



**CITY COUNCIL MEETING  
MONDAY, OCTOBER 16, 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 October 2, 2023 City Council meeting
  - b. Appoint Max Kober to the Planning & Zoning Commission, term expiration 12/31/2023.
  - c. Appoint Amy Guhl to the Planning & Zoning Commission, term expiration 12/31/2024.
  - d. Claims for 10/16/2023
7. Presentations/Communications/Open Forum
8. Public Hearing/Non-Consent Agenda
  - a. **Public Hearing** – on the Proposed Amendment No. 6 to the Amended and Restated West Branch Urban Renewal Plan.
  - b. **Second Reading Ordinance 808** – Providing that General Property Taxes Levied and Collected on Certain Lots in The Meadows, Part 4A and Part 4B in West Branch, Iowa be paid to a Special Fund for Payments on Loans in connection to the West Branch Urban Renewal Area. / Move to action.
  - c. **Second Reading Ordinance 809** – Providing that General Property Taxes Levied and Collected at 401 Parkside Drive, West Branch, Iowa be paid to a Special Fund for Payments on Loans in connection to the West Branch Urban Renewal Area. / Move to action.
  - d. **First Reading Ordinance 810** – Amending the Code of Ordinances of the City of West Branch, as previously amended, by Changing Water Rates. / Move to action.
  - e. **First Reading Ordinance 811** – Amending the Code of Ordinance of the City of West Branch, as previously amended, by Changing Sewer Rates. / Move to action.
  - f. **Resolution 2023-108** - Approving and Adopting Amendment No. 6 to the Amended and Restated Urban Renewal Plan. / Move to action.
  - g. **Resolution 2023-109** – Support and Financial Commitment for the Main Street Program in West Branch, Iowa. / Move to action.
  - h. **Resolution 2023-110** – Approving Pay Estimate Number 12 in the amount of \$734,586.93 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. /Move to action.
9. Discussion – Request from the West Branch Lions Club for funds towards a mobility lift
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**

**October 2, 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 Clerk Leslie Brick, Public Works Director Matt Goodale, Police Chief John Hanna, Library Director Becky Knoche, City Attorney Kevin Olson. Staff attending via Zoom: Heidi Van Auken. Absent: City Administrator Adam Kofoed and City Engineer Dave Schechinger.

**APPROVE THE AGENDA**

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

**APPROVE CONSENT AGENDA**

Approve Minutes from the September 18, 2023 City Council meeting.  
Approve the August Monthly Financial Report  
Claims for 10/2/2023

EXPENDITURES	10/2/2023	
AMAZON.COM	VARIOUS ITEMS - LIBRARY	189.93
BAKER & TAYLOR	BOOKS	148.04
BOWERS CUSTOM SERVICES	WATERLINE REPAIR IN CEMETERY	2,202.50
CEDAR COUNTY COOPERATIVE	FUEL-PW	1,538.60
D&R PEST CONTROL	PEST CONTROL - LIBRARY	70.00
ECONO SIGNS	POSTS FOR STREET SIGNS	5,523.75
HICKS, KEVIN & CHELSEA	BLDG INCENTIVE PAYMENT	1,000.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,573.84
LINDSAY MURDOCK	BLDG INCENTIVE PAYMENT	1,000.00
MENARDS	SHOP SUPPLIES	24.78
PETERSON, ADAM & LINDSEY	BLDG INCENTIVE PAYMENT	911.96
ROBERT PRATT & MINDY KRAUS	BLDG INCENTIVE PAYMENT	898.82
SPEER FINANCIAL	TIF REPORT DELIVERY	375.00
THE HOME DEPOT PRO	BLDG SUPPLIES - CITY	29.61
USA BLUE BOOK	SUPPLIES FOR WATER	1,167.55
VEENSTRA & KIMM	VARIOUS PROJECTS	31,056.14
WHITAKER, REBECCA	BLDG INCENTIVE PAYMENT	1,000.00
TOTAL		48,710.52
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	9/29/2023	44,809.56
PAID BETWEEN MEETINGS		
METLIFE	INSURANCE	1,445.44
SISCO	INSURANCE	12,350.53
MEDIACOM	CABLE SERVICE	41.90
PITNEY BOWES INC.	POSTAGE METER RENTAL-CITY	180.00
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-CITY	1,052.11
QUILL	OFFICE SUPPLIES-CITY	67.83
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	1,328.13
VERIZON WIRELESS	VERIZON WIRELESS	412.52
SISCO	HEALTH CLAIMS 9/15/2023	6.39
LYNCH'S EXCAVATING	EAST SIDE WATER PAY ESTIMATE 4	161,324.16
ALLIANT ENERGY	ALLIANT ENERGY	14,666.82
BOUND TREE MEDICAL	MEDICAL SUPPLIES	276.87
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	36.98
ECONO SIGNS	STREET SIGNS	66.44
FIRST DUE HOSE	FIRE HOSE TESTING & REPAIR	1,977.50
HOLLYWOOD GRAPHICS	VB TSHIRTS YOUTH P&R	574.12
HOTSY CLEANING SYSTEMS	CLEANING SUPPLIES-FIRE	1,425.04
LINN COUNTY REC	STREET LIGHTS	256.20
PLUNKETT'S PEST CONTROL	PEST CONTROL-CITY, TOWN HALL	105.90

QC ANALYTICAL SERVICES	LAB ANALYSIS	881.75
STATE HYGIENIC LAB	LAB ANALYSIS	43.50
WEST BRANCH REPAIRS	VEHICLE REPAIRS-FIRE	673.86
WEST BRANCH TIMES	LEGAL PUBLICATIONS	710.99
TOTAL		199,904.98
GRAND TOTAL EXPENDITURES		293,425.06

FUND TOTALS		
001 GENERAL FUND	39,561.93	
022 CIVIC CENTER	760.56	
031 LIBRARY	7602.3	
110 ROAD USE TAX	14,006.93	
112 TRUST AND AGENCY	14,097.40	
321 WIDENING WAPSI CREEK	4,291.93	
324 WW TREATMT FACILITY	13,037.37	
326 ROUNDABOUT MAIN & CEDAR	1,342.70	
329 EASTSIDE WATER MAINS	170,478.09	
600 WATER FUND	17,175.78	
610 SEWER FUND	10160.46	
740 STORM WATER UTILITY	909.61	
GRAND FUND TOTAL	293,425.06	

REVENUE-FISCAL YEAR 2024  
FUND AUGUST

001 GENERAL FUND	42,565.14
022 CIVIC CENTER	313.69
031 LIBRARY	4,324.76
036 TORT LIABILITY	117.36
110 ROAD USE TAX	28,197.35
112 TRUST & AGENCY	2,697.25
119 EMERGENCY TAX FUND	67.36
121 LOCAL OPTION SALES TAX	23,523.76
125 TIF	347.47
126 TIF LMI MEADOWS PT 4	1.55
226 DEBT SERVICE	637.15
300 CAPITAL IMPROVEMENT RESERVE	97.78
321 WIDENING WAPSI CREEK	4,864.00
326 ROUNDABOUT MAIN & CEDAR	26,144.00
329 EASTSIDE WATER MAINS	29,792.00
500 CEMETERY PERPETUAL FUND	300.00
600 WATER FUND	71,484.78
610 SEWER FUND	100,672.41
740 STORM WATER UTILITY	5,949.00
TOTAL	342,096.81

There were no comments.

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

**PRESENTATIONS / COMMUNICATIONS / OPEN FORUM**

Mike Wagner, Alliant Energy, presentation on franchise fees

Wagner provided an overview of franchise fees and how they work. Wagner explained that Iowa cities currently have the right to implement a franchise fee of up to 5 percent as part of their agreements with franchised utilities that operate within their right of way. A franchise fee is assessed as a percentage of gross revenue collected in the city by the utility and is displayed as a line item on each customer bill. Currently, Alliant Energy charges the one-percent local option sales tax to residents for their services. If a franchise fee is implemented, the local option sales tax is no longer charged. That means the city would get the full percentage as a franchise fee, rather than sharing the local option sales tax with other cities within the county as prescribed by state law. Wagner said, by Iowa Code, cities are required to adopt a revenue purpose statement and adopt an ordinance formally setting or increasing the franchise fee. As an example, a one-percent franchise fee would equate to approximately \$45,000 for electric and another \$16,000 for gas annually, in which the City would receive the full amount. Wagner said fees are based off customer usage so those numbers could

vary year to year. Wagner said franchise fees are charged to all customers, including tax exempt entities and non-profits, which may be a consideration of the Council.

Kinon O’Neal, Regional Sales Manager of Altumint (presentation on traffic cameras)

O’Neal gave an overview of his company that manages automated traffic enforcement cameras. O’Neal said the companies fifteen-year history assists law enforcement in improving pedestrian, traffic, community and business safety by altering driver behavior through nonstop, remote monitoring. O’Neal said a seven-day speed study would be conducted to determine best placement of cameras at no expense to the City to identify “hot spots”. O’Neal said speeders are targeted for ten miles per hour over the speed limit and that the city is reimbursed sixty to seventy percent of the revenues generated. Three- or five-year contracts are required, and all maintenance costs are bore by his company.

**PUBLIC HEARING / NON-CONSENT AGENDA**

First Reading Ordinance 808 – Providing that General Property Taxes Levied and Collected on Certain Lots in The Meadows, Part 4A and Part 4B in West Branch, Iowa be paid to a Special Fund for Payments on Loans in connection to the West Branch Urban Renewal Area. / Move to action.

There were no comments.

Motion by Dean, second by Sexton to approve first reading of Ordinance 808. AYES: Dean, Sexton, Goodweiler, Stoolman, Miller. NAYS: None. Motion carried.

First Reading Ordinance 809 – Providing that General Property Taxes Levied and Collected at 401 Parkside Drive, West Branch, Iowa be paid to a Special Fund for Payments on Loans in connection to the West Branch Urban Renewal Area. / Move to action.

Olson explained that this ordinance is to set the base value on the new increment for the improvements at 401 Parkside Drive.

Motion by Miller, second by Sexton to approve first reading of Ordinance 809. AYES: Miller, Sexton, Stoolman, Goodweiler, Dean. NAYS: None. Motion carried.

Resolution 2023- 105– Approve Invoice #31444 in the amount of \$770.00 to Impact7G for the Wapsi Creek Widening SRF Sponsored Project. / Move to action.

There were no comments.

Motion by Sexton, second by Dean to approve Resolution 2023-105. AYES: Sexton, Dean, Stoolman, Miller, Goodweiler. NAYS: None. Motion carried.

Resolution 2023-106 – Approving that Certain Easement Agreement with Katharine Gaskill in connection with the Wapsi Creek Widening Project. / Move to action.

Olson explained that this will be the final payment to the Gaskill’s and then the lawsuit against the City will be dropped. He further explained that the perpetual easement allows the city to continue moving forward with the project and continued access to the property as needed.

Motion by Miller, second by Goodweiler to approve Resolution 2023-106. AYES: Miller, Goodweiler, Stoolman, Sexton. NAYS: Dean. Motion carried.

Resolution 2023-107 – Approving Pay Estimate Number 12 in the amount of \$734,586.93 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. /Move to action.

Miller said he still had not heard if Boomerang issued a statement as to why the project was six months behind schedule or what steps they were taking to complete the project. City Engineer Schechinger was unavailable for comment. Goodale said some of the issues were sourcing of materials and that he and Veenstra & Kimm have monthly progress meeting but he had no other reasons for the delays. Miller said he was not satisfied that Boomerang has time to create an invoice for their work, but not time to issue a statement addressing the delays. Olson said that liquidated damages will be negotiated at the end of the project before the City accepts it as completed so there may some financial penalties at that time. Miller stated that he will be voting “No” to send a message to Boomerang.

Motion by Dean, second by Goodweiler to consider Resolution 2023-107. AYES: Goodweiler, Sexton. NAYS: Dean, Stoolman, Miller. Motion failed.

**CITY ADMINISTRATOR REPORT - Absent**

**CITY ATTORNEY REPORT**

Olson said the property at East Green Street is going to sheriff's auction on Tuesday, October 3<sup>rd</sup> and that there will be a new property owner soon.

**CITY ENGINEER REPORT - Absent**

**STAFF REPORTS**

Hanna asked the Council for permission to proceed with police officer recruitment again. He also reported that he, Kofoed, Van Auken, Laughlin and Dean met with the Cedar County Sheriff's office last week and they have agreed to cover some of the on-call time for six thousand dollars per month while a new officer search continues.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Dean asked Chief Hanna to look into whether or not a portion of West Orange Street (between N. Oliphant and N. Maple) was a school zone. Dean said he had received a complaint from a resident of speeding on that section of the street. Sexton asked the other Council members their thoughts on traffic cameras. Most agreed that they wouldn't want them in town, but may consider them on I-80. The Council may entertain a traffic study to see what the number of speeding cars looked like, but was concerned that there was not enough police staff to review the speeding tickets. Miller said his concern with charging franchise fees was the fact that the City would have to renew the Franchise Agreement with Alliant Energy for another twenty-five years. He also said he didn't want the Council to "panic and jump the gun" with regard to HF718 since the City really does not know what the financial impacts will be just yet. Stoolman said she was okay with charging the franchise fee only on the gas as that would affect all residents (including those on the west side of town who have Linn County REC for electric.) Dean said he was okay with one-percent on both electric and gas. The council agreed that more discussion and thought was needed on both subjects before making any long-term decisions.

