



**CITY COUNCIL MEETING**  
**MONDAY, NOVEMBER 6, 2023 - 7:00 P.M.**  
**CITY COUNCIL CHAMBERS**  
**110 N. POPLAR STREET, WEST BRANCH, IOWA**  
*West Branch Public Library Board quorum may be present*

<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 16, 2023 City Council meeting.
  - b. Approve a Special Event Permit for Christmas Past sponsored by Main Street West Branch.
  - c. Approve the Monthly Finance Report for September.
  - d. Claims for 11/06/2023.
7. Presentations/Communications/Open Forum  
West Branch Public Library Annual Report, Library Director Becky Knoche
8. Public Hearing/Non-Consent Agenda
  - a. **Third 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.
  - b. **Third 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.
  - c. **Second Reading Ordinance 810** – Amending the Code of Ordinances of the City of West Branch, as previously amended, by Changing Water Rates. / Move to action.
  - d. **Second Reading Ordinance 811** – Amending the Code of Ordinance of the City of West Branch, as previously amended, by Changing Sewer Rates. / Move to action.
  - e. **Resolution 2023-111** - Approve Change Order Number 3 in the amount of (\$1,497.00) for the Eastside Water Main Improvement Project. / Move to action.
  - f. **Resolution 2023-112** – Approve Pay Estimate Number 5 in the amount of \$188,436.37 to Lynch Excavating Inc. for the Eastside Water Main Improvement Project. / Move to action.
  - g. **Resolution 2023-113** – Approving the purchase of a mobility lift for Town Hall. / Move to action.
  - h. **Resolution 2023-114** - Approving a salary adjustment for Gabe Trimpe for Fiscal Year 2024. / Move to action.
  - i. **Motion to accept** the resignation of Zachary Murdock from the West Branch Police Department. / Move to action.
9. City Administrator Report
10. City Attorney Report
11. City Engineer Report
12. City Staff Reports
13. Comments from Mayor and Council Members
14. Motion to adjourn.

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**Mayor:** Roger Laughlin • **Council Members:** Colton Miller, Nick Goodweiler, Jodee Stoolman, Tom Dean, Jerry Sexton  
**City Administrator** Adam Kofoed • **City Clerk** Leslie Brick • **Finance Officer** Heidi Van Auken • **Fire Chief** Kevin Stoolman  
• **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](http://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 16, 2023  
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 7:00 p.m.

Roll call: Council members present: Colton Miller, Jerry Sexton, Tom Dean, Jodee Stoolman and Nick Goodweiler. City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Public Works Director Matt Goodale, Police Chief John Hanna, City Attorney Kevin Olson, City Engineer Dave Schechinger. Staff attending via Zoom: Heidi Van Auken, Library Director Becky Knoche.

### **APPROVE THE AGENDA**

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

### **APPROVE CONSENT AGENDA**

Approve Minutes from the October 2, 2023 City Council meeting

Appoint Max Kober to the Planning & Zoning Commission, term expiration 12/31/2023.

Appoint Amy Guhl to the Planning & Zoning Commission, term expiration 12/31/2024.

Claims for 10/16/2023

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
TOTAL		26,828.29
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
TOTAL		44,331.53
GRAND TOTAL EXPENDITURES		122,042.86
FUND TOTALS		
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	1,466.31	
GRAND FUND TOTAL	122,042.86	

No comments.

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

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

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

Public Hearing – on the Proposed Amendment No. 6 to the Amended and Restated West Branch Urban Renewal Plan.

Laughlin opened the public hearing at 7:02 p.m. There were no comments. Laughlin closed the public hearing at 7:03 p.m.

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.

There were no comments.

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

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.

There were no comments.

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

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.

No discussion.

Motion by Dean, second by Sexton to approve first reading of Ordinance 810. AYES: Dean, Sexton, Miller, Stoolman, Goodweiler, Dean. NAYS: None. Motion carried.

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.

No discussion.

Motion by Goodweiler, second by Sexton to approve first reading of Ordinance 811. AYES: Goodweiler, Sexton, Stoolman, Dean, Miller. NAYS: None. Motion carried.

Resolution 2023-108 - Approving and Adopting Amendment No. 6 to the Amended and Restated Urban Renewal Plan. / Move to action.

Stoolman asked if Brown's was agreeable to the twenty-five percent rebate. Kofoed said he spoke with the Mr. Brown and that he was okay with the percentage that Council approved.

