				
Non-Owned Detached Trailers	X	\$5,000				
Cost of Inventory or Adjustment	X	\$5,000				
Fire Protection Devices	X	\$5,000				
Patterns, Dies, Molds, Forms	X	\$2,500				
Debris Removal	X	25% of scheduled limit plus \$50,000				
Ordinance or Law Provision	X	25% of scheduled limit				

NOTES:

Premium is calculated from application’s property schedule; please review property schedule for coverage and limit adequacy.
All coverages for Flood and Earthquake are Excluded.

INSURED: West Branch Municipal Fire Department and West Branch Firefighters, Inc.

EFFECTIVE DATE: 10/1/2023

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Section 2. COMMERCIAL CRIME - Yes

CARRIER: Allied World Insurance Company or affiliate
A XV (Excellent) A.M. Best Rating

FORM: Proprietary

LIMITS								
Coverage Group	Employee Theft	Forgery or Alteration	Theft of Money & Securities	Robbery or Safe Burglary or Other Property	Outside the Premises	Computer Fraud	Funds Transfer Fraud	Money Orders & Counterfeit Paper Currency
X	\$100,000	\$100,000	\$100,000	\$5,000	\$100,000	\$100,000	\$10,000	\$100,000
	\$250,000	\$250,000	\$250,000	\$5,000	\$250,000	\$100,000	\$25,000	\$100,000
	\$500,000	\$250,000	\$250,000	\$5,000	\$250,000	\$100,000	\$50,000	\$100,000
	\$1,000,000	\$250,000	\$250,000	\$5,000	\$250,000	\$100,000	\$100,000	\$100,000
	\$2,000,000	\$250,000	\$250,000	\$5,000	\$250,000	\$100,000	\$100,000	\$100,000

DEDUCTIBLE
\$500 each claim

DESIGNATED EMPLOYEE BENEFIT PLAN(S):

POLICY HIGHLIGHTS:

- ◆ Separate Limits Apply to Each Coverage
- ◆ Faithful Performance of Duty
- ◆ Broad Definition of Employee

NOTES:

INSURED: West Branch Municipal Fire Department and West Branch Firefighters, Inc.
EFFECTIVE DATE: 10/1/2023

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



Section 3. COMMERCIAL GENERAL LIABILITY - Yes

CARRIER: Allied World Insurance Company or affiliate
A XV (Excellent) A.M. Best Rating

FORM: Proprietary

LIMITS

General Aggregate	\$10,000,000
Products & Completed Operations Aggregate	\$10,000,000
Per Occurrence	\$1,000,000
Per Medical Incident	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
Damage to Premises Rented to You	\$1,000,000
Medical Payments	\$10,000
Line of Duty Reimbursement – Accidental Death Benefit	\$10,000

DEDUCTIBLE

None

OPTIONAL COVERAGES

POLICY HIGHLIGHTS:

- ◆ Duty to Defend w/ Defense Costs In Addition to Limits
- ◆ Broad Definition of Insured
- ◆ Pollution & Asbestos Liability
- ◆ Healthcare Professional Liability
- ◆ Fellow Employee/Member
- ◆ Liquor Liability
- ◆ Nonowned Aircraft
- ◆ Owned & Nonowned Watercraft
- ◆ Contractual Liability
- ◆ Blanket Additional Insured
- ◆ Nonauditable

NOTES:

Liquor Liability is included.
City operations will be Excluded.

INSURED: West Branch Municipal Fire Department and West Branch Firefighters, Inc.
EFFECTIVE DATE: 10/1/2023

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



SPECIAL COVERAGES

Professional Healthcare Services: We will pay those sums that the insured becomes legally obligated to pay as damages because of injury to a person arising out of a medical incident, which includes any act, error or omission by the insured in the rendering of or failure to render professional healthcare services.

Damage to Property: We will pay for property damage to personal property belonging to anyone receiving service from any insured because of loss by theft, physical damage or disappearance of such property during the period when volunteers or employees of the insured arrive on the scene or while they are rendering service to others and ending when they either leave the scene, complete their service, or transfer care of a transported patient to others.

Asbestos: Coverage is provided for bodily injury to a person, provided such person is not the insured's former or current employee and eligible to receive workers' compensation, disability benefits or any similar benefits; or property damage arising from or the costs of abatement, removal or disposal of asbestos released; as a result of emergency operations or training operations away from premises which are either owned by, rented to, or occupied by any insured.

Pollution: Coverage is provided for bodily injury or property damage which occurs or takes place as a result of your operations and arises out of the following:

- Emergency operations conducted away from premises owned by or rented to you or any fire department, hazardous materials unit, first aid squad, ambulance squad or rescue squad qualifying as an insured under this coverage part;
- Training operations;
- Water runoff from the cleaning of equipment used in emergency operations;
- Urgent response for the protection of property, human life, health or safety conducted away from premises occupied by you;
- Fuels, lubricants or other operating fluids needed to perform the normal electrical, hydraulic or mechanical functions necessary for the operation of mobile equipment or its parts

Who is Insured: Coverage is extended to Scheduled Named Insureds comprising individuals, spouses, partnerships, joint ventures, corporations, trusts, limited liability companies, public entities, operating authorities, boards, commissions, districts, governmental units, nonprofit entities, and other organizations. Insureds also include: elected or appointed officials; volunteer workers or employees; medical directors; real estate managers; temporary custodians; legal representatives; mutual aid agreements; good Samaritans; owners of commandeered equipment; lessors of equipment; blanket additional insureds; permissible operators of mobile equipment; and newly acquired or formed entities.