**ADJOURNMENT**

Motion to adjourn by Miller, second by Dean. Motion carried on a voice vote. City Council meeting adjourned at 8:08 p.m.

---

Roger Laughlin, Mayor

ATTEST:

---

Leslie Brick, City Clerk



Advisory Board/Commission  
Application Form

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

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

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

Board or Commission Planning and Zoning Today's Date 8/22/2023

(Please print)

Name: Max Kober Address: 117 Bickford Dr.

Phone: (home) [REDACTED]

Phone: (cell) [REDACTED]

Email: mkober22@yahoo.com

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

How long have you been a resident of West Branch? 2 years in city, 25+ years school district

Occupation: Water Operator Employer: City of West Branch

Optional Questions (use the back if necessary)

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

6 years Municipal working experience, 10 years construction/utilities experience, lead water/wastewater operator

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

Valuable Knowledge of current infrastructure, valuable looks and takes on current and upcoming development, good learning and communication skills

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



Advisory Board/Commission  
Application Form

---

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

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

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

---

Board or Commission Planning and Zoning Today's Date 01/30/23

(Please print)

Name: Amy Guhl Address: 126 Thomas Dr. West Branch, IA

Phone: (home) n/a Phone: (cell) [REDACTED]

Email: amy\_guhl@yahoo.com

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

How long have you been a resident of West Branch? 10 years 8 months

Occupation: Interior Designer Employer: Neumann Monson Architects

*Optional Questions (use the back if necessary)*

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

As an interior designer and shareholder at Neumann Monson Architects, I have 16+ years of experience in the building and construction industry on small and very large scale commercial projects. I have previously served on the West Branch Library Board and I currently sit on the State of Iowa Interior Design Examining Board, so I have experience serving on boards as well.

---

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

Having lived in West Branch for just over 10 years, I have seen the community growth in that time and it is exciting! As a parent, I am highly invested in making this community a great place to live and raise a family.

---

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> October 16, 2023
---------------------------------------

<b>AGENDA ITEM:</b> Claims for October 16, 2023
---

<b>PREPARED BY:</b> Finance Officer, Heidi Van Auken
--

<b>DATE:</b> October 11, 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****10/16/2023**

AMAZON.COM	CLEANING & TANK SUPPLIES-LIBRARY	342.63
ARSL	MEMBERSHIP RENEWAL	50.00
BAKER & TAYLOR	BOOKS	395.86
BARNHART'S CUSTOM SERVICES	WIDENING WAPSI & SHOP TILE REPAIR	7,367.10
BOWERS CUSTOM SERVICES	EXCAVATION TO FIND LEAK	1,125.00
CAPITAL ONE	PROG SNACKS, TANK SUPPLIES-LIB	83.01
CEDAR COUNTY RECORDER	RECORDING FEES	42.00
DEMCO	LIBRARY PROCESSING SUPPLIES	85.27
GIESE, JACOB	BLDG INCENTIVE PAYMENT	873.28
HAWKINS INC	CHEMICALS	2,382.77
HI-LINE INC	SHOP SUPPLIES/SIGN HARDWARE	227.95
IMPACT7G	WIDENING WAPSI CREEK	770.00
IMWCA	IMWCA FY24 INSTALLEMENT 4	2,836.00
IOWA ASSN. MUN. UTILITIES	QUARTERLY SAFETY TRAINING DUES	888.00
IOWA DEPT OF NATURAL	2024 ANNUAL WATER USE FEE	115.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	80.10
KANOPY	ON DEMAND VIDEO SERVICE	26.00
LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	142.02
LINN COUNTY R.E.C.	STREET LIGHTS	291.99
MAINSTAY SYSTEMS OF IOWA L	WALL RACK, CABLES, PANEL	288.00
MOPPY MO'S	JANITORIAL SERVICES	927.50
OVERDRIVE INC	DIGITAL & AUDIO BOOKS	262.23
PETERSEN, JOELLE & CORY	BLDG INCENTIVE PAYMENT	1,000.00
PLUNKETT'S PEST CONTROL	PEST CONTROL-TOWN HALL, CITY	105.90
QC ANALYTICAL SERVICES	LAB ANALYSIS	717.75
SECRETARY OF STATE	NOTARY RENEWAL FEE-BRICK	30.00
STATE HYGIENIC LAB	LAB ANALYSIS	397.50
SURVEYING AND MAPPING	ANNUAL GIS WEBSITE MAINTENANCE	3,600.00
WEX BANK	VEHICLE FUEL	1,375.43
<b>TOTAL</b>		<b>26,828.29</b>

**PAYROLL-WAGES, TAXES, EMPLOYEE  
BENEFITS****10/13/2023****50,883.04****PAID BETWEEN MEETINGS**

SISCO	HEALTH CLAIMS 10/10/2023	9.57
VARIOUS VENDORS	UB REFUNDS	66.40
GASKILL, KATHARINE	PERM & TEMP EASEMENT SETTLEMENT	30,000.00
MEARDON, SUEPPEL, DOWNER	ATTORNEY FEES CONTRIBUTION	10,000.00
AMAZON.COM	VARIOUS ITEMS-LIBRARY	79.84
JOHN DEERE FINANCIAL	PAINT	130.97
PITNEY BOWES GLOBAL	POSTAGE METER LEASE-LIBRARY	77.37
QUILL	BARCODE LABELS-LIBRARY	24.74

STATE INDUSTRIAL PRODUCTS	CHEMICALS	243.08
USA BLUE BOOK	CHLORINE INJECTOR, PUMPS	3,699.56
<b>TOTAL</b>		<b>44,331.53</b>
<b>GRAND TOTAL EXPENDITURES</b>		<b>122,042.86</b>
<b>FUND TOTALS</b>		
001 GENERAL FUND		23,500.07
022 CIVIC CENTER		210.45
031 LIBRARY		7,614.35
036 TORT LIABILITY		2,673.62
110 ROAD USE TAX		6,630.23
112 TRUST AND AGENCY		6,949.61
321 WIDENING WAPSI CREEK		47,257.10
600 WATER FUND		17,917.28
610 SEWER FUND		7,823.84
740 STORM WATER UTILITY		<u>1,466.31</u>
<b>GRAND FUND TOTAL</b>		<b>122,042.86</b>

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	WEX BANK	VEHICLE FUEL	931.24
			TOTAL:	931.24
FIRE OPERATION	GENERAL FUND	WEX BANK	VEHICLE FUEL	181.25
			TOTAL:	181.25
STREET LIGHTING	GENERAL FUND	LINN COUNTY R.E.C.	STREET LIGHTS	250.50
			STREET LIGHTS - WEST	41.49
			TOTAL:	291.99
PARK & RECREATION	GENERAL FUND	MOPPY MO'S LLC	CLEANING SERVICES- P&R	175.00
			TOTAL:	175.00
ECONOMIC DEVELOPMENT	GENERAL FUND	GLIESE, JACOB	BLDG INCENTIVE PAYMENT	873.28
		PETERSEN, JOELLE & CORY	BLDG INCENTIVE PAYMENT	1,000.00
			TOTAL:	1,873.28
CLERK & TREASURER	GENERAL FUND	PLUNKETT'S PEST CONTROL INC	PEST CONTROL-CITY OFFICE	52.95
		SECRETARY OF STATE	NOTARY RENEWAL FEE-BRICK	30.00
		MOPPY MO'S LLC	CLEANING SERVICES-CITY	175.00
			TOTAL:	257.95
LEGAL SERVICES	GENERAL FUND	CEDAR COUNTY RECORDER	RECORDING FEES	42.00
			TOTAL:	42.00
LOCAL CABLE ACCESS	GENERAL FUND	MAINSTAY SYSTEMS OF IOWA LLC	WALL RACK, CABLES, PANEL	176.00
			TOTAL:	176.00
TOWN HALL	CIVIC CENTER	PLUNKETT'S PEST CONTROL INC	PEST CONTROL-TOWN HALL	52.95
		MOPPY MO'S LLC	CLEANING SERVICES-TH	157.50
			TOTAL:	210.45
LIBRARY	LIBRARY	OVERDRIVE INC	DIGITAL & AUDIO BOOKS	262.23
		DEMCO	LIBRARY PROCESSING SUPPLIE	85.27
		BAKER & TAYLOR INC.	BOOKS	395.86
		KANOPY	ON DEMAND VIDEO SERVICE	26.00
		ARSL	MEMBERSHIP RENEWAL	50.00
		AMAZON.COM.CA., INC.	CLEANING & TANK SUPPLIES-L	78.47
			YOUTH PROGRAM SUPPLIES	18.92
			DVDS - LIBRARY	31.95
			DVDS	39.92
			BOOKS	22.24
			BOOKS-LIBRARY	43.56
			YOUTH PROG SUPPLIES-LIB	27.99
			PRINT MATERIALS-LIBRARY	45.96
			PROGRAM SUPPLIES	23.66
			BOOKS	9.96
		CAPITAL ONE	PROG SNACKS, TANK SUPPLIES	56.07
			PROG SNACKS, TANK SUPPLIES	26.94
		LEAF CAPITAL FUNDING LLC	COPIER LEASE-LIBRARY	142.02
		MAINSTAY SYSTEMS OF IOWA LLC	WALL RACK, CABLES, SWITCH-	112.00
		MOPPY MO'S LLC	JANITORIAL SERVICES-LIBRAR	420.00
			TOTAL:	1,919.02
POLICE OPERATIONS	TORT LIABILITY	IMWCA	WORK COMP - POLICE	402.42
			TOTAL:	402.42

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
FIRE OPERATION	TORT LIABILITY	IMWCA	WORK COMP - FIRE	1,523.24
			TOTAL:	1,523.24
BUILDING INSPECTIONS	TORT LIABILITY	IMWCA	WORK COMP - BLDG INSPECT	47.99
			TOTAL:	47.99
ROADS & STREETS	TORT LIABILITY	IMWCA	WORK COMP - STREETS	338.47
			TOTAL:	338.47
LIBRARY	TORT LIABILITY	IMWCA	WORK COMP - LIBRARY	16.68
			TOTAL:	16.68
PARK & RECREATION	TORT LIABILITY	IMWCA	WORK COMP - PARK & REC	215.29
			TOTAL:	215.29
CEMETERY	TORT LIABILITY	IMWCA	WORK COMP - CEMETERY	90.51
			TOTAL:	90.51
CLERK & TREASURER	TORT LIABILITY	IMWCA	WORK COMP - ADMIN	39.02
			TOTAL:	39.02
ROADS & STREETS	ROAD USE TAX	WEX BANK HI-LINE INC	VEHICLE FUEL	87.64
			SHOP SUPPLIES/SIGN HARDWAR	227.95
			TOTAL:	315.59
CAPITAL PROJECT	WIDENING WAPSI CRE	BARNHART'S CUSTOM SERVICES LLC IMPACT7G INC	WIDENING WAPSI & SHOP TILE	6,487.10
			WIDENING WAPSI CREEK	770.00
			TOTAL:	7,257.10
WATER OPERATING	WATER FUND	IOWA ONE CALL	UTILITY LOCATION SERVICE	40.05
		IOWA DEPARTMENT OF NATURAL RESOURCES	2024 ANNUAL WATER USE FEE	115.00
		STATE HYGIENIC LAB	LAB ANALYSIS	397.50
		HAWKINS INC	CHEMICALS	2,382.77
		IMWCA	WORK COMP - WATER	91.90
		WEX BANK	VEHICLE FUEL	87.65
		BOWERS CUSTOM SERVICES LLC	EXCAVATION TO FIND LEAK	1,125.00
		SURVEYING AND MAPPING, LLC	ANNUAL GIS WEBSITE MAINTEN	3,600.00
			TOTAL:	7,839.87
SEWER OPERATING	SEWER FUND	IOWA ONE CALL	UTILITY LOCATION SERVICE	40.05
		IOWA ASSN. MUN. UTILITIES	QUARTERLY SAFETY TRAINING	888.00
		QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	717.75
		IMWCA	WORK COMP - SEWER	70.48
		WEX BANK	VEHICLE FUEL	87.65
			TOTAL:	1,803.93
STORM WATER UTILITY	STORM WATER UTILIT	BARNHART'S CUSTOM SERVICES LLC	WIDENING WAPSI & SHOP TILE	880.00
			TOTAL:	880.00

DEPARTMENT                      FUND                      VENDOR NAME                      DESCRIPTION                      AMOUNT

---

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

001	GENERAL FUND	3,928.71
022	CIVIC CENTER	210.45
031	LIBRARY	1,919.02
036	TORT LIABILITY	2,673.62
110	ROAD USE TAX	315.59
321	WIDENING WAPSI CREEK @ BE	7,257.10
600	WATER FUND	7,839.87
610	SEWER FUND	1,803.93
740	STORM WATER UTILITY	880.00
-----		
	GRAND TOTAL:	26,828.29
-----		

TOTAL PAGES: 3

**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.

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

<b>MEETING DATE:</b> October 16, 2023
---------------------------------------

<b>AGENDA ITEM:</b> <b>Second Reading Ordinance 808</b> - Providing that General Property Taxes Levied and Collected on Certain Lots in The Meadows, Part 4A and Part 4B in West Branch, Iowa be paid to a Special Fund for Payments on Loans in connection to the West Branch Urban Renewal Area.
--

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

<b>DATE:</b> October 3, 2023
------------------------------

### BACKGROUND:

The City of West Branch entered into that certain Developer's Agreement with The Meadow's Development (Resolution 1743) on October 1, 2018 which includes Tax Increment Rebate payments for the development of fifty-seven lots in The Meadows Part 4A and Part 4B.