Motion by Sexton, second by Goodweiler to approve Resolution 2023-108. AYES: Sexton, Goodweiler, Stoolman, Miller, Dean. NAYS: None. Motion carried.

Resolution 2023-109 – Support and Financial Commitment for the Main Street Program in West Branch, Iowa. / Move to action.

Simon noted that the only differences in former agreements is that the contract is now a four-year agreement versus a two-year agreement, and that no set dollar amount of financial support is required by the City. Kofoed reminded the Council that the City has been pledging fifty percent of the hotel / motel tax to the organization which has typically been around thirteen thousand dollars for the past few years.

Motion by Dean, second by Miller to approve Resolution 2023-109. AYES: Dean, Miller, Sexton, Stoolman, Goodweiler. NAYS: None. Motion carried.

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.

Schechinger said Boomerang has submitted two different options for the completion of the project. He advised the council that he will review both options before advising the Council of what they should or shouldn't agree to. Miller (who voted no at the October 2<sup>nd</sup> meeting), stated "we asked for a letter, we got one".

Motion by Miller, second by Sexton to approve Resolution 2023-110. AYES: Miller, Sexton, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

Discussion – Request from the West Branch Lions Club for funds towards a mobility lift

Greg Humrichouse, West Branch Lions Club presented quotes from two companies that sell and install mobility lifts. He said the current lift at Town Hall has been inoperable for quite some time and that the building is no longer accessible for all. The West Branch Lions Club, American Legion and some local businesses have committed financial support toward the purchase of a new lift and asked the City Council to pledge their financial support as well. Humrichouse commented that he had received several comments from donors "why the City doesn't fix the problem" but said he understands the budget constraints. Humrichouse reminded the Council that the Town Hall is used for many private and city functions, and not having an operable lift could become bad press for the city. Stoolman asked if the current lift was repairable. Goodale said that the lift is several years old and not worth fixing. Miller stated his opinion that the (city) "should fix it, or get rid of it", referring to Town Hall, but was supportive of helping paying for cost of a new lift. Kofoed said that this was not an FY24 budgeted expense so the current budget will have to be amended. The Council discussed that the City should pay for the entire cost, thus saving sales tax and then the other entities can reimburse the city. The Council directed staff to have a resolution drafted for the purchase of the new lift for the next City Council meeting.

**CITY ADMINISTRATOR REPORT**

Kofoed said the Historic Preservation Commission will continue working toward obtaining the designation of Certified Local Government status for the downtown area. Kofoed said by having this designation, it will open more opportunities for grants for downtown projects.

**CITY ATTORNEY REPORT**

Olson said the nuisance property on East Green Street has a new owner and progress should be seen to improve the property in the near future.

**CITY ENGINEER REPORT**

Schechinger gave updates on the various city projects not noting anything of concern.

**STAFF REPORTS - None**



**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Laughlin said he had been asked if the I-80 widening project would include ramp closures at the West Branch exit. There were no other comments.

**ADJOURNMENT**

Motion to adjourn by Sexton, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 7:33 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> November 6, 2023
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<b>AGENDA ITEM:</b>	Approve a Special Event Permit application from Main Street West Branch for Christmas Past 2023
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<b>PREPARED BY:</b>	City Clerk, Leslie Brick
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<b>DATE:</b>	October 26, 2023
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### BACKGROUND:

Main Street West Branch is planning their annual Christmas Past event for December 1<sup>st</sup> and 2nd, 2023.

The event will include activities throughout the downtown, Town Hall, West Branch Fire Station, Heritage Square, Rummells Center and NPS Visitors Center.



## Special Event Permit Application

Private events, ceremonies, or parties that anticipate less than 50 people and do not collect any money, sell any products, goods or services including food, beverage, or alcohol, do not use roads, streets, or pathways and do not have amplified sound or large tents do not require a Special Event Permit. A Facility Reservation form may be required. The City of West Branch may waive the submission deadline in extreme cases of unforeseen events.

Please supply the information requested below. Attach additional sheets, if necessary, to provide the required information. In issuing a permit for a special event, the City considers the following items:

1. The event is reasonably likely to cause injury to persons or property, create a disturbance, cause disorderly conduct or encourage or result in violation of the law, or community standards;
2. The event will be unreasonably and substantially interrupt the safe and orderly movement of pedestrians and vehicular traffic in the area;
3. The proposed location is adequate for the size and nature of the event;
4. The event does not unreasonably interfere with the intended use of the area;
5. The Applicant's apparent ability to execute the event;
6. The Applicant's apparent ability to obtain the appropriate insurance (if applicable);
7. The event unreasonably conflicts with other scheduled special events in the community;
8. Approvals by other governing agencies; and
9. All permit requirements have been met.