KEY DEFINITIONS

Emergency Operations: Emergency operations means actions:

- Which are urgent responses for protection of property, human life, health or safety; and
- Which result from the performing or attempting to perform firefighting services, hazardous materials unit services, first aid, ambulance or rescue squad services, or related services, including the stabilizing or securing of an emergency scene; and
- Which are sanctioned or authorized by the chief or other senior officer or other officially authorized individual, committee, board or counsel of the fire department, hazardous materials unit, or first aid, ambulance or rescue squad qualifying as an insured.

Medical Incident: Medical incident means any act, error or omission by the insured in the rendering of or failure to render professional healthcare services. Any act, error or omission, together with all related acts, errors or omissions in the provision of "professional healthcare services" to any one person, shall be considered one medical incident.

Professional Healthcare Services: Professional healthcare services means the following services provided to a person by an insured, on behalf of the Named Insured, in the course and scope of emergency operations:

- Medical, surgical, dental or nursing services;
- Other healthcare professional services provided by any healthcare professional;
- Furnishing or dispensing of drugs, blood, blood products or medical, surgical or dental supplies, equipment or appliances;
- Handling of patients:
 - From the place where they are accepted for movement into or onto the means of transport, during transport, and from the means of transport to the place where they are finally delivered;
 - Handling of post-mortem human bodies;
 - Dispatching of, including the failure or refusal to dispatch personnel to provide any of the above services;
 - Serving on, or carrying out the orders of, a healthcare accreditation board or similar professional board or committee; and
 - Establishing medical protocols, creating medical training curricula, providing medical training, and carrying out similar duties.

Training Operations: Training operations means activities used to prepare, train, or instruct members of a fire department, hazardous materials unit, or a first aid, ambulance or rescue squad in accepted and recognized emergency procedures, including municipal, state and federal standards.

INSURED: West Branch Municipal Fire Department and West Branch Firefighters, Inc.

EFFECTIVE DATE: 10/1/2023

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Section 4. PUBLIC OFFICIALS & MANAGEMENT LIABILITY - Yes

CARRIER: Allied World Insurance Company or affiliate
A XV (Excellent) A.M. Best Rating

FORM: Occurrence
Defense Costs Outside the Limits of Liability

LIMITS				
X	Wrongful Acts	\$	1,000,000	Per Act
	Employment Practices <i>(including third party discrimination)</i>	\$	N/A	Per Offense
	Employee Benefit Plans	\$	N/A	Per Act
X	HIPAA Fines and Penalty	\$	100,000	Per Act
	Wage and Hour Laws – Defense Expenses	\$	N/A	Per Act
X	Injunctive Relief	\$	25,000	Per Act
		\$	10,000,000	Aggregate Limit

SPECIAL COVERAGE - PRIVACY LIABILITY AND NETWORK RISK ¹				
X	Privacy & Network Security Wrongful Acts	\$	1,000,000	Per act
X	Breach Consultation Services	\$	50,000	Per Act
X	Breach Response Services	\$	50,000	Per Act
X	Public Relations & Data Forensics	\$	50,000	Per Act

¹Coverage provided for Privacy Liability & Network Risk Coverage is issued on a claims made basis with defense inside the limit of liability. Privacy Retroactive Date is **10/1/2023**.

DEDUCTIBLE	
POML Deductible - \$1,000 each Wrongful Act	
Privacy & Network Security Retention - \$1,000 each Claim/Wrongful Act	

POML RETROACTIVE DATE: N/A

POLICY HIGHLIGHTS:

- ◆ Duty To Defend
- ◆ Inverse Condemnation
- ◆ Broad Definition of Named Insured
- ◆ Outside Directorship (not restricted to nonprofit entities only)
- ◆ Nonauditable
- ◆ Punitive Damages are Covered Where Insurable by Law

NOTES: All laptops must be encrypted.
All coverages for EPLI, EBL and Wage & Hour are Excluded.

INSURED: West Branch Municipal Fire Department and West Branch Firefighters, Inc.
EFFECTIVE DATE: 10/1/2023

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



Section 5. BUSINESS AUTO - Yes

CARRIER: Allied World Assurance Company or affiliate
A XV (Excellent) A.M. Best Rating

FORM: Proprietary

PORTFOLIO		
Coverage	Symbol	Limit
Combined Single Limit for Bodily Injury & Property Damage <i>(each accident)</i>	1, 10	*
Hired Auto Liability	8	*
Non-Owned Auto Liability	9	*
“No-Fault” or Statutory Personal Injury Protection <i>(each person)</i>	No Coverage	N/A
Medical Payments	2	*
Uninsured / Underinsured Motorists	2	*
Hired Physical Damage	8	*
Owned Physical Damage – Comprehensive	7, 10	*
Owned Physical Damage – Collision	7, 10	*