The terms of the Development Agreement state that the City shall make annual incremental tax payments to the Developer which shall be 70% of the total incremental tax revenues received by the City from the Development property. Said payments shall continue until such time the total aggregate payments equal \$395,000 or December 31, 2035, which occurs sooner.

The City has rebated the Developer \$32,519.00 to date.

## ORDINANCE 808

AN ORDINANCE PROVIDING THAT GENERAL PROPERTY TAXES LEVIED AND COLLECTED ON CERTAIN LOTS IN THE MEADOWS, PART 4A AND PART 4B, WEST BRANCH, IOWA, IN THE CITY OF WEST BRANCH, COUNTY OF CEDAR, STATE OF IOWA, BY AND FOR THE BENEFIT OF THE STATE OF IOWA, CITY OF WEST BRANCH, COUNTY OF CEDAR, WEST BRANCH COMMUNITY SCHOOL DISTRICT, AND OTHER TAXING DISTRICTS, BE PAID TO A SPECIAL FUND FOR PAYMENT OF PRINCIPAL AND INTEREST ON LOANS, MONIES ADVANCED TO AND INDEBTEDNESS, INCLUDING BONDS ISSUED OR TO BE ISSUED, INCURRED BY SAID CITY IN CONNECTION WITH SAID WEST BRANCH URBAN RENEWAL AREA.

WHEREAS, KLM Investments, LLC and the City of West Branch entered into that certain development agreement for the construction of a project located in the Meadows Subdivision, Parts 4A and 4B, West Branch, Iowa; and

WHEREAS, the following properties are located in the West Branch Urban Renewal Area:

- a. Lot 10, The Meadows Subdivision, Part 4A, West Branch, Iowa
- b. Lot 13, The Meadows Subdivision, Part 4A, West Branch, Iowa
- c. Lot 14, The Meadows Subdivision, Part 4A, West Branch, Iowa
- d. Lot 15, The Meadows Subdivision, Part 4A, West Branch, Iowa
- e. Lot 16, The Meadows Subdivision, Part 4A, West Branch, Iowa
- f. Lot 20, The Meadows Subdivision, Part 4A, West Branch, Iowa
- g. Lot 3, The Meadows Subdivision, Part 4B, West Branch, Iowa
- h. Unit A, Lot 7, The Meadows Subdivision, Part 4B, West Branch, Iowa
- i. Unit B, Lot 7, The Meadows Subdivision, Part 4B, West Branch, Iowa
- j. Unit A, Lot 12, The Meadows Subdivision, Part 4B, West Branch, Iowa
- k. Unit B, Lot 12, The Meadows Subdivision, Part 4B, West Branch, Iowa
- l. Unit A, Lot 13, The Meadows Subdivision, Part 4B, West Branch, Iowa
- m. Unit B, Lot 13, The Meadows Subdivision, Part 4B, West Branch, Iowa
- n. Unit A, Lot 16, The Meadows Subdivision, Part 4B, West Branch, Iowa
- o. Unit B, Lot 16, The Meadows Subdivision, Part 4B, West Branch, Iowa
- p. Unit A, Lot 17, The Meadows Subdivision, Part 4B, West Branch, Iowa
- q. Unit B, Lot 17, The Meadows Subdivision, Part 4B, West Branch, Iowa
- r. Unit A, Lot 27, The Meadows Subdivision, Part 4B, West Branch, Iowa
- s. Unit B, Lot 27, The Meadows Subdivision, Part 4B, West Branch, Iowa
- t. Unit A, Lot 31, The Meadows Subdivision, Part 4B, West Branch, Iowa
- u. Unit B, Lot 31, The Meadows Subdivision, Part 4B, West Branch, Iowa
- v. Unit A, Lot 32, The Meadows Subdivision, Part 4B, West Branch, Iowa
- w. Unit B, Lot 32, The Meadows Subdivision, Part 4B, West Branch, Iowa

(collectively the “Properties”); and

WHEREAS, indebtedness has been incurred by the City, and additional indebtedness is anticipated to be incurred in the future, to finance urban renewal project activities within the West Branch Urban Renewal Area, and the continuing needs of redevelopment of the Property within the West Branch Urban Renewal Area are such as to require the continued application of the incremental tax resources of the West Branch Urban Renewal Area; and



WHEREAS, the following enactment is necessary to accomplish the objectives described in the premises.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST BRANCH, IOWA, THAT:

Section 1: The taxes levied against the Properties by and for the benefit of the State of Iowa, City of West Branch, County of Cedar, West Branch Community School District, and all other taxing districts from and after the effective date of this Ordinance shall be divided as hereinafter in this Ordinance provided.

Section 2: As to the Properties, that portion of the taxes which would be produced by the rate at which the tax is levied each year by and for each of the taxing districts taxing the Property in the West Branch Urban Renewal Area upon the total sum of the assessed value of Property, being the first day of the calendar year preceding the effective date of this Ordinance, that date being January 1, 2022, shall be allocated to and when collected be paid into a fund for the respective taxing district as taxes by or for said taxing district into which all other property taxes are paid. The taxes so determined may be referred to herein as the “base period taxes.”

Section 3: That portion of the taxes each year in excess of base period taxes for the Properties shall be allocated to and when collected be paid into the special tax increment fund previously established by the City of West Branch to pay the principal of and interest on loans, monies advanced to, or indebtedness, whether funded, refunded, assumed or otherwise, including bonds issued under authority of Section 403.9 or Section 403.12 of the Code of Iowa, incurred by the City of West Branch, Iowa to finance or refinance, in whole or in part, urban renewal projects undertaken within the West Branch Urban Renewal Area pursuant to the Urban Renewal Plan, as amended.

Section 4: At such time as the loans, monies advanced, bonds and interest thereon and indebtedness of the City of West Branch referred to in Section 3 hereof have been paid, or the City has provided for the division of taxes for a total of twenty (20) fiscal years, whichever is sooner, all monies thereafter received from taxes upon the Property shall be paid into the funds for the respective taxing districts in the same manner as taxes on all other property.

Section 5: All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed. In the event that any provision of this Ordinance shall be determined to be contrary to law it shall not affect other provisions or application of this Ordinance which shall at all times be construed to fully invoke the provisions of Section 403.19 of the Code of Iowa with reference to the West Branch Urban Renewal Area and the territory contained therein.

Section 6: This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed and approved this \_\_\_\_ day of November, 2023.

First Reading:           October 2, 2023  
Second Reading:       October 16, 2023  
Third Reading:

---

Roger Laughlin, Mayor

ATTEST:

---

Leslie Brick, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> October 16, 2023
---------------------------------------

<b>AGENDA ITEM:</b> <b>Second Reading Ordinance 809</b> - Providing that General Property Taxes Levied and Collected at 401 Parkside Drive, West Branch, Iowa be paid to a Special Fund for Payments on Loans in connection to the West Branch Urban Renewal Area.
--

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

<b>DATE:</b> October 3, 2023
------------------------------

### BACKGROUND:

The City of West Branch entered into that certain Developer's Agreement with Advantage Rentals LLC (Resolution 2022-46) on May 22, 2022 which includes Tax Increment Rebate payments for the Developer to expand commercial property at 401 Parkside Drive.

The terms of the Development Agreement state that the City shall rebate the Developer seventy percent (70%) of the incremental tax revenues generated by the Development property according to the Cedar County Auditor and Cedar County Treasurer. Said payments shall be made semi-annually, on December 1<sup>st</sup> and June 1<sup>st</sup> of each fiscal year, for a period of ten (10) fiscal years or a total of twenty (20) payments.

The City will rebate Developer the first payment on December 1, 2024.

## ORDINANCE 809

AN ORDINANCE PROVIDING THAT GENERAL PROPERTY TAXES LEVIED AND COLLECTED AT 401 PARKSIDE DRIVE, WEST BRANCH, IOWA, IN THE CITY OF WEST BRANCH, COUNTY OF CEDAR, STATE OF IOWA, BY AND FOR THE BENEFIT OF THE STATE OF IOWA, CITY OF WEST BRANCH, COUNTY OF CEDAR, WEST BRANCH COMMUNITY SCHOOL DISTRICT, AND OTHER TAXING DISTRICTS, BE PAID TO A SPECIAL FUND FOR PAYMENT OF PRINCIPAL AND INTEREST ON LOANS, MONIES ADVANCED TO AND INDEBTEDNESS, INCLUDING BONDS ISSUED OR TO BE ISSUED, INCURRED BY SAID CITY IN CONNECTION WITH SAID WEST BRANCH URBAN RENEWAL AREA.

WHEREAS, Advantage Rentals, LLC and the City of West Branch entered into that certain development agreement for the construction of a project located at 401 Parkside Drive, West Branch, Iowa; and

WHEREAS, the following property are located in the West Branch Urban Renewal Area:

See Exhibit "A" attached hereto.

(the "Property"); and

WHEREAS, indebtedness has been incurred by the City, and additional indebtedness is anticipated to be incurred in the future, to finance urban renewal project activities within the West Branch Urban Renewal Area, and the continuing needs of redevelopment of the Property within the West Branch Urban Renewal Area are such as to require the continued application of the incremental tax resources of the West Branch Urban Renewal Area; and

WHEREAS, the following enactment is necessary to accomplish the objectives described in the premises.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST BRANCH, IOWA, THAT:

Section 1: The taxes levied against the Properties by and for the benefit of the State of Iowa, City of West Branch, County of Cedar, West Branch Community School District, and all other taxing districts from and after the effective date of this Ordinance shall be divided as hereinafter in this Ordinance provided.

Section 2: As to the Properties, that portion of the taxes which would be produced by the rate at which the tax is levied each year by and for each of the taxing districts taxing the Property in the West Branch Urban Renewal Area upon the total sum of the assessed value of Property, being the first day of the calendar year preceding the effective date of this Ordinance, that date being January 1, 2022, shall be allocated to and when collected be paid into a fund for the respective taxing district as taxes by or for said taxing district into which all other property taxes are paid. The taxes so determined may be referred to herein as the "base period taxes."

Section 3: That portion of the taxes each year in excess of base period taxes for the Properties shall be allocated to and when collected be paid into the special tax increment fund previously established by the City of West Branch to pay the principal of and interest on loans, monies advanced to, or indebtedness, whether funded, refunded, assumed or otherwise, including bonds issued under authority of Section 403.9 or Section 403.12 of the Code of Iowa, incurred by the City of West Branch, Iowa to

finance or refinance, in whole or in part, urban renewal projects undertaken within the West Branch Urban Renewal Area pursuant to the Urban Renewal Plan, as amended.

Section 4: At such time as the loans, monies advanced, bonds and interest thereon and indebtedness of the City of West Branch referred to in Section 3 hereof have been paid, or the City has provided for the division of taxes for a total of twenty (20) fiscal years, whichever is sooner, all monies thereafter received from taxes upon the Property shall be paid into the funds for the respective taxing districts in the same manner as taxes on all other property.

Section 5: All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed. In the event that any provision of this Ordinance shall be determined to be contrary to law it shall not affect other provisions or application of this Ordinance which shall at all times be construed to fully invoke the provisions of Section 403.19 of the Code of Iowa with reference to the West Branch Urban Renewal Area and the territory contained therein.

Section 6: This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2023.

First Reading:           October 2, 2023  
Second Reading:       October 16, 2023  
Third Reading:

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

ATTEST:

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> October 16, 2023
---------------------------------------

<b>AGENDA ITEM:</b> <b>First Reading Ordinance 810</b> – Amending the Code of Ordinances of the City of West Branch, as previously amended, by Changing Water Rates.
--

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

<b>DATE:</b> October 11, 2023
-------------------------------

### SUMMARY:

The City Council passed Ordinance 810 on June 19, 2023 which approved a five (5) year water rate increase to be effective each August 1<sup>st</sup>.

As Utility Billing clerk, having rates changes at different times of the year requires extra staff time and is confusing to residents when they see a “jump” in their bill.

I spoke with Maggie Burger, the City’s financial advisor and she recommended that changing rates with the start of the fiscal year (July 1<sup>st</sup>) is best practice for both budgeting and forecasting revenues.

This ordinance changes the effective date of the water rates to July 1<sup>st</sup> beginning July 1, 2024.

**ORDINANCE 810**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, AS PREVIOUSLY AMENDED, BY CHANGING WATER RATES.**

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

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

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

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

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

Section 3. Adjudication. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

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

\*\*\*\*\*

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

First Reading: October 16, 2023  
Second Reading:  
Third Reading:

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

ATTEST:

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

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

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> October 16, 2023
---------------------------------------

<b>AGENDA ITEM:</b> <b>First Reading Ordinance 811</b> – Amending the Code of Ordinances of the City of West Branch, as previously amended, by Changing Sanitary Sewer Rates.
---

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

<b>DATE:</b> October 11, 2023
-------------------------------

### SUMMARY:

The City Council passed Ordinance 793 on June 20, 2022 which approved a two (2) percent annual sewer rate increase to be effective each January 1<sup>st</sup> beginning January 1, 2024.

As Utility Billing clerk, having rates changes at different times of the year requires extra staff time and is confusing to residents when they see a “jump” in their bill.

I spoke with Maggie Burger, the City’s financial advisor and she recommended that changing rates with the start of the fiscal year (July 1<sup>st</sup>) is best practice for both budgeting and forecasting revenues.

This ordinance changes the effective date of the sewer rates to July 1<sup>st</sup> beginning July 1, 2024.