DEDUCTIBLE

Liability: **None**

Comprehensive: *

Collision: *

**Refer to Attached Auto Proposal Summary*

COVERAGE EXTENSIONS

- | | |
|--|---|
| <ul style="list-style-type: none"> › Primary Auto Liability (members) › Fellow Employee › Commandeered Auto as Covered Auto › Sound Receiving Equipment › Glass Repair Deductible Waiver › Care, Custody or Control › Airbag Repair › Customized Accessories & Equipment › Broadened Named Insured › Additional Insured – Automatic Status | <ul style="list-style-type: none"> › Primary Physical Damage (members) › Extra Expense for Stolen Autos › Temporary Vehicle Substitute › Garage Liability@ \$1,000,000 › Garage Keepers @ \$50,000 › Towing & Disablement Repairs @ \$2,500 › Rental Reimbursement @ \$100 per day (non-firefighting) and \$250 per day (firefighting) up to 40 days › Personal Effects @ \$1,000 › Loss of Earnings @ \$300 a day |
|--|---|

NOTES:

Please refer to the Auto Proposal Worksheet for details on valuation (i.e. actual cash or agreed value for your vehicles). Coverage includes sudden & accidental mechanical breakdown of your specialized equipment and apparatus.

INSURED: West Branch Municipal Fire Department and West Branch Firefighters, Inc.

EFFECTIVE DATE: 10/1/2023

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



Section 6. COMMERCIAL EXCESS LIABILITY - Yes

CARRIER: Allied World Insurance Company or affiliate
A XV (Excellent) A.M. Best Rating

FORM: Following Form

LIMITS

\$3,000,000/\$3,000,000

SCHEDULED UNDERLYING POLICIES

Commercial General Liability including Professional Healthcare Liability - Yes

Hired and Non-Owned Auto Liability - Yes

Owned Auto Liability - Yes

Public Officials & Management Liability - Yes

Wrongful Acts - Yes

Employment Practices - No

Employee Benefit Plans - No

Employers' Liability: *(minimum underlying limit requirement of \$500,000 / \$500,000 / \$500,000)* - No

Other:

RATING BASIS:

- ◆ On file with underwriter; Non auditable

NOTABLE EXCLUSION:

- ◆ Workers' Compensation

NOTES:

Employers' Liability subject to Allied World security requirements.

INSURED: West Branch Municipal Fire Department and West Branch Firefighters, Inc.

EFFECTIVE DATE: 10/1/2023

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.

IOWA SELECTION OF UNINSURED MOTORISTS COVERAGE AND UNDERINSURED MOTORISTS COVERAGE LIMITS

Policy Number: West Branch Municipal Fire Department and West Branch Firefighters, Inc.	Policy Effective Date: 10/1/2023
Company: Allied World Insurance Company	Producer: Iowa Municipal Insurance Ltd

Iowa law permits you to make certain decisions regarding Uninsured Motorists Coverage and Underinsured Motorists Coverage. This document briefly describes these coverages and the options available.

You should read this document carefully and contact us or your agent if you have any questions regarding Uninsured Motorists Coverage or Underinsured Motorists Coverage and your options with respect to these coverages.

This document includes general descriptions of coverage. However, no coverage is provided by this document. You should read your policy and review your Declaration Page(s) and/or Schedule(s) for complete information on the coverages you are provided.

Uninsured Motorists Coverage provides insurance protection to an insured for compensatory damages which the insured is legally entitled to recover from the owner or operator of an uninsured motor vehicle because of bodily injury caused by an automobile accident. Also included are damages due to bodily injury that result from an automobile accident with a hit-and-run vehicle whose owner or operator cannot be identified.

Underinsured Motorists Coverage provides insurance protection to an insured for compensatory damages which the insured is legally entitled to recover from the owner or operator of an underinsured motor vehicle because of bodily injury caused by an automobile accident.

Unless rejected, the Uninsured Motorists Coverage and Underinsured Motorists Coverage contained in your policy will be afforded at limits at least equal to: 1) split limits of \$20,000 for each person/\$40,000 for each accident; or 2) a combined single limit of \$40,000 for each accident. If you elect both Uninsured Motorists Coverage and Underinsured Motorists Coverage, both coverages must be provided at the same limits.

Please complete Sections **A.** and **B.** below.

A. Selection Of Uninsured Motorists Coverage Limits

Please indicate your choice by initialing next to the appropriate item and by signing below.

<p>(Initials)</p> <p>_____ I have already rejected all Uninsured Motorists coverage in connection with my policy.</p> <p>_____ I select the following limits for Uninsured Motorists Coverage. (The limit(s) selected cannot exceed the Liability limit(s) of your policy.)</p> <p>(Choose one):</p>				
(Initials)	Split Limits	OR	(Initials)	Combined Single Limits
_____	\$ 20,000/40,000		_____	\$ 40,000
_____	25,000/50,000		_____	50,000
_____	50,000/100,000		_____	55,000
_____	100,000/300,000		_____	75,000
_____	250,000/500,000		_____	100,000
_____	500,000/500,000		_____	200,000
_____	500,000/1,000,000		_____	250,000
_____	1,000,000/1,000,000		_____	300,000
_____	_____		_____	350,000
	(Other)		_____	500,000
			_____	1,000,000
			_____	_____
				(Other)
<p>_____</p> <p>Applicant's/Named Insured's Signature</p>			<p>_____</p> <p>Date</p>	

B. Selection Of Underinsured Motorists Coverage Limits

Please indicate your choice by initialing next to the appropriate item and by signing below.

<p>(Initials) _____</p>	<p>I have already rejected all Underinsured Motorists coverage in connection with my policy.</p>			
<p>_____</p>	<p>I select the following limits for Underinsured Motorists Coverage. (The limit(s) selected cannot exceed the Liability limit(s) of your policy.)</p>			
<p>(Choose one):</p>				
<p>(Initials) _____</p>	<p>Split Limits</p>	<p>OR</p>	<p>(Initials) _____</p>	<p>Combined Single Limits</p>
<p>_____</p>	<p>\$ 20,000/40,000</p>		<p>_____</p>	<p>\$ 40,000</p>
<p>_____</p>	<p>25,000/50,000</p>		<p>_____</p>	<p>50,000</p>
<p>_____</p>	<p>50,000/100,000</p>		<p>_____</p>	<p>55,000</p>
<p>_____</p>	<p>100,000/300,000</p>		<p>_____</p>	<p>75,000</p>
<p>_____</p>	<p>250,000/500,000</p>		<p>_____</p>	<p>100,000</p>
<p>_____</p>	<p>500,000/500,000</p>		<p>_____</p>	<p>200,000</p>
<p>_____</p>	<p>500,000/1,000,000</p>		<p>_____</p>	<p>250,000</p>
<p>_____</p>	<p>1,000,000/1,000,000</p>		<p>_____</p>	<p>300,000</p>
<p>_____</p>	<p>_____</p>		<p>_____</p>	<p>350,000</p>
	<p>(Other)</p>		<p>_____</p>	<p>500,000</p>
			<p>_____</p>	<p>1,000,000</p>
			<p>_____</p>	<p>(Other)</p>
<p>_____</p> <p>Applicant's/Named Insured's Signature</p>			<p>_____</p> <p>Date</p>	

POLICYHOLDER DISCLOSURE STATEMENT UNDER THE TERRORISM RISK INSURANCE ACT

You are hereby notified that under the Terrorism Risk Insurance Act, as amended (the "Act"), you have a right to purchase insurance coverage for losses resulting from an Act of Terrorism, which is defined at Section 102(1) of the Act as any act that is certified by the Secretary of the Treasury - in consultation with the Secretary of Homeland Security, and the Attorney General of the United States - to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion. You should read the Act for a complete description of its coverage. The decision to certify or not to certify an event as an Act of Terrorism covered by this law is final and not subject to review.

You should know that where coverage is provided by your policy for losses caused by an Act of Terrorism, the United States Government may partially reimburse a share of such losses under a formula established by federal law. However, your policy may contain other exclusions that might affect coverage, such as an exclusion for nuclear events. Under the formula, beginning on January 1, 2020, the United States generally reimburses 80% of covered terrorism losses exceeding the statutorily established deductible that must be met by the Company, and which deductible is based on a percentage of the Company's earned premiums for the year preceding the Act of Terrorism.

Be advised that the Terrorism Risk Insurance Act, as amended, contains a \$100 billion cap on all losses resulting from Acts of Terrorism. If aggregate insured losses attributable to Acts of Terrorism exceed \$100 billion in a calendar year the United States Government shall not make any payment for any portion of the amount of such loss that exceeds \$100 billion. If aggregate insured losses attributable to Acts of Terrorism exceed \$100 billion in a calendar year and we have met our deductible under the Act, we shall not be liable for payment of any portion of the losses that exceeds \$100 billion, and in such case, insured losses up to that amount are subject to pro rata allocation in accordance with procedures established by the Secretary of the Treasury.

Coverage for "insured losses" as defined in the Act is subject to the coverage terms, conditions, amounts and limits in this policy applicable to losses arising from events other than Acts of Terrorism.

Please indicate your selection below.

<input type="checkbox"/>	I hereby elect to purchase coverage for certified acts of terrorism for a prospective premium of \$ 48.00
<input type="checkbox"/>	I hereby decline to purchase coverage for certified acts of terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism.

West Branch Municipal Fire Department and West
Branch Firefighters, Inc.

Policyholder/Applicant's Signature

Print Name/Title

Date

Allied World Insurance Company



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 18, 2023

AGENDA ITEM: Resolution 2023-101 - Approving Change Order Number 1 in the amount of \$4,835.00 for the Eastside Water Main Improvement Project. Resolution 2023-102 – Approving Change Order Number 2 in the amount of \$870.00 for the Eastside Water Main Improvement Project.
--

PREPARED BY: Leslie Brick, City Clerk
--

DATE: September 12, 2023

SUMMARY:

The details for Change Order 1 & 2 on the Eastside Water Main Improvements Project are itemized on the following documents.