**ORDINANCE 811**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, AS PREVIOUSLY AMENDED, BY CHANGING SANITARY SEWER RATES.**

WHEREAS, the City Council of the City of West Branch had heretofore deemed it necessary to raise sewer rates to keep up with inflation to ensure that the sewer system can be maintained in a good and working order.

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

Section 1. Amendment. Section 99.01(1) of the Code of Ordinances of the City of West Branch, Iowa is hereby amended by deleting adding the following after the line “\$17.65 per 1000 gallons, with a 1,700- gallon minimum, payable monthly effective July 1, 2023,” which reads as follows:

“The sanitary sewer rate per 1000 gallons shall increase annually effective July 1, 2024, and for each July 1<sup>st</sup> thereafter by two percent (2%).”

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

Section 3. Adjudication. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

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

\*\*\*\*\*

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

First Reading:           October 16, 2023  
Second Reading:  
Third Reading:

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

ATTEST:

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

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

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> October 16, 2023
---------------------------------------

<b>AGENDA ITEM:</b> Resolution 2023-108 - Approving and Adopting Amendment No. 6 to the Amended and Restated Urban Renewal Plan.
--

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

<b>DATE:</b> October 11, 2023
-------------------------------

### SUMMARY:

Amendment No. 6 to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area includes:

20) Lot 4, The Meadows Part 3 development agreement – rebate of up to 75% of incremental tax revenues received by the City from Lot 4 for a period of ten (10) years.

21) Cedar-Johnson Roundabout \$1.25 million

22) Brown West Branch Auto expansion – up to 25% rebate of incremental taxes for ten (10) years

Prepared by: Kevin D. Olson, West Branch City Attorney, PO Box 5127, Coralville, Iowa 52241 (319)248-1700  
Return to: City of West Branch, Iowa, 110 N. Poplar Street, West Branch, Iowa 52358

## **RESOLUTION 2023-108**

### **RESOLUTION APPROVING AND ADOPTING AN AMENDMENT NO. 6 TO THE AMENDED AND RESTATED URBAN RENEWAL PLAN FOR THE WEST BRANCH URBAN RENEWAL AREA.**

WHEREAS, City Staff has caused there to be prepared an Amendment No. 6 to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area, a copy of which has been placed on file for public inspection in the office of the City Clerk and which is incorporated herein by reference, the purpose of which is to specifically outline projects to be constructed or which the City will cause to be constructed in said West Branch Urban Renewal Area; and

WHEREAS, it is desirable that these areas be redeveloped as part of the overall redevelopment area covered by said Plan; and

WHEREAS, adoption of Amendment No. 6 to the Amended and Restated Plan for the West Branch Urban Renewal Area is in conformity with the general plan for development of the City as a whole; and

WHEREAS, this Council directed that a consultation be held with the designated representatives of all affected taxing entities to discuss the proposed Amendment No. 6 to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area and the division of revenue described therein, and that notice of said consultation and a copy of the proposed Amendment No. 6 to the Amended and Restated Plan be sent to all affected taxing entities; and

WHEREAS, pursuant to such notice, the consultation was duly ordered by the City Council and all required responses to the recommendations made by the affected taxing entities, if any, have been timely made as set forth in this report of the City Administrator filed herewith and incorporated herein by this reference, which report is in all respects approved; and

WHEREAS, by resolution, this Council also set a public hearing on the adoption of the Amendment No. 6 to the Amended and Restated Plan for the West Branch Urban Renewal Area for this meeting of the Council, and due and proper notice of said public hearing was given, as

provided by law, by timely publication in the West Branch Times, which notice set forth the time and place for this hearing and nature and purpose thereof; and

WHEREAS, in accordance with said notice, all persons or organizations desiring to be heard on said proposed Amended and Restated Urban Renewal Plan, both for and against, have been given an opportunity to be heard with respect thereto and due consideration has been given to all comments and views expressed to this Council in connection therewith and said public hearing has been closed.

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

Section 1. That the findings and conclusions set forth or contained in Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area concerning the area of the City of West Branch, Iowa described in the preamble hereof, be and the same are hereby ratified and confirmed in all respects as the findings of the Council for this area.

Section 2. This Council further finds:

- a. That the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area of the City of West Branch, Iowa, conform to the general plan for the development of the City as a whole; and
- b. As to those areas of open land to be included within the West Branch Urban Renewal Area to be acquired by the City:
  - i. With reference to those portions thereof which are to be developed for non-residential uses, the City Council hereby determines that such non-residential uses are necessary and appropriate to facilitate the proper growth and development of the City in accordance with sound planning standards and local community objectives.

Section 3. That Amendment No. 6 to the Amended and Restated Plan for the West Branch Urban Renewal Area of the City of West Branch, Iowa, be and the same is hereby approved and adopted and said amendment to the Amended and Restated Urban Renewal Plan is hereby in all respects approved.

Section 4. That Amendment No. 6 to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area shall be in full force and effect from the date of this Resolution until the later of the date of termination set forth in the Plan as so amended, or the date on which payment of all obligations issued or advances made to carry out the purposes thereof shall be fully provided for. Said Amendment No. 6 to the Amended and Restated Urban Renewal Plan shall be forthwith certified by the City Clerk, along with a copy of this resolution, to the Recorder for Cedar County, Iowa, to be filed and recorded in the manner provided by law.

Passed and approved this 16<sup>th</sup> day of October, 2023.

---

Roger Laughlin, Mayor

ATTEST:

---

Leslie Brick, City Clerk

AMENDMENT NO. 6 TO THE WEST BRANCH AMENDED AND RESTATED  
URBAN RENEWAL PLAN

WHEREAS, the City Council of the City of West Branch, via Resolution 1454, passed and approved on May 2, 2016, adopted the Amended and Restated West Branch Urban Renewal Plan, and recorded in Book 2016 at page 1268, Records of the Cedar County Recorder's Office; and

WHEREAS, the City Council of the City of West Branch, via Resolution 1740, passed and approved on September 17, 2018, adopted Amendment No. 1 to the Amended and Restated West Branch Urban Renewal Plan; and

WHEREAS, the City Council of the City of West Branch, via Resolution 1773, passed and approved on January 22, 2019, adopted Amendment No. 2 to the Amended and Restated West Branch Urban Renewal Plan, and

WHEREAS, the City Council of the City of West Branch, via Resolution 1969, passed and approved on January 4, 2021, adopted Amendment No. 3 to the Amended and Restated West Branch Urban Renewal Plan; and

WHEREAS, the City Council of the City of West Branch, via Resolution, passed and approved on March 7, 2022, adopted Amendment No. 4 to the Amended and Restated West Branch Urban Renewal Plan; and

WHEREAS, the City Council of the City of West Branch, via Resolution, passed and approved on May 2, 2023, adopted Amendment No. 5 to the Amended and Restated West Branch Urban Renewal Plan; and

WHEREAS, the City Council has deemed it necessary and desirable to add Urban Renewal Projects to the Amended and Restated West Branch Urban Renewal Plan.

NOW, THEREFORE, the West Branch Amended and Restated Urban Renewal Plan, dated May, 2016, is hereby amended as follows:

1. In Section III, the following property is added to the District Boundaries of the Urban Renewal Area:

LEGAL DESCRIPTION – THE MEADOWS SUBDIVISION – PART THREE

A PORTION OF AUDITORS PARCEL G OF THE SOUTHWEST FRACTIONAL QUARTER OF THE SOUTHWEST FRACTIONAL QUARTER OF SECTION 6, TOWNSHIP 79 NORTH, RANGE 4 WEST, OF THE FIFTH PRINCIPAL MERIDIAN, WEST BRANCH, CEDAR COUNTY, IOWA, DESCRIBED AS FOLLOWS:

Commencing at the Southwest Corner of Section 8, Township 79 North, Range 4 West, of the Fifth Principal Meridian, West Branch, Cedar County, Iowa; Thence N01°19'18"W, along the West Line of the Southwest Fractional Quarter of said Section 6, a distance of 74.25 feet to the POINT OF BEGINNING; Thence continuing N01°19'18"W, 754.85 feet, to a point on the West Line of Auditors Parcel G in accordance with the Plat thereof Recorded in Book I at Page 103 of the Records of the Cedar County Recorder's Office; Thence N88°33'49"E, 158.30 feet, along the Southeasterly Line of Outlot A of The Meadows Subdivision Part 4A in accordance with the Plat thereof Recorded in Book 1492 at Page 39 of the Cedar County Recorder's Office; Thence S81°14'08"E, along said Southeast Line, 108.80 feet; Thence S74°04'38"E, along said Southeast Line, 39.79 feet; Thence continuing S74°04'38"E, along said Southeast Line, 365.26 feet; Thence continuing S57°29'45"E, along said Southeast Line, 95.36 feet; Thence continuing S50°34'07"E, along said Southeast Line, 365.26 feet; Thence continuing S02°51'07"E, 451.99 feet, to a point on the South Line of said Auditors Parcel G; Thence continuing S87°06'55"W, along said South Line, 854.83 feet, to the Point of Beginning. Said tract of land contains 12.72 Acres, and is subject to easements and restrictions of record.

2. In Section VI, entitled Urban Renewal Projects, the following Projects is hereby added and incorporated into the West Branch Amended and Restated Urban Renewal Plan:

20) Lot 4, The Meadows Part Three development agreement – rebate of up to 75% of incremental tax revenues received by the City from said Lot 4 for a period of ten (10) years

21) Cedar-Johnson roundabout \$1.25 million

22) Brown's Auto expansion – up to 25% rebate of incremental taxes for 10 years

4. Attachment C is hereby amended by deleting in its entirety and replacing with a new Attachment C, attached to this Amendment No. 6.

5. Except as modified by this Amendment No. 6, the provisions of the Amended and Restated Urban Renewal Plan dated May, 2016, and Amendment No. 1, Amendment No. 2, Amendment No. 3, Amendment No. 4 and Amendment No. 5 are hereby ratified, affirmed and approved and shall remain in full force and effect.

6. This Amendment No. 6 to the Urban Renewal Plan shall be in full force and effect upon adoption by the City Council, and shall be referred to as "Amendment No. 6 to the Amended and Restated West Branch Urban Renewal Plan."

7. Any parts of the Amended and Restated Urban Renewal Plan in conflict with the provisions of this Amendment No. 6 are hereby repealed.





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> October 16, 2023
---------------------------------------

<b>AGENDA ITEM:</b> <b>Resolution 2023-109</b> – Support and Financial Commitment for the Main Street Program in West Branch, Iowa.
---

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

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

### BACKGROUND:

The City of West Branch has supported the Main Street Program since 2006 and entered into an Agreement with the Iowa Economic Development Authority.

Through this agreement, the City agrees to support Main Street efforts with revitalization, financial, accreditation and demonstrated support in the written form of passing a resolution of commitment. (see page 3 of the agreement for specifics)

**RESOLUTION 2023-109**

**RESOLUTION OF SUPPORT AND FINANCIAL COMMITMENT FOR THE  
MAIN STREET PROGRAM IN WEST BRANCH, IOWA**

**WHEREAS**, an Agreement between the Iowa Economic Development Authority, West Branch Main Street and the City of West Branch for the purpose of continuing the Main Street Iowa program in West Branch, Iowa and;

**WHEREAS**, this Agreement is pursuant to contractual agreements between Main Street America and the Iowa Economic Development Authority to assist in the revitalization of the designated Main Street project area of West Branch, Iowa and;

**WHEREAS**, the City Council of West Branch endorses the goal of economic revitalization of the designated Main Street District within the context of preservation and rehabilitation of its historic buildings and supports the continuation of the Main Street Approach® as developed by Main Street America and espoused by Main Street Iowa.

**WHEREAS**, the City of West Branch will financially support the Main Street West Branch organization through Hotel/Motel Tax and/or General Fund dollars as permissible by State Law.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of West Branch, Iowa, meeting in regular session on October 16, 2023, that the City of West Branch hereby agrees to support both financially and philosophically the work of Main Street West Branch, designates the Main Street Board to supervise the Executive Director and commits to appoint a city official to represent the City on the local Main Street Board.

Passed, approved, and adopted this 16th day of October, 2023.

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

ATTEST:

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

MAIN STREET IOWA PROGRAM CONTINUATION AGREEMENT

THIS MAIN STREET IOWA PROGRAM CONTINUATION AGREEMENT (“Agreement”) is entered into and executed by the Iowa Economic Development Authority (the “IEDA”), the City of West Branch (the “City”), and West Branch Community Development Group/DBA Main Street West Branch (the “Local Main Street Program”) (Individually “Party” and Jointly, the “Parties”).

WHEREAS, the IEDA administers the Main Street Iowa Program (the “MSI Program”); and

WHEREAS, the City was selected to participate in the MSI Program in 2006 and entered into a Program Agreement with the IEDA pursuant to which the City and the Local Main Street Program established a partnership with IEDA; and

WHEREAS, the City and the Local Main Street Program desire to continue to participate in the MSI Program; and

WHEREAS, the IEDA desires to continue the relationship which has been established with the City and the Local Main Street Program;

NOW THEREFORE, in consideration of the foregoing and mutual covenants and agreements contained herein, the Parties agree as follows:

**SECTION I. The Local Main Street Program agrees to:**

1. Main Street Revitalization Focus:

- a. Maintain the Local Main Street Program’s focus on the revitalization of the designated Main Street district utilizing the Main Street Approach™. This focus should be reflected in the program’s annual plan of action, goals and objectives, vision, and mission statement.
- b. Promote the revitalization of the Main Street district through advocacy of tools and resources that support district investment, for example: development incentives, ordinances and policy that promote the revitalization of the district, design guidelines or standards that promote the protection of the traditional character of the district, district development planning, etc.