RESOLUTION 2023-101

A RESOLUTION APPROVING CHANGE ORDER #1 IN THE AMOUNT OF \$4,835.00 FOR THE EASTSIDE WATER MAIN IMPROVEMENT 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; and

WHEREAS, Change Order #1 includes all labor, equipment and materials for a storm water conflict, capping of existing water mains, raising a hydrant to match repaired sidewalk and raising an intake grate; and

WHEREAS, it is now necessary to approve Change Order #1 in the amount of \$4,835.00 for the Eastside Water Main Improvement Project.

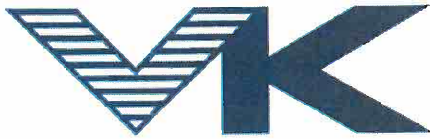
NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, that Change Order #1 in the amount of \$4,835.00 for the Eastside Water Main Improvement Project is approved.

Passed and approved this 18th day of September, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



VEENSTRA & KIMM INC.

2600 University Parkway, Suite 1
Coralville, Iowa 52241

319.466.1000 // 888.241.8001
www.v-k.net

August 28, 2023

CHANGE ORDER NO. 1

**EASTSIDE WATER MAIN IMPROVEMENTS
WEST BRANCH, IOWA**

Change Order No. 1 is for the following modifications to the project:

- 1. All labor, equipment and materials to move water service at 112 6th Street due to storm sewer conflict including 2 hours of labor, 2 – ¾" copper, and 2 – ¾" compression coupler. LS \$ 227.20
 - 2. All labor, equipment and materials to cap off existing water main at 6th Street storm crossing. LS \$ 835.00
 - 3. All labor, equipment and materials to raise new hydrant to match grade of repaired sidewalk. LS \$ 1,834.80
 - 4. All labor, equipment and materials to raise intake grate and make lower west side intake for drainage of ditch from west. LS \$ 1,938.00
- Total: \$ 4,835.00

Change Order No. 1 increases the contract amount by \$ 4,835.00.

LYNCH EXCAVATING, INC.

CITY OF WEST BRANCH, IOWA

By [Signature]

By _____

Title Owner

Title _____

Date 9-12-23

Date _____

VEENSTRA & KIMM, INC.

ATTEST:

By [Signature]

By _____

Title Project Engineer

Title _____

Date August 28, 2023

Date _____

V&K Job No. 368299

RESOLUTION 2023-102

**A RESOLUTION APPROVING CHANGE ORDER #2 IN THE AMOUNT OF \$870.00
FOR THE EASTSIDE WATER MAIN IMPROVEMENT 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; and

WHEREAS, Change Order #2 includes all labor, equipment and materials for existing retaining wall to be removed for new sidewalk at the corner of North 6th and East Green Streets; and

WHEREAS, it is now necessary to approve Change Order #2 in the amount of \$870.00 for the Eastside Water Main Improvement Project.

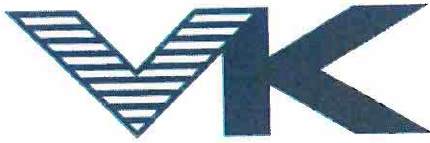
NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, that Change Order #2 in the amount of \$870.00 for the Eastside Water Main Improvement Project is approved.

Passed and approved this 18th day of September, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



September 12, 2023

VEENSTRA & KIMM INC.

2600 University Parkway, Suite 1
Coralville, Iowa 52241

319.466.1000 // 888.241.8001
www.v-k.net

CHANGE ORDER NO. 2

**EASTSIDE WATER MAIN IMPROVEMENTS
WEST BRANCH, IOWA**

Change Order No. 2 is for the following modifications to the project:

1. All labor, equipment and materials saw under top cap of existing retaining wall to be removed for new sidewalk at 134 6th Street next to Green Street intersection.

LS \$ 870.00

Total: \$ 870.00

Change Order No. 2 increases the contract amount by \$ 870.00.

LYNCH EXCAVATING, INC.

By [Signature]

Title Owner

Date 9-12-23

CITY OF WEST BRANCH, IOWA

By _____

Title _____

Date _____

VEENSTRA & KIMM, INC.

By [Signature]

Title Project Engineer

Date September 12, 2023

ATTEST:

By _____

Title _____

Date _____

V&K Job No. 368299



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 18, 2023

AGENDA ITEM: Resolution 2023-103 - Approve Pay Estimate Number 4 in the amount of \$161,324.16 to Lynch Excavating Inc. for the Eastside Water Main Replacement Project.
--

PREPARED BY: City Clerk, Leslie Brick
--

DATE: September 12, 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
3	<u>\$307,409.74</u>	2023-85	August 21, 2023
	\$560,333.42		

RESOLUTION 2023-103

RESOLUTION APPROVING PAY ESTIMATE NUMBER 4 IN THE AMOUNT OF \$161,324.16 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 through 3 in the amount of \$560,333.42 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 4 in the amount of \$161,324.16 to Lynch Excavating, Inc.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the West Branch, Iowa, that Pay Estimate Number 4 in the amount of \$161,324.16 to Lynch Excavating, Inc. is approved.

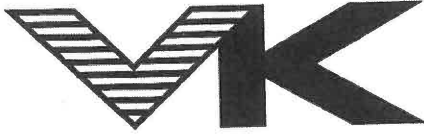
* * * * *

PASSED AND APPROVED this 18th day of September 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



VEENSTRA & KIMM INC.

2600 University Parkway, Suite 1
Coralville, Iowa 52241

319.466.1000 // 888.241.8001
www.v-k.net

September 12, 2023

PAY ESTIMATE NO. 4
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 Aug. 16, 2023 - Sept. 12, 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, CI 13, Rdwy+Borrow	CY	237	\$ 22.00	\$ 5,214.00	600.6	\$ 13,213.20
1.5	Excav, CI 10 Rdwy&Borrow, Furnish	CY	116	\$ 18.50	\$ 2,146.00		\$ -
1.6	Excavation, CI 10 Rdwy & Borrow	CY	47	\$ 17.50	\$ 822.50		\$ -
1.7	Excavation, CI 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	128	\$ 6,144.00
1.9	Topsoil, Strip, Salvage+Spread	CY	1,186	\$ 14.00	\$ 16,604.00	475	\$ 6,650.00
1.10	Modified Subbase	CY	431	\$ 60.00	\$ 25,860.00	754.3	\$ 45,258.00
1.11	CI A, Road Stone	CY	38	\$ 45.85	\$ 1,742.30	33	\$ 1,513.05
1.12	Rmvl of Pav't	SY	1,186	\$ 22.00	\$ 26,092.00	1,086	\$ 23,886.94
1.13	Rmvl of Paved Driveway	SY	445	\$ 22.00	\$ 9,790.00	375.8	\$ 8,267.60
1.14	Rmvl of Sidewalk	SY	74	\$ 22.00	\$ 1,628.00	67.3	\$ 1,480.60
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	40	\$ 4,920.00
1.17	Rmvl of Water Valve	EA	5	\$ 3,450.00	\$ 17,250.00	2	\$ 6,900.00
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	13	\$ 1,625.00
1.20	Rmv & Reinstall Signs	EA	9	\$ 125.00	\$ 1,125.00	9	\$ 1,125.00
1.21	Std/S-F PCC Pav't, CI A CI 3, 7"	SY	2,007	\$ 61.20	\$ 122,828.40	1,980	\$ 121,163.76
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	120	\$ 9,000.00
1.32	Type B Concrete Steps	EA	2	\$ 4,300.00	\$ 8,600.00	1	\$ 4,300.00
1.33	Reinforced Sidewalk, PCC, 6"	SY	34	\$ 125.00	\$ 4,250.00	34	\$ 4,250.00
1.34	Sidewalk, PCC, 6"	SY	39	\$ 100.00	\$ 3,900.00	33.3	\$ 3,330.00
1.35	Driveway, PCC, 6"	SY	546	\$ 70.00	\$ 38,220.00	268.8	\$ 18,816.00
1.36	Detectable Warning	SF	10	\$ 40.00	\$ 400.00	28	\$ 1,120.00
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	2,199	\$ 159,427.50
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	5	\$ 9,000.00
1.45	Valve, Gate, 8"	EA	13	\$ 2,400.00	\$ 31,200.00	6	\$ 14,400.00
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	4	\$ 28,000.00
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	0.82	\$ 36,080.00
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	1	\$ 6,000.00
1.54	Removal of Step Footing	EA	1	\$ 850.00	\$ 850.00		\$ -
Contract Price:					\$ 1,077,243.70		\$ 759,639.55

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

SUMMARY			
		Total Approved	Total Completed
Contract Price		\$ 1,077,243.70	\$ 759,639.55
Approved Change Order (list each)	Change Order No. 1	\$ 4,835.00	
	Change Order No. 2	\$ 870.00	
Revised Contract Price		\$ 1,082,948.70	\$ 759,639.55

Stored
 Total Earned \$ 759,639.55
 Retainage (5%) \$ 37,981.98
 Total Earned Less Retainage \$ 721,657.57

Total Previously Approved (list each)			
	Pay Estimate No. 1	\$ 41,401.00	
	Pay Estimate No. 2	\$ 211,522.68	
	Pay Estimate No. 3	\$ 307,409.74	

Total Previously Approved \$ 560,333.42
 Amount Due This Request \$ 161,324.16

Percent Complete 70%

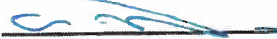
The amount \$161,324.16 is recommended for approval for payment in accordance with the terms of the contract.

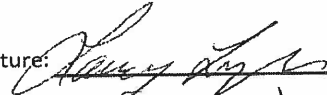
Approved By:
 City of West Branch

Recommended By:
 Veenstra & Kimm, Inc.

Prepared By:
 Lynch Excavating Inc.

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

Signature: 
 Name: Eric Gould
 Title: Engineer
 Date: September 12, 2023

Signature: 
 Name: Larry Lynch
 Title: Owner
 Date: 9/12/23



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 18, 2023

AGENDA ITEM: Resolution 2023-104 - Setting a date for Consultation and a date for a Public Hearing on the proposed Amendment No. 6 to the Amended and Restated West Branch Urban Renewal Plan.
--

PREPARED BY: Adam Kofoed, City Administrator

DATE: September 12, 2023

SUMMARY:

****REVISED DATES FOR CONSULTATION AND PUBLIC HEARING****

For the city to ask for TIF money, a project must be outlined in the city's Urban Renewal Plan. A consultation must be offered to affected parties such as Cedar County and The West Branch Community School District.