2. Main Street Paid Executive Director:

- a. Employ a paid executive director for the Local Main Street Program. The executive director will be responsible for the day-to-day administration of the Local Main Street Program in the City. The Local Main Street Program and the City will work to the best of their ability to provide professional support, competitive compensation, and benefits for the executive director position. The Local Main Street Program will comply with the following hiring expectations based on population and organization structure:
  - i. Communities with a population of over 5,000 and that have an organization solely dedicated to the revitalization efforts of the designated Main Street district are required to employ an executive director full-time (or full-time equivalent), 40 hours per week, that is dedicated to the revitalization efforts of the designated local Main Street District.
  - ii. Communities with a population over 5,000 and that have an organization that is not solely dedicated to the revitalization of the designated Main Street District (e.g. organization combined with a local chamber, tourism, community/county economic development, City, etc.) are required to employ an executive director full-time (or full-time equivalent), 40 hours per week, that is dedicated to the revitalization efforts of the local Main Street District and the organization must have additional staff dedicated to the other focus area(s) outside of the designated Main Street District.
  - iii. Communities with a population under 5,000 and that have an organization solely dedicated to the revitalization efforts of the designated Main Street District are required to employ an executive director that works at least 25 hours per week, that is dedicated to the revitalization efforts of the designated local Main Street district.
  - iv. Communities with a population under 5,000 and that have an organization that is not solely dedicated to the revitalization of the designated Main Street District (e.g. organization combined with a local chamber, tourism, community/county economic development, City, etc.) are required to

- employ an executive director full-time, 40 hours per week, who dedicates at least 25 hours per week to the revitalization efforts of the local Main Street District and 15 hours per week dedicated to the other focus areas outside of the designated local Main Street District.
- b. In the event the executive director position is vacated during the time of this agreement, the Local Main Street Program shall provide a written timeline to fill the position to the IEDA and fill the position within 120 days following the day the position was vacated. Upon hiring, the Local Main Street Program shall inform IEDA of the newly hired executive director's start date and contact information.
  - c. Develop and maintain an accurate position description for the executive director, a copy of which shall be provided to IEDA. The position description must include the rate of compensation and describe the professional activities for which the executive director is responsible.
  - d. Maintain applicable worker's compensation insurance for the executive director and staff.
3. Designated Main Street District: Submit to IEDA a current map of the approved designated Main Street district contemporaneously with execution of this Agreement.
  4. Local Main Street Program Office: Maintain an office within the designated boundaries of the local Main Street district.
  5. Main Street Economic Impact Reporting:
    - a. Submit economic impact reports on or before the due dates established by IEDA documenting the progress of the Local Main Street Program's activities.
    - b. If the Local Main Street Program fails to submit an economic impact report by the established due date, Main Street Iowa services, including but not limited to, design services, business support services, eligibility for grant applications, Main Street Iowa Development Awards nominations, and targeted technical assistance visits may be suspended until the Local Main Street Program has submitted all required reports.
  6. National Main Street Accreditation:
    - a. Maintain National Main Street America Accreditation. This agreement will be terminated pursuant to Article 9 if the Local Main Street Program fails to meet the National Main Street Accreditation standards during two consecutive accreditation rounds.
    - b. Present results of Main Street America Accreditation process to local City partners (council and/or staff) each year following Main Street America announcement of national accreditation recognitions.
    - c. Maintain a "Main Street America Member Community" membership with Main Street America.
    - d. Use the words "Main Street" when referring to and marketing the Local Main Street Program, either as an official part of the organization's name or as a tagline such as "A Main Street Iowa Program". As a designated Main Street Iowa community, the Local Main Street Program shall include the Main Street America and Main Street Iowa logos on all communication materials.
  7. Training Requirements:
    - a. Participate, as required by the IEDA, in training sessions as scheduled throughout the term of this agreement. To remain in compliance and to be eligible for Main Street America National Accreditation, the Local Main Street Program shall be represented at both days, in their entirety, of the three (3) annual training sessions that have been designated as mandatory on the MSI Program calendar. Registration and all related travel expenses for training will be paid by the Local Main Street Program.
    - b. Any newly hired executive director will be required to participate in Main Street orientation as soon after the hire date as feasible. Registration and all related travel expenses for training will be paid by the Local Main Street Program.
  8. Demonstrated Support:
    - a. Obtain from the City's governing body a resolution of support of the Local Main Street Program and submit the approved resolution to IEDA with this agreement. This resolution must demonstrate a commitment to provide city funding to support the ongoing operation of the Local Main Street Program, appoint a City official to represent the City on the Local Main Street Program governing board of directors, and communicate that the City will continue to follow the Main Street Approach™ as developed by Main Street America and espoused by Main Street Iowa for Main Street district revitalization.

- b. Obtain a Resolution of Support from the Local Main Street Program governing board and submit the approved resolution with this agreement. This resolution must demonstrate the local Main Street board of director's commitment to continuing local Main Street district revitalization following the Main Street Approach™ as developed by the Main Street America and espoused by the MSI Program.
9. Compliance:
- a. Not assign this agreement to another organization without obtaining prior written approval of the IEDA.
  - b. Remain in compliance with the requirements of the MSI Program as outlined in this agreement and the administrative rules for the MSI Program at 261 Iowa Administrative Code Chapter 39. If the IEDA finds that the Local Main Street Program is not in compliance with the requirements of this program agreement, the following procedures will apply:
    - i. IEDA shall issue an "Initial Warning" describing the Local Main Street Program's failure to comply with this agreement and provide guidance on how to comply. The Local Main Street Program will have 90 days to resolve its non-compliance. During this 90-day period, all Main Street Iowa services, with the exception of targeted technical assistance to help the Local Main Street Program mitigate non-compliant items, will be suspended. At the end of the 90-day period, the IEDA will evaluate whether the Local Main Street Program has resolved its non-compliance.
    - ii. If the Local Main Street Program is not in compliance at the end of the 90-day Initial Warning period, the IEDA may issue a Final Warning notifying the Local Main Street Program that, if the Local Main Street Program is not in compliance within 90 days after issuance of the Final Warning, Main Street Iowa may terminate this Agreement.
    - iii. The IEDA will send Notice of Termination via email to the local Main Street Executive Director, Main Street Board President, and City Mayor. Termination of this Agreement will result in the loss of recognition as a participant in the MSI Program and discontinuation of all Main Street Iowa services provided by IEDA.
    - iv. Within 30 days after issuance of the Notice of Termination, the Local Main Street Program shall cease using the trademarked brand "Main Street" and/or "Main Street Program" in its name or as part of its organization's identity and remove all references to the Main Street program on websites, social media, marketing materials, and remove Main Street Iowa highway sign.
    - v. The City may reapply for Main Street Iowa designation in a future Main Street Iowa application round hosted by the IEDA.

## **SECTION II. The CITY agrees to:**

1. Main Street Revitalization Support:
  - a. Support and partner with the Local Main Street Program's focus on the revitalization of the designated Main Street district utilizing the Main Street Approach™.
  - b. Support the revitalization of the Main Street district by utilizing tools and resources that support Main Street district investment, for example: development incentives, ordinances and policy that promote the revitalization of the district, design guidelines or standards that promote the protection of the traditional character of the district, district development planning, etc.
2. Main Street Financial Support: Invest financially into the operation of the Local Main Street Program.
3. National Main Street Accreditation: Support the Local Main Street Program in compliance with this Agreement and with the completion of the annual Main Street America Accreditation.
4. Demonstrated Support: Pass a resolution that demonstrates the City's support of the Local Main Street Program and revitalization of the downtown/designated Main Street district as an important element of the City's economic development strategy. In the resolution, the City must commit to provide funding for the Local Main Street Program, appoint a City official to represent the City on the Local Main Street Program governing board, and commit to continuing to follow the Main Street Approach™ as developed by the Main Street America and espoused by the MSI Program .

**SECTION III. The IEDA agrees to:**

1. National Main Street Accreditation: Administer the Main Street America Accreditation process in Iowa on behalf of Main Street America and recognize Local Main Street Programs and Cities who successfully meet the Main Street America Accreditation Standards.
2. Main Street Technical Assistance:
  - a. Maintain a team of downtown revitalization specialists, including a Main Street Iowa State Coordinator, to manage communication between the Local Main Street Program, City, the Main Street Iowa Program, and state government agencies.
  - b. Provide, as requested and as can be scheduled, on-site technical assistance to the Local Main Street Program and City by one or more downtown revitalization specialists. Technical assistance may include design, economic vitality, promotion, organization, committee training, board planning retreat facilitation, and action planning.
  - c. Conduct an on-site partnership visit at least once every two years.
  - d. Provide continuing advice and information to the Local Main Street Program and City.
3. Main Street Training:
  - a. Coordinate at least three statewide training sessions annually for Local Main Street Programs and Cities. The nature of training to be provided at each session shall be based on the combined needs of all Iowa Main Street Communities.
  - b. Conduct at least three MSI Program orientations for all new executive directors and Local Main Street Program board members and volunteers. The orientation will introduce the participants to the MSI Program and to their immediate responsibilities.
  - c. Offer optional regional training sessions.
  - d. Statewide training sessions, orientations, and optional regional training sessions may be virtual, as determined by IEDA.
4. Main Street Network: Support and maintain the network of designated Main Street Iowa communities through communication, regular programming updates, networking opportunities, and peer-to-peer learning.

**SECTION IV. The PARTIES hereto otherwise agree as follows:**

1. The term of this Agreement shall be for a period of forty-eight (48) months beginning January 1, 2024 and ending December 31, 2027.
2. This Agreement may be amended by a written agreement to amend the Agreement signed by all three Parties, provided that the IEDA may unilaterally amend this Agreement to comply with legislative, administrative, and policy changes by the federal or state government.
3. Should any governmental unit enact, promulgate, or adopt laws, regulations, rules, or policies which alter or in any way affect the MSI Program, the City and the Local Main Street Program shall not hold IEDA liable in any manner for the resulting changes.
4. This Agreement shall be binding upon and shall inure to the benefit of the Parties and their successors.
5. No Party shall discriminate against any employee or applicant for employment because of race, color, sex, age, disability, creed, religion, sexual orientation, gender identity, marital status, or national origin.
6. Any Party may terminate this Agreement without cause after 30 days written notice to the other two parties.
7. This Agreement supersedes any previous agreements or negotiations, whether oral or written.
8. Nothing contained in this Agreement shall create any employer-employee relationship between or among any of the Parties.

**IN WITNESS WHEREOF, the parties have executed this agreement.**

BY: \_\_\_\_\_  
Mayor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor Printed Name

\_\_\_\_\_  
West Branch, IA  
City

BY: \_\_\_\_\_  
Board President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President Printed Name

\_\_\_\_\_  
West Branch Community Development  
Group/DBA Main Street West Branch  
Local Main Street Program

BY: \_\_\_\_\_  
Deborah V. Durham, Director  
Iowa Economic Development Authority

\_\_\_\_\_  
Date



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> October 16, 2023
---------------------------------------

<b>AGENDA ITEM:</b> <b>Resolution 2023-110</b> - Approving Pay Estimate Number 12 in the amount of \$734,586.93 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project.
--

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

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

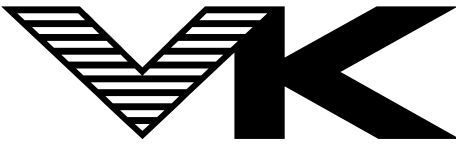
**SUMMARY:**

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

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

Pay Estimate Number	Amount	Resolution #	Date
1	\$756,667.50	2022-73	August 1, 2022
2	\$511,380.70	2022-81	September 6, 2022
3	\$1,265,515.11	2022-95	October 17, 2022
4	\$165,941.25	2022-111	November 21, 2022
5	\$479,240.80	2022-116	December 19, 2022
6	\$510,181.34	2023-04	January 17, 2023
7	\$151,883.91	2023-26	March 20, 2023
8	\$522,618.05	2023-45	May 1, 2023
9	\$468,052.07	2023-62	June 5, 2023
10	\$476,187.40	2023-76	July 17, 2023
11	<u>\$282,084.55</u>	2023-97	September 5, 2023
	\$5,589,752.68		





**COMPARISON BETWEEN PAY ESTIMATE NOS. 11 & 12**

**WASTEWATER TREATMENT FACILITY IMPROVEMENTS  
WEST BRANCH, IOWA**

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

Contract Amount \$8,837,000.00  
Contract Date March 7, 2022

	Description	Extended Price	Pay Est. No. 11 Total Completed	Monthly Work Completed	Quantity Completed	Pay Est. No. 12 Total Completed
1.1	Bonds/Permits/Insurance	\$ 155,000.00	\$ 155,000.00		100%	\$ 155,000.00
1.2	Adminstration/Project Management	\$ 100,000.00	\$ 75,000.00	\$ 5,000.00	80%	\$ 80,000.00
1.3	Mobilization	\$ 230,000.00	\$ 172,500.00	\$ 11,500.00	80%	\$ 184,000.00
1.4	Toilets/Dumpster/Etc	\$ 5,200.00	\$ 3,900.00	\$ 260.08	80%	\$ 4,160.08
1.5	Testing	\$ 15,000.00	\$ 12,000.50	\$ 1,500.00	90%	\$ 13,500.50
1.6	Survey	\$ 40,000.00	\$ 32,000.00	\$ 4,000.00	90%	\$ 36,000.00
1.7	SWPPP Prep./Maint./Inspection	\$ 20,000.00	\$ 20,000.00		100%	\$ 20,000.00
2.1	Fence Removal	\$ 2,500.00	\$ 2,500.00		100%	\$ 2,500.00
2.2	Silt Fence	\$ 12,500.00	\$ 12,500.00		100%	\$ 12,500.00
2.3	Clear & Grub	\$ 45,000.00	\$ 45,000.00		100%	\$ 45,000.00
2.4	Demo Piping/ Aeration/ Manholes	\$ 25,000.00	\$ 22,500.00		90%	\$ 22,500.00
2.5	Sludge Removal Cell #2	\$ 170,000.00	\$ 170,000.00		100%	\$ 170,000.00
2.6	Sludge Removal Cell #3	\$ 95,000.00	\$ 95,000.00		100%	\$ 95,000.00
2.7	Synthetic Lining System Cell #1A, 1B	\$ 75,000.00	\$ 73,000.00		97%	\$ 73,000.00
2.8	Synthetic Lining system Cell #2A, 2B	\$ 75,000.00	\$ 73,000.00		97%	\$ 73,000.00
2.9	Buried Piping Materials	\$ 950,000.00	\$ 618,159.35	\$ 47,525.01	70%	\$ 665,684.36
2.10	Buried Piping Labor	\$ 475,000.00	\$ 380,000.00		80%	\$ 380,000.00
2.11	Wire Fence	\$ 35,000.00				
2.12	Seeding/ Matting	\$ 45,000.00				
2.13	Lagoon Construction Labor & Equip.	\$ 625,000.00	\$ 625,000.00		100%	\$ 625,000.00
2.14	Strip/Respread Topsoil	\$ 60,000.00	\$ 50,000.00		83%	\$ 50,000.00
3.1	Reinforcing Materials	\$ 180,000.00	\$ 135,681.00		75%	\$ 135,681.00
3.2	Reinforcing Submittals	\$ 3,000.00	\$ 3,000.00		100%	\$ 3,000.00
3.3	Submittals	\$ 5,000.00	\$ 5,000.00		100%	\$ 5,000.00
3.4	Sampler Building Labor	\$ 40,000.00	\$ 38,000.00		95%	\$ 38,000.00
3.5	Sampler Building Concrete Mat'ls	\$ 10,000.00	\$ 9,500.00		95%	\$ 9,500.00
3.6	UV Building Labor	\$ 125,000.00	\$ 124,400.00		100%	\$ 124,400.00
3.7	UV Building Materials	\$ 45,000.00	\$ 44,500.00		99%	\$ 44,500.00
3.8	Effluent Flume Labor	\$ 35,000.00	\$ 35,000.00		100%	\$ 35,000.00
3.9	Effluent Flume Materials	\$ 10,000.00	\$ 10,000.00		100%	\$ 10,000.00
3.10	SAGR Control #1 Labor	\$ 60,000.00	\$ 57,000.00		95%	\$ 57,000.00
3.11	SAGR Control #1 Materials	\$ 30,000.00	\$ 28,500.00		95%	\$ 28,500.00
3.12	SAGR Control #2 Labor	\$ 40,000.00	\$ 38,000.00		95%	\$ 38,000.00
3.13	SAGR Control #2 Materials	\$ 20,000.00	\$ 19,000.00		95%	\$ 19,000.00
3.14	SAGR Control #3 Labor	\$ 60,000.00	\$ 30,000.00	\$ 10,000.00	67%	\$ 40,000.00
3.15	SAGR Control #3 Materials	\$ 30,000.00	\$ 6,000.00	\$ 12,000.00	60%	\$ 18,000.00
3.16	SAGR control #4 Labor	\$ 40,000.00	\$ 30,000.00	\$ 3,000.00	83%	\$ 33,000.00
3.17	SAGR control #4 Materials	\$ 20,000.00	\$ 15,000.00	\$ 1,500.00	83%	\$ 16,500.00
3.18	UV Building Labor	\$ 90,000.00	\$ 90,000.00		100%	\$ 90,000.00
3.19	UV Materials	\$ 45,000.00	\$ 45,000.00		100%	\$ 45,000.00
3.20	Gen. Pad/Misc. Concrete/Pads L&M	\$ 15,000.00	\$ 11,250.00		75%	\$ 11,250.00

	Description	Extended Price	Pay Est. No. 11 Total Completed	Monthly Work Completed	Quantity Completed	Pay Est. No. 12 Total Completed
4.1	Masonry Materials	\$ 50,000.00	\$ 50,000.00		100%	\$ 50,000.00
4.2	Masonry Labor	\$ 100,000.00	\$ 100,000.00		100%	\$ 100,000.00
4.3	Submittals	\$ 5,000.00	\$ 5,000.00		100%	\$ 5,000.00
5.1	Structure Embeds Materials	\$ 65,000.00	\$ 30,000.00	\$ 35,000.00	100%	\$ 65,000.00
5.2	Grating Materials & Labor	\$ 50,000.00				
5.3	Handrail Labor & Materials	\$ 45,000.00				
5.4	Submittals	\$ 5,000.00	\$ 5,000.00		100%	\$ 5,000.00
6.1	UV Building Materials	\$ 25,000.00	\$ 25,000.00		100%	\$ 25,000.00
6.2	UV Building Labor	\$ 50,000.00	\$ 50,000.00		100%	\$ 50,000.00
6.3	Sampler Building Materials	\$ 15,000.00	\$ 10,000.00		67%	\$ 10,000.00
6.4	Sampler Building Labor	\$ 20,000.00	\$ 15,000.00		75%	\$ 15,000.00
6.5	Submittals	\$ 5,000.00	\$ 5,000.00		100%	\$ 5,000.00
7.1	UV Building Insulation	\$ 5,000.00				
7.2	Sampler Building Insulation	\$ 2,000.00				
7.3	UV Building Metal Roof Panels L&M	\$ 20,000.00				
7.4	Samp. Bldg Metal Roof Panels L&M	\$ 10,000.00				
7.5	UV Building Metal Wall Panels L&M	\$ 10,000.00				
7.6	Samp. Bldg Metal Wall Panels L&M	\$ 7,500.00				
7.7	Gutters & Downspouts L&M	\$ 3,000.00				
7.8	Joint Sealants Labor & Materials	\$ 7,500.00	\$ 2,250.00		30%	\$ 2,250.00
7.9	Submittals	\$ 5,000.00	\$ 5,000.00		100%	\$ 5,000.00
8.1	Steel Doors, Frames & Hdwe Mat'ls	\$ 20,000.00	\$ 1,405.00		7%	\$ 1,405.00
8.2	Steel Doors Frames & Hdwe Labor	\$ 5,000.00	\$ 500.00		10%	\$ 500.00
8.3	Coiling /Overhead Door L&M	\$ 25,000.00				
8.4	Access Hatches Labor & Materials	\$ 2,500.00				
8.5	Glazing	\$ 5,000.00				
8.6	Submittals	\$ 5,000.00	\$ 5,000.00		100%	\$ 5,000.00
9.1	Painting Labor & Materials	\$ 25,000.00	\$ 6,250.00		25%	\$ 6,250.00
9.2	Gypsum Board Labor & Materials	\$ 35,000.00				
9.3	Submittals	\$ 1,000.00				
10.1	Fire Extinguisher	\$ 300.00				
11.1	Sluice Gates Installation	\$ 80,000.00	\$ 56,000.00		70%	\$ 56,000.00
11.2	Sluice Gates Materials	\$ 200,000.00	\$ 118,500.00		59%	\$ 118,500.00
11.3	Primary SAGR Sac. Walls Mat'ls	\$ 50,000.00	\$ 50,000.00		100%	\$ 50,000.00
11.4	Secondary SAGR Sac. Wall Mat'ls	\$ 50,000.00	\$ 50,000.00		100%	\$ 50,000.00
11.5	Primary SAGR Walls Labor	\$ 75,000.00	\$ 75,000.00		100%	\$ 75,000.00
11.6	Secondary SAGR Walls Labor	\$ 75,000.00	\$ 75,000.00		100%	\$ 75,000.00
11.7	Primary SAGR Aggregate L&M	\$ 400,000.00		\$ 300,000.00	75%	\$ 300,000.00
11.8	Secondary SAGR Aggregate L&M	\$ 400,000.00		\$ 300,000.00	75%	\$ 300,000.00
11.9	Mulch Labor & Materials	\$ 60,000.00		\$ 9,000.00	15%	\$ 9,000.00
11.10	Fine grade for Liners L&M	\$ 60,000.00	\$ 60,000.00		100%	\$ 60,000.00
11.11	Inter SAGR piping Materials	\$ 50,000.00		\$ 15,000.00	30%	\$ 15,000.00
11.12	Inter SAGR Piping Labor	\$ 100,000.00		\$ 30,000.00	30%	\$ 30,000.00
11.13	Nexom Blower/Aeration Equip. Mat'ls	\$ 738,000.00	\$ 300,000.00	\$ 97,703.00	54%	\$ 397,703.00
11.14	Blower/Aeration Equipment Labor	\$ 250,000.00	\$ 150,000.00		60%	\$ 150,000.00
11.15	Nexom Blower/Aeration Downpaym't	\$ 82,000.00	\$ 82,000.00		100%	\$ 82,000.00
11.16	Sampler Labor & Materials	\$ 12,000.00				
11.17	UV Equipment Materials	\$ 225,000.00				
11.18	UV Equipment Labor	\$ 92,000.00				
11.19	UV Equipment Down payment	\$ 25,000.00	\$ 25,000.00		100%	\$ 25,000.00
11.20	Sanitary Pump Materials	\$ 50,000.00	\$ 10,000.00		20%	\$ 10,000.00
11.21	Pumps Labor	\$ 10,000.00	\$ 2,500.00		25%	\$ 2,500.00
11.22	Submittals UV/NEXOM/ sampler	\$ 15,000.00	\$ 15,000.00		100%	\$ 15,000.00

	Description	Extended Price	Pay Est. No. 11 Total Completed	Monthly Work Completed	Quantity Completed	Pay Est. No. 12 Total Completed
12.1	Laboratory Casework Materials	\$ 20,000.00				
12.2	Laboratory Casework Labor	\$ 5,000.00				
12.3	Submittals	\$ 1,000.00	\$ 1,000.00		100%	\$ 1,000.00
13.1	Process Piping Labor & Materials	\$ 275,000.00				
13.2	Submittals	\$ 5,000.00	\$ 5,000.00		100%	\$ 5,000.00
14.1	Hoists Equipment Materials	\$ 25,000.00	\$ 18,750.00		75%	\$ 18,750.00
14.2	Hoists Equipment Labor	\$ 5,000.00	\$ 4,000.00		80%	\$ 4,000.00
14.3	Submittals	\$ 1,000.00	\$ 500.00		50%	\$ 500.00
15.1	HVAC Materials	\$ 75,000.00				
15.2	HVAC Labor	\$ 9,000.00				
15.3	Plumbing Materials	\$ 50,000.00	\$ 10,871.50		22%	\$ 10,871.50
15.4	Plumbing Labor	\$ 15,000.00	\$ 4,200.00		28%	\$ 4,200.00
15.5	Submittals	\$ 5,000.00	\$ 5,000.00		100%	\$ 5,000.00
16.1	Generator & Transfer Switch Material	\$ 65,000.00				
16.2	Generator & Transfer Switch Labor	\$ 45,000.00				
16.3	Electrical Materials	\$ 115,000.00	\$ 3,000.00		3%	\$ 3,000.00
16.4	Electrical Labor	\$ 65,000.00	\$ 2,000.00		3%	\$ 2,000.00
16.5	Submittals	\$ 5,000.00	\$ 5,000.00		100%	\$ 5,000.00
17.1	Process Control & Instrument L&M	\$ 160,000.00				
17.2	Submittals	\$ 5,000.00	\$ 5,000.00		100%	\$ 5,000.00
<b>Contract Price:</b>		<b>\$ 8,837,000.00</b>	<b>\$ 4,860,617.35</b>	<b>\$ 882,988.09</b>	<b>65%</b>	<b>\$ 5,743,605.44</b>

<b>MATERIALS STORED SUMMARY</b>				
	Description	# of Units	Pay Est. 11	Pay Est. 12
2.9	Buried Pipe (Schimberg)	LS	\$ 331,840.65	\$ 284,315.64
3.1	Reinforcing Materials (CMI)	LS	\$ 24,110.00	\$ 24,110.00
5.1	Structure Embeds Materials (Weirs & Beams) (Breuer)	LS	\$ 4,210.68	\$ -
5.2	Grating Materials (Breuer)	LS	\$ 9,976.04	\$ 9,976.04
5.3	Handrail Materials (Platform & Stairs)	LS	\$ 12,458.73	\$ 12,458.73
8.1	Doors & Door Hardware	LS	\$ 17,180.00	\$ 17,180.00
8.3	Overhead Doors	LS	\$ 21,275.00	\$ 21,275.00
11.2	Sluice Gates	LS	\$ 24,000.00	\$ 24,000.00
11.13	Nexom Blower & Aeration Equipment Materials	LS	\$ 316,300.00	\$ 258,297.00
11.17	Trojan UV Equipment	LS	\$ 173,251.25	\$ 173,251.25
15.1	Fan	1	\$ 356.00	\$ 356.00
15.1	Indeeco Heaters	LS	\$ 14,755.00	\$ 14,755.00
15.1	Split System	1	\$ 10,795.00	\$ 10,795.00
15.1	Dehumidifier	1	\$ 3,485.00	\$ 3,485.00
15.1	Grilles	LS	\$ 280.00	\$ 280.00
15.1	Greenheck Fans & Dampers	LS	\$ 14,650.00	\$ 14,650.00
16.3	Electrical Equipment	LS	\$ 18,460.49	\$ 18,460.49
<b>Total</b>				<b>\$ 887,645.15</b>

**SUMMARY**

		<b>Total Approved</b>	<b>Total Completed</b>
Contract Price		\$ 8,837,000.00	Pay Est. 12
Approved Change Order (list each)	Change Order No. 1	\$ 6,687.10	\$ 6,687.10
	Change Order No. 2	\$ 19,261.90	\$ 19,261.90
	Revised Contract Price	\$ 8,862,949.00	\$ 5,769,554.44

Stored \$ 887,645.15

Total Earned \$ 6,657,199.59

Retainage (5%) \$ 332,859.98

Total Earned Less Retainage \$ 6,324,339.61

Total Previously Approved (list each)	Pay Estimate No. 1	\$ 756,667.50	
	Pay Estimate No. 2	\$ 511,380.70	
	Pay Estimate No. 3	\$ 1,265,515.11	
	Pay Estimate No. 4	\$ 165,941.25	
	Pay Estimate No. 5	\$ 479,240.80	
	Pay Estimate No. 6	\$ 510,181.34	
	Pay Estimate No. 7	\$ 151,883.91	
	Pay Estimate No. 8	\$ 522,618.05	
	Pay Estimate No. 9	\$ 468,052.07	
	Pay Estimate No. 10	\$ 476,187.40	
	Pay Estimate No. 11	\$ 282,084.55	

Total Previously Approved \$ 5,589,752.68

Percent Complete 65%

**Amount Due This Request \$ 734,586.93**

The amount     \$734,586.93     is recommended for approval for payment in accordance with the terms of the contract.