Here are the following draft amendment plans:

1. A 75% rebate for an Independent Living Facility.
2. A 25% rebate for an auto dealership expansion, administratively discussed after HF 718 passed, therefore the rebate is smaller.
3. A \$1.5 million-dollar Main St. and Cedar Johnson Roundabout and intersection project.

Other optional suggestions

4. \$500,000 for Main St. Parks, and Cemetery beautification improvements and maintenance.
5. \$200,000 for Library energy efficiency renovations to lower the library's utility costs.
6. \$100,000 for economic development assistance (10% of City Administrator's salary for 10 years)

* A project in an urban renewal plan, does not mean, the city is required to TIF for that project. *

RESOLUTION 2023-104

RESOLUTION SETTING A DATE FOR CONSULTATION AND A DATE FOR A PUBLIC HEARING ON THE PROPOSED AMENDMENT NO. 6 TO THE AMENDED AND RESTATED WEST BRANCH URBAN RENEWAL PLAN.

WHEREAS, the City Council of the City of West Branch has heretofore deemed it necessary and desirable to prepare Amendment No. 6 to the Amended and Restated West Branch Urban Renewal Plan, said Amended and Restated West Branch Urban Renewal Plan being approved in May, 2016, by the West Branch City Council; and

WHEREAS, the City Attorney has prepared said Amendment No. 6 to the Amended and Restated West Branch Urban Renewal Plan; and

WHEREAS, Chapter 403 of the Code of Iowa requires prior to passage of an Urban Renewal Plan Amendment, the holding of a consultation among the affected taxing entities and the publication and holding of a public hearing.

NOW, THEREFORE, the City Council of the City of West Branch, Cedar County, Iowa, hereby set a consultation date for **Tuesday, September 26, 2023 at 11:00 a.m.** in the Council Chambers at City Hall. Further, the City Clerk is directed that said Notice of Consultation be sent to the affected taxing entities, along with a proposed copy of the Amended and Restated West Branch Urban Renewal Plan.

BE IT FURTHER RESOLVED, that the City Council shall hold a **public hearing at 7:00 p.m. on Monday, October 16, 2023** on the proposed Amendment No. 6 to the Amended and Restated West Branch Urban Renewal Plan. Further, the City Clerk is directed to publish notice of said public hearing as required by law.

Passed and approved this 18th day of September, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

**NOTICE OF CONSULTATION and NOTICE OF PUBLIC HEARING
ON THE PROPOSED AMENDMENT NO. 6 TO THE
AMENDED AND RESTATED WEST BRANCH URBAN RENEWAL
PLAN**

PLEASE BE ADVISED that the City Council of the City of West Branch has heretofore, by Resolution, set a date for a public hearing on the adoption of the Amendment No. 6 to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area.

THE CONSULTATION among taxing entities shall be **held at 11:00 a.m., Tuesday, September 26, 2023**, at the Council Chambers, City Hall, 110 N. Poplar Street, West Branch, Iowa 52358. Each affected taxing entity may appoint a representative(s) to attend the consultation. The consultation may include a discussion of the estimated growth in valuation of taxable property included in the proposed urban renewal area, the fiscal impact of the division of revenue on the affected taxing entities, the estimated impact on the provision of services by each affected taxing entity and the duration of any bond included in the plan.

PLEASE BE ALSO ADVISED that a **public hearing** on said proposed Amendment will be held at **7:00 p.m. on Monday, October 16, 2023** in the Council Chambers at City Hall, 110 N. Poplar Street, West Branch, Iowa 52358. At that time, the City Council will receive comments for or against said Amendment. In addition, written comments can be forwarded to the City Clerk at the above address.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 18, 2023

AGENDA ITEM: Brown's West Branch – Tax Rebate request
--

PREPARED BY: Adam Kofoed, City Administrator

DATE: September 11, 2023

BACKGROUND:

Forest Brown of Brown's Auto is requesting a 10-year 25% property tax rebate plus a rebate on the costs associated with three electronic vehicle charging stations. Brown estimates their building construction costs will be \$5-\$7million and their electronic vehicle costs will be around \$400,000 since a transformer is needed.

WHY IS THIS SO DIFFERENT?

It's been standard practice for the city to give 70% 10-year rebates. With the passage of HF 718 tightening the city's general fund, and now that school district property taxes are no longer excluded from TIF, rebates given to developers will be considerably smaller going forward. So both parties are negatively impacted by recent changes.

DIRECTION NEEDED

1. Staff needs direction on the rebate total so staff can move forward on a development agreement.
2. Staff needs to know if there are any conditions to the rebate such as reutilizing WB Ford by a certain date.