**RESOLUTION 2023-110**

**A RESOLUTION APPROVING PAY ESTIMATE NUMBER 12 IN THE AMOUNT OF \$734,586.93 TO BOOMERANG CORP. FOR THE WASTEWATER TREATMENT FACILITY IMPROVEMENTS PROJECT.**

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

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

**WHEREAS**, the City Council of West Branch, previously approved Pay Estimates Number 1 through 11 in the amount of \$5,589,752.68 to Boomerang Corp. of Anamosa, IA to date; and

**WHEREAS**, it is now necessary for the City Council to accept Pay Estimate Number 12 in the amount of \$734,586.93.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of West Branch, that Pay Estimate Number 12 in the amount of \$734,586.93 to Boomerang Corp. of Anamosa, IA is approved.

**Passed and approved this 16th day of October, 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 25, 2023

**PAY ESTIMATE NO. 12**  
**WASTEWATER TREATMENT FACILITY IMPROVEMENTS**  
**WEST BRANCH, IOWA**

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

Contract Amount \$8,837,000.00  
Contract Date March 7, 2022  
Pay Period August 19, 2023 - September 20, 2023

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Complete	Value Completed
1.1	Bonds/Permits/Insurance	LS	XXXXX	XXXXX	\$ 155,000.00	100%	\$ 155,000.00
1.2	Adminstration/Project Management	LS	XXXXX	XXXXX	\$ 100,000.00	80%	\$ 80,000.00
1.3	Mobilization	LS	XXXXX	XXXXX	\$ 230,000.00	80%	\$ 184,000.00
1.4	Toilets/Dumpster/Etc	LS	XXXXX	XXXXX	\$ 5,200.00	80%	\$ 4,160.08
1.5	Testing	LS	XXXXX	XXXXX	\$ 15,000.00	90%	\$ 13,500.50
1.6	Survey	LS	XXXXX	XXXXX	\$ 40,000.00	90%	\$ 36,000.00
1.7	SWPPP Prep./Maint./Inspection	LS	XXXXX	XXXXX	\$ 20,000.00	100%	\$ 20,000.00
2.1	Fence Removal	LS	XXXXX	XXXXX	\$ 2,500.00	100%	\$ 2,500.00
2.2	Silt Fence	LS	XXXXX	XXXXX	\$ 12,500.00	100%	\$ 12,500.00
2.3	Clear & Grub	LS	XXXXX	XXXXX	\$ 45,000.00	100%	\$ 45,000.00
2.4	Demo Piping/ Aeration/ Manholes	LS	XXXXX	XXXXX	\$ 25,000.00	90%	\$ 22,500.00
2.5	Sludge Removal Cell #2	LS	XXXXX	XXXXX	\$ 170,000.00	100%	\$ 170,000.00
2.6	Sludge Removal Cell #3	LS	XXXXX	XXXXX	\$ 95,000.00	100%	\$ 95,000.00
2.7	Synthetic Lining System Cell #1A, 1B	LS	XXXXX	XXXXX	\$ 75,000.00	97%	\$ 73,000.00
2.8	Synthetic Lining system Cell #2A, 2B	LS	XXXXX	XXXXX	\$ 75,000.00	97%	\$ 73,000.00
2.9	Buried Piping Materials	LS	XXXXX	XXXXX	\$ 950,000.00	70%	\$ 665,684.36
2.10	Buried Piping Labor	LS	XXXXX	XXXXX	\$ 475,000.00	80%	\$ 380,000.00
2.11	Wire Fence	LS	XXXXX	XXXXX	\$ 35,000.00		
2.12	Seeding/ Matting	LS	XXXXX	XXXXX	\$ 45,000.00		
2.13	Lagoon Construction Labor & Equip.	LS	XXXXX	XXXXX	\$ 625,000.00	100%	\$ 625,000.00
2.14	Strip/Respread Topsoil	LS	XXXXX	XXXXX	\$ 60,000.00	83%	\$ 50,000.00
3.1	Reinforcing Materials	LS	XXXXX	XXXXX	\$ 180,000.00	75%	\$ 135,681.00
3.2	Reinforcing Submittals	LS	XXXXX	XXXXX	\$ 3,000.00	100%	\$ 3,000.00
3.3	Submittals	LS	XXXXX	XXXXX	\$ 5,000.00	100%	\$ 5,000.00
3.4	Sampler Building Labor	LS	XXXXX	XXXXX	\$ 40,000.00	95%	\$ 38,000.00
3.5	Sampler Building Concrete Mat'ls	LS	XXXXX	XXXXX	\$ 10,000.00	95%	\$ 9,500.00
3.6	UV Building Labor	LS	XXXXX	XXXXX	\$ 125,000.00	100%	\$ 124,400.00
3.7	UV Building Materials	LS	XXXXX	XXXXX	\$ 45,000.00	99%	\$ 44,500.00
3.8	Effluent Flume Labor	LS	XXXXX	XXXXX	\$ 35,000.00	100%	\$ 35,000.00
3.9	Effluent Flume Materials	LS	XXXXX	XXXXX	\$ 10,000.00	100%	\$ 10,000.00
3.10	SAGR Control #1 Labor	LS	XXXXX	XXXXX	\$ 60,000.00	95%	\$ 57,000.00
3.11	SAGR Control #1 Materials	LS	XXXXX	XXXXX	\$ 30,000.00	95%	\$ 28,500.00
3.12	SAGR Control #2 Labor	LS	XXXXX	XXXXX	\$ 40,000.00	95%	\$ 38,000.00
3.13	SAGR Control #2 Materials	LS	XXXXX	XXXXX	\$ 20,000.00	95%	\$ 19,000.00
3.14	SAGR Control #3 Labor	LS	XXXXX	XXXXX	\$ 60,000.00	67%	\$ 40,000.00
3.15	SAGR Control #3 Materials	LS	XXXXX	XXXXX	\$ 30,000.00	60%	\$ 18,000.00
3.16	SAGR control #4 Labor	LS	XXXXX	XXXXX	\$ 40,000.00	83%	\$ 33,000.00
3.17	SAGR control #4 Materials	LS	XXXXX	XXXXX	\$ 20,000.00	83%	\$ 16,500.00
3.18	UV Building Labor	LS	XXXXX	XXXXX	\$ 90,000.00	100%	\$ 90,000.00
3.19	UV Materials	LS	XXXXX	XXXXX	\$ 45,000.00	100%	\$ 45,000.00
3.20	Gen. Pad/Misc. Concrete/Pads L&M	LS	XXXXX	XXXXX	\$ 15,000.00	75%	\$ 11,250.00

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Complete	Value Completed
4.1	Masonry Materials	LS	XXXXX	XXXXX	\$ 50,000.00	100%	\$ 50,000.00
4.2	Masonry Labor	LS	XXXXX	XXXXX	\$ 100,000.00	100%	\$ 100,000.00
4.3	Submittals	LS	XXXXX	XXXXX	\$ 5,000.00	100%	\$ 5,000.00
5.1	Structure Embeds Materials	LS	XXXXX	XXXXX	\$ 65,000.00	100%	\$ 65,000.00
5.2	Grating Materials & Labor	LS	XXXXX	XXXXX	\$ 50,000.00		
5.3	Handrail Labor & Materials	LS	XXXXX	XXXXX	\$ 45,000.00		
5.4	Submittals	LS	XXXXX	XXXXX	\$ 5,000.00	100%	\$ 5,000.00
6.1	UV Building Materials	LS	XXXXX	XXXXX	\$ 25,000.00	100%	\$ 25,000.00
6.2	UV Building Labor	LS	XXXXX	XXXXX	\$ 50,000.00	100%	\$ 50,000.00
6.3	Sampler Building Materials	LS	XXXXX	XXXXX	\$ 15,000.00	67%	\$ 10,000.00
6.4	Sampler Building Labor	LS	XXXXX	XXXXX	\$ 20,000.00	75%	\$ 15,000.00
6.5	Submittals	LS	XXXXX	XXXXX	\$ 5,000.00	100%	\$ 5,000.00
7.1	UV Building Insulation	LS	XXXXX	XXXXX	\$ 5,000.00		
7.2	Sampler Building Insulation	LS	XXXXX	XXXXX	\$ 2,000.00		
7.3	UV Building Metal Roof Panels L&M	LS	XXXXX	XXXXX	\$ 20,000.00		
7.4	Samp. Bldg Metal Roof Panels L&M	LS	XXXXX	XXXXX	\$ 10,000.00		
7.5	UV Building Metal Wall Panels L&M	LS	XXXXX	XXXXX	\$ 10,000.00		
7.6	Samp. Bldg Metal Wall Panels L&M	LS	XXXXX	XXXXX	\$ 7,500.00		
7.7	Gutters & Downspouts L&M	LS	XXXXX	XXXXX	\$ 3,000.00		
7.8	Joint Sealants Labor & Materials	LS	XXXXX	XXXXX	\$ 7,500.00	30%	\$ 2,250.00
7.9	Submittals	LS	XXXXX	XXXXX	\$ 5,000.00	100%	\$ 5,000.00
8.1	Steel Doors, Frames & Hdwe Mat'ls	LS	XXXXX	XXXXX	\$ 20,000.00	7%	\$ 1,405.00
8.2	Steel Doors Frames & Hdwe Labor	LS	XXXXX	XXXXX	\$ 5,000.00	10%	\$ 500.00
8.3	Coiling /Overhead Door L&M	LS	XXXXX	XXXXX	\$ 25,000.00		
8.4	Access Hatches Labor & Materials	LS	XXXXX	XXXXX	\$ 2,500.00		
8.5	Glazing	LS	XXXXX	XXXXX	\$ 5,000.00		
8.6	Submittals	LS	XXXXX	XXXXX	\$ 5,000.00	100%	\$ 5,000.00
9.1	Painting Labor & Materials	LS	XXXXX	XXXXX	\$ 25,000.00	25%	\$ 6,250.00
9.2	Gypsum Board Labor & Materials	LS	XXXXX	XXXXX	\$ 35,000.00		
9.3	Submittals	LS	XXXXX	XXXXX	\$ 1,000.00		
10.1	Fire Extinguisher	LS	XXXXX	XXXXX	\$ 300.00		
11.1	Sluice Gates Installation	LS	XXXXX	XXXXX	\$ 80,000.00	70%	\$ 56,000.00
11.2	Sluice Gates Materials	LS	XXXXX	XXXXX	\$ 200,000.00	59%	\$ 118,500.00
11.3	Primary SAGR Sac. Walls Mat'ls	LS	XXXXX	XXXXX	\$ 50,000.00	100%	\$ 50,000.00
11.4	Secondary SAGR Sac. Wall Mat'ls	LS	XXXXX	XXXXX	\$ 50,000.00	100%	\$ 50,000.00
11.5	Primary SAGR Walls Labor	LS	XXXXX	XXXXX	\$ 75,000.00	100%	\$ 75,000.00
11.6	Secondary SAGR Walls Labor	LS	XXXXX	XXXXX	\$ 75,000.00	100%	\$ 75,000.00
11.7	Primary SAGR Aggregate L&M	LS	XXXXX	XXXXX	\$ 400,000.00	75%	\$ 300,000.00
11.8	Secondary SAGR Aggregate L&M	LS	XXXXX	XXXXX	\$ 400,000.00	75%	\$ 300,000.00
11.9	Mulch Labor & Materials	LS	XXXXX	XXXXX	\$ 60,000.00	15%	\$ 9,000.00
11.10	Fine grade for Liners L&M	LS	XXXXX	XXXXX	\$ 60,000.00	100%	\$ 60,000.00
11.11	Inter SAGR piping Materials	LS	XXXXX	XXXXX	\$ 50,000.00	30%	\$ 15,000.00
11.12	Inter SAGR Piping Labor	LS	XXXXX	XXXXX	\$ 100,000.00	30%	\$ 30,000.00
11.13	Nexom Blower/Aeration Equip. Mat'ls	LS	XXXXX	XXXXX	\$ 738,000.00	54%	\$ 397,703.00
11.14	Blower/Aeration Equipment Labor	LS	XXXXX	XXXXX	\$ 250,000.00	60%	\$ 150,000.00
11.15	Nexom Blower/Aeration Downpaym't	LS	XXXXX	XXXXX	\$ 82,000.00	100%	\$ 82,000.00
11.16	Sampler Labor & Materials	LS	XXXXX	XXXXX	\$ 12,000.00		
11.17	UV Equipment Materials	LS	XXXXX	XXXXX	\$ 225,000.00		
11.18	UV Equipment Labor	LS	XXXXX	XXXXX	\$ 92,000.00		
11.19	UV Equipment Down payment	LS	XXXXX	XXXXX	\$ 25,000.00	100%	\$ 25,000.00
11.20	Sanitary Pump Materials	LS	XXXXX	XXXXX	\$ 50,000.00	20%	\$ 10,000.00
11.21	Pumps Labor	LS	XXXXX	XXXXX	\$ 10,000.00	25%	\$ 2,500.00
11.22	Submittals UV/NEXOM/ sampler	LS	XXXXX	XXXXX	\$ 15,000.00	100%	\$ 15,000.00

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Complete	Value Completed
12.1	Laboratory Casework Materials	LS	XXXXX	XXXXX	\$ 20,000.00		
12.2	Laboratory Casework Labor	LS	XXXXX	XXXXX	\$ 5,000.00		
12.3	Submittals	LS	XXXXX	XXXXX	\$ 1,000.00	100%	\$ 1,000.00
13.1	Process Piping Labor & Materials	LS	XXXXX	XXXXX	\$ 275,000.00		
13.2	Submittals	LS	XXXXX	XXXXX	\$ 5,000.00	100%	\$ 5,000.00
14.1	Hoists Equipment Materials	LS	XXXXX	XXXXX	\$ 25,000.00	75%	\$ 18,750.00
14.2	Hoists Equipment Labor	LS	XXXXX	XXXXX	\$ 5,000.00	80%	\$ 4,000.00
14.3	Submittals	LS	XXXXX	XXXXX	\$ 1,000.00	50%	\$ 500.00
15.1	HVAC Materials	LS	XXXXX	XXXXX	\$ 75,000.00		
15.2	HVAC Labor	LS	XXXXX	XXXXX	\$ 9,000.00		
15.3	Plumbing Materials	LS	XXXXX	XXXXX	\$ 50,000.00	22%	\$ 10,871.50
15.4	Plumbing Labor	LS	XXXXX	XXXXX	\$ 15,000.00	28%	\$ 4,200.00
15.5	Submittals	LS	XXXXX	XXXXX	\$ 5,000.00	100%	\$ 5,000.00
16.1	Generator & Transfer Switch Material	LS	XXXXX	XXXXX	\$ 65,000.00		
16.2	Generator & Transfer Switch Labor	LS	XXXXX	XXXXX	\$ 45,000.00		
16.3	Electrical Materials	LS	XXXXX	XXXXX	\$ 115,000.00	3%	\$ 3,000.00
16.4	Electrical Labor	LS	XXXXX	XXXXX	\$ 65,000.00	3%	\$ 2,000.00
16.5	Submittals	LS	XXXXX	XXXXX	\$ 5,000.00	100%	\$ 5,000.00
17.1	Process Control & Instrument L&M	LS	XXXXX	XXXXX	\$ 160,000.00		
17.2	Submittals	LS	XXXXX	XXXXX	\$ 5,000.00	100%	\$ 5,000.00
<b>Contract Price:</b>					<b>\$ 8,837,000.00</b>		<b>\$ 5,743,605.44</b>

<b>MATERIALS STORED SUMMARY</b>				
	Description	# of Units	Unit Price	Extended Cost
2.9	Buried Pipe (Schimberg)	LS	\$ 284,315.64	\$ 284,315.64
3.1	Reinforcing Materials (CMI)	LS	\$ 24,110.00	\$ 24,110.00
5.2	Grating Materials (Breuer)	LS	\$ 9,976.04	\$ 9,976.04
5.3	Handrail Materials (Platform & Stairs)	LS	\$ 12,458.73	\$ 12,458.73
8.1	Doors & Door Hardware	LS	\$ 17,180.00	\$ 17,180.00
8.3	Overhead Doors	LS	\$ 21,275.00	\$ 21,275.00
11.2	Sluice Gates	LS	\$ 24,000.00	\$ 24,000.00
11.13	Nexom Blower & Aeration Equipment Materials	LS	\$ 258,297.00	\$ 258,297.00
11.17	Trojan UV Equipment	LS	\$ 173,251.25	\$ 173,251.25
15.1	Fan	1	\$ 356.00	\$ 356.00
15.1	Indeeco Heaters	LS	\$ 14,755.00	\$ 14,755.00
15.1	Split System	1	\$ 10,795.00	\$ 10,795.00
15.1	Dehumidifier	1	\$ 3,485.00	\$ 3,485.00
15.1	Grilles	LS	\$ 280.00	\$ 280.00
15.1	Greenheck Fans & Dampers	LS	\$ 14,650.00	\$ 14,650.00
16.3	Electrical Equipment	LS	\$ 18,460.49	\$ 18,460.49
<b>Total</b>				<b>\$ 887,645.15</b>



**SUMMARY**

		Total Approved	Total Completed
Contract Price		\$ 8,837,000.00	\$ 5,743,605.44
Approved Change Order (list each)	Change Order No. 1	\$ 6,687.10	\$ 6,687.10
	Change Order No. 2	\$ 19,261.90	\$ 19,261.90
		Revised Contract Price	\$ 8,862,949.00

Stored \$ 887,645.15  
 Total Earned \$ 6,657,199.59  
 Retainage (5%) \$ 332,859.98  
 Total Earned Less Retainage \$ 6,324,339.61

Total Previously Approved (list each)			
	Pay Estimate No. 1	\$ 756,667.50	
	Pay Estimate No. 2	\$ 511,380.70	
	Pay Estimate No. 3	\$ 1,265,515.11	
	Pay Estimate No. 4	\$ 165,941.25	
	Pay Estimate No. 5	\$ 479,240.80	
	Pay Estimate No. 6	\$ 510,181.34	
	Pay Estimate No. 7	\$ 151,883.91	
	Pay Estimate No. 8	\$ 522,618.05	
	Pay Estimate No. 9	\$ 468,052.07	
	Pay Estimate No. 10	\$ 476,187.40	
	Pay Estimate No. 11	\$ 282,084.55	

Total Previously Approved \$ 5,589,752.68

Percent Complete 65%


**Amount Due This Request \$ 734,586.93**

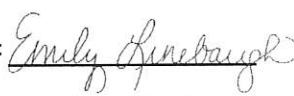
The amount \$734,586.93 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:  
Boomerang Corp.

Recommended By:  
Veenstra & Kimm, Inc.

Approved By:  
West Branch, Iowa

Signature:   
 Name: Jani Hoas  
 Title: VP  
 Date: 9/25/23

Signature:   
 Name: Emily Linebaugh  
 Title: Engineer  
 Date: September 25, 2023

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> October 16, 2023
---------------------------------------

<b>AGENDA ITEM:</b> <b>Discussion</b> - Request from the West Branch Lions Club for funds towards a mobility lift.
--

<b>PREPARED BY:</b> Adam Kofoed, City Administrator
---

<b>DATE:</b> October 11, 2023
-------------------------------

### SUMMARY:

The West Branch Lions Club is asking for a \$5,000 match to finish the mobility lift at Town Hall. This is not a budgeted expense. However, money in our Town Hall Reserve Fund is roughly at \$36,000.

#### Here are the numbers:

Estimated Cost: \$19,000

American Legion Donation: \$3,000

Lions Donation: \$4,000

Cedar County Grant: \$5,000

Money needed to complete: \$5,000

### Cons

Cons that Lions Club and Council will need to consider:

Equity: Animal Control is short \$400 for their dog fence and they are not getting additional assistance from the city. Is this fair to Animal Control?

The Future of Town Hall: in 2028, we will no longer be able to levy for Town Hall Maintenance. It's entirely possible the city could sell town hall in the future. Is it worth spending money on a facility worth

Cutoffs: Who is going to pay if the project costs exceed \$19,000?

### Pros

Pros that Lions Club and Council should consider:

Moral Values: It is a human priority to ensure all residents can enter facilities regardless of their health conditions.

Marketability: It may be easier to sell Town Hall with a new well working lift, than a broken one. It's also possible that WB Main St. may take over the building if their organization and the city continues to grow.

Reserve Account: The city has been saving money for these types of emergencies.



**Quote Number:** Q230811005

**Quote Date:** Aug 11, 2023

**Terms:** Quote Valid for 30 Days

**Attention:** City of West Branch

**101 Mobility**

1900 James Street, Suite 7  
Coralville, IA 52241  
Phone: (319) 259-7500  
Fax: (319) 259-7502

City of West Branch  
115 N 1st St  
West Branch, IA 52358

DESCRIPTION	QTY	PRICE	TOTAL
<b>Bruno - VPL-3353B - Battery-Powered Maximum Floor to Floor 53" (1346 mm) includes 17AH Battery Pkg. (Commercial)</b> -750 lb lifting capacity -Keyed, constant pressure rocker switch control on platform -Emergency stop switch and audio/visual alarm -Top and bottom limit switches -Bottom platform safety panel -42" high, solid, side platform walls -Reliable, quiet ACME screw-driven DC motor with full-time battery operation offers access even in a power outage -Gold Warranty: Two years on major components; one year on parts	1	\$12,000.00	\$12,000.00
<b>Bruno - 36 x 54 Res. - 36" x 54" (914 mm x 1372 mm) Platform (Residential Units)</b>	1	\$605.00	\$605.00
<b>Bruno - Remote Rocker Switch (no controls on door) - Remote Landing Call/Send Surface Mounted Rocker Controls (no controls on door) (Surface Mount)</b>	2	\$310.00	\$620.00
<b>Bruno - RH 36 in EMI Top Gate (Rocker) - RH Top Landing Gate With Rocker Control 36" (914 mm) inside opening</b>	1	\$800.00	\$800.00
<b>Bruno - Cold Weather DC - Cold Weather Package (DC Units)</b>	1	\$700.00	\$700.00
<b>Vertical Platform Lift Installation</b> Installed by Our Knowledgeable & Courteous Mobility Specialists	1	\$2,000.00	\$2,000.00
<b>Inspection Fee</b> State inspector fee.	1	\$500.00	\$500.00

<b>DESCRIPTION</b>	<b>QTY</b>	<b>PRICE</b>	<b>TOTAL</b>
<b>Inspection Fee</b> 101 Mobility inspection fee.	1	\$300.00	\$300.00
<b>SALES TAX</b>	1		\$1,030.75
<b>QUOTE TOTAL</b>			<b>\$18,555.75</b>

**You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the attached notice of cancellation form for an explanation of this right.**  
By signing this purchase order I agree to the terms and conditions herein. Terms are 50% deposit at time of order and balance due upon completion of delivery and installation. Cancellations prior to installation are subject to a restocking fee of 15% of the total before tax. No cancellations after initiation of installation. Any Custom applications are not cancelable and require a 50% non refundable deposit at time of final measurements, and the remaining 50% is to be paid prior to 101 Mobility placing the order with the manufacturer. This Agreement shall be governed by the laws of the State of Iowa . Any legal proceedings to enforce the Agreement will be in an appropriate Iowa court, and the prevailing party shall be entitled to recover all expenses (including, but not limited to, reasonable attorneys fees, legal expenses and reasonable costs of collection).

Signature: \_\_\_\_\_

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



3804 Hammond Ave, Waterloo, IA 50702  
 Phone 319-291-7210  
 Toll-Free - 800-603-9857  
 Fax - 319-233-9289

INVOICE # [100]  
 DATE: SEPTEMBER 19, 2023

QUOTE VALID FOR 60 DAYS FROM ABOVE DATE

CLIENT West Branch Town Hall  
 115 N 1<sup>st</sup> St.  
 West Branch, IA 52358

REFERRING AGENCY	CONTACT		
	Greg		

**We Are Pleased To Provide You This Quote Regarding Your Inquiry**

QTY	DESCRIPTION	PRICE
	Installation of a new vertical platform lift to replace current one already installed	
1	Bruno VPL-3353B Vertical Platform lift. (750lb. capacity, 36x54 usable platform, platform gate with ramp, upper landing gate, 34AH battery package, cold weather package, lower and upper call stations.)	\$15,900.00
1	Freight	\$1,200.00
1	Installation	\$1,800.00
	*Removal of old lift is not in this price*	
	*Parts lead time 4 to 6 weeks*	
<b>TOTAL</b>		<b>\$18,900.00</b>

Quotation prepared by: Rob Dahlgard  
 This is a quotation on the goods named, subject to the following conditions: (This quote is valid for 60 days from date above.)

To accept this quotation, sign here and return: \_\_\_\_\_

**THANK YOU FOR YOUR BUSINESS!**