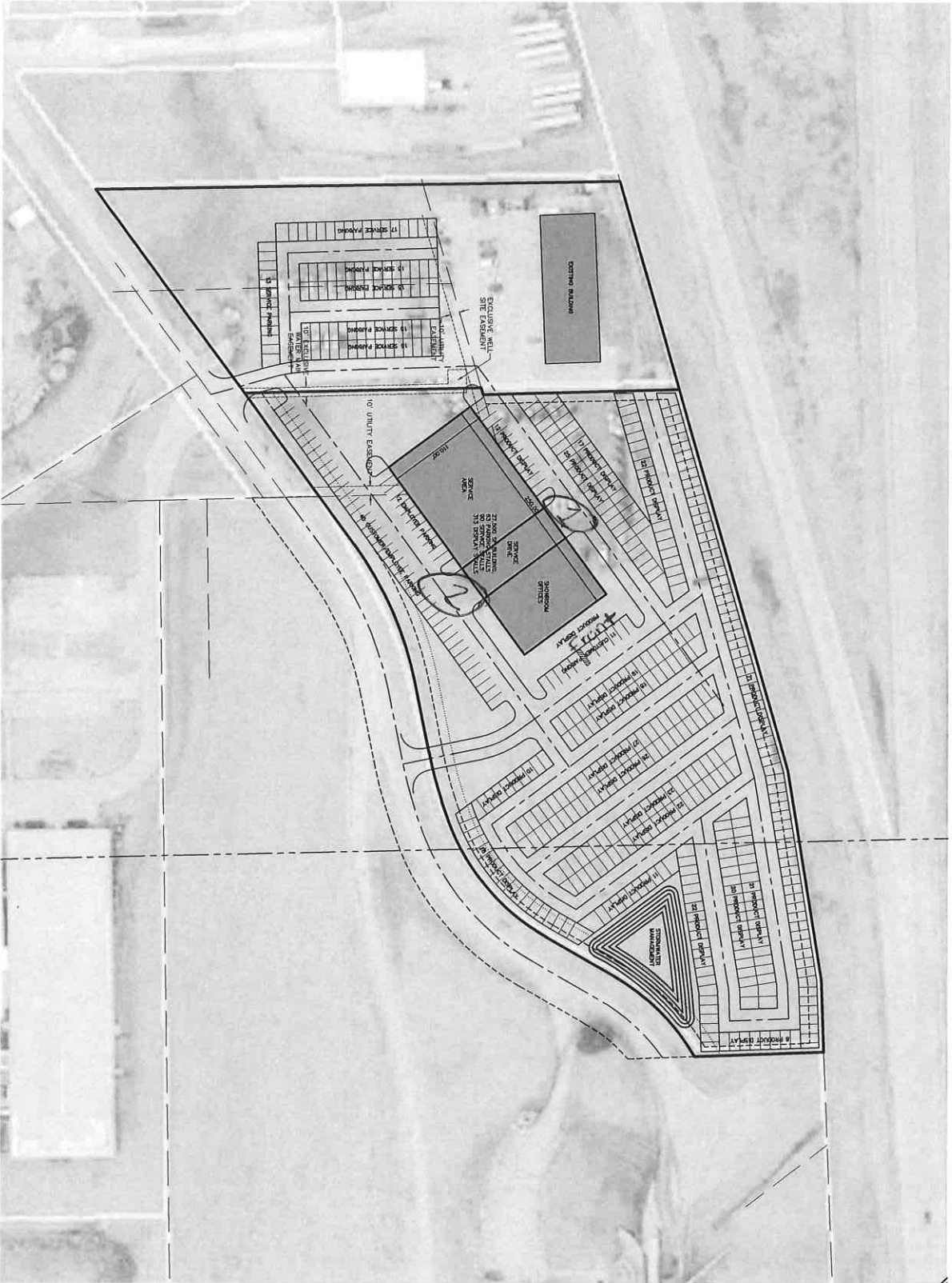
TRANSPARENT COUNCIL FEEDBACK

Iowa Chapter 21 forbids council from talking to each other about policy disagreements, unless it's done so in a public meeting. City Administrator Kofoed and Mayor Laughlin collected feedback from council members to prevent breaking open meeting laws. Council opinions on this topic very greatly, therefore, we are placing this item for an open council debate.

PROS & CONS

Are outlined on the page below.

Pros	Cons
Since there is existing infrastructure, general fund expenditures will remain relatively unchanged.	Rebates temporarily reduce future increases general fund revenues. At a time, of budget uncertainty, council should hold back on rebates.
A 25% rebate is not worth losing a 5-7-million-dollar expansion.	Brown's auto will come here anyways. Their model is small town family car sales and if they move to Johnson County they will be more in property taxes.
Electronic Vehicle stations was a recommended strategy in the city's comprehensive plan.	There is not a public benefit to rebate electronic vehicles unless one is placed downtown where drivers can shop while their car charges.
We should provide an incentive that encourages Brown's to reuse, revitalize, or sell the WB Ford location. If Brown's takes a loss or sells it to the city to clean up they will get tax deductions.	Is 25% enough for that kind of request? Can the city even afford to pay utilities for WB Ford, if that's a condition in this plan?
The Urban Renewal area does not sunset like other areas. Therefore, the benefits heavily outweigh the 25% rebate. This will help the city finance operations lost to HF 718 and reduce tax increases for new projects associated with new growth.	Council may choose to use TIF to fund other projects and operations. It would reduce future debt levy increase. But it does so at the expense of Cedar County and Kirkwood Community College.



DRAFT



EVENV360

Prototype Ford 750 PV
Issue Date: 11.01.2016
Revision Date: 05.09.2023

FORD | Prototype