The application review process begins when the City of West Branch has received a completed application. Applications for special events must be approved by all appropriate departments, including but not limited to the West Branch Police Department, Fire Department, Public Works, Public Library, Parks and Recreation, Administration, and the City Council. In the event the application is denied by the City; the applicant may appeal to the West Branch City Council in writing within five (5) days of denial. The decision of the West Branch City Council is final.

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### FOR CITY OFFICE USE:

Approved by \_\_\_\_\_ Date of Approval \_\_\_\_\_

West Branch Administration LJB West Branch Fire Department KLS West Branch Police Department JH - see note #

West Branch Public Library BK West Branch Public Works MG West Branch Parks and Recreation N/A

Other \_\_\_\_\_ Other \_\_\_\_\_

Notes: # Chief Hanna requests PD restrooms remain closed to public for the event.



## Special Event Permit Application

Event Title/Name: A Christmas Past 2023

Event Organization: Main Street West Branch Phone: 643-7100

Organization Address: 127 W Main St Tax ID #: 203304311

City: West Branch State: IA Zip Code: 52358

Event Website: mainstreetwestbranch.org/christmaspast Event Email: mainstreetwestbranch@gmail.com

Event Coordinator Name and Title: Jessi Simon, MSWB Executive Director

Event Coordinator Email: mainstreetwestbranch@gmail.com

Event Coordinator Cell Number: 319-530-2985

Event Coordinator Address: 127 W Main St

City: West Branch State: IA Zip Code: 52358

Description of Event: Annual holiday event, a collaboration of community organizations  
to provide timeless and traditional family fun in historic West Branch. See attached schedule.

Requested Location(s) -All city facilities will also need to be reserved using the Facility Request Form. If there is a request to shut down a street, a traffic control plan including detour route drawing needs to be submitted.

Town Hall, Fire Station, Sidewalks / Intersections, Heritage Square, and Mural Area

Event set up will begin: (date, day of the week and time)	Event will begin: (date, day of the week, and time)	Event will end: (date, day of the week, and time)	Removal and clean-up will be completed: (date, day of the week, and time)
Friday, December 1, 2023 11am	Friday, December 1 @ 5:00pm	Friday, December 1 @ 8:00pm	
	Saturday, December 2 @ 10am	Saturday, December 2 @ 8:00pm	Sunday, December 3 @ 5pm

Maximum Number of Participants: ~1000 per day Maximum Number of Vehicles: Unsure

Will there be an admission fee? No What is the admission fee? n/a

Will food be sold? Yes Organizers are responsible for making sure vendors have secured the appropriate permits.

Will alcohol be permitted or sold? No Organizers are responsible for insuring all permits have been obtained and all laws and regulations are followed.

Has all approval from non-city agencies (such as NPS, Johnson County, Cedar County, WBCSD) been granted? \_\_\_  
Please list other agencies involved. Yes - NPS, Fire Department

Traffic Control Plan (please attach diagram): Horse-drawn wagon ride route will follow the same route as last year  
We do request temporary stops on Main Street at Poplar St and 2nd Street so people can safely cross



Public Notification Plan: \_\_\_\_\_

Social media, newspaper, website, printed brochures & posters

Amplified Sound/Noise Plan: Potentially to play gentle holiday music downtown both days  
from 5-8pm.

Site Plan/Race Course Map (please attach diagram): See attached.

Security Plan: Volunteers throughout downtown and at all key event activities.

Restoration Plan: Signage and decor will be removed Sunday.

Trash Management Plan: Request PW empties trash cans Friday 12/1 and places a couple extras receptacles  
at Heritage Square and Town Hall.

Restroom Plan: ~~Request access to restrooms outside WDPD.~~ <sup>WDPD</sup> Will also direct people to restrooms at Fire  
Town Hall, Rummells Center, Visitors Center, Heritage Museum and open businesses.

Signs/Banner Plan: Sponsor banner placed at Town Hall and Heritage Square.

A-Frames used throughout the area to direct foot traffic to event activities.

Insurance policy: MSWB&Clip Clop carriages to provide liability insurance for horse activities naming City of WB as additional

Signature: *Sarah Simon* Date: 10/18/2023

**\*\*\*\*By signing this form, you are agreeing that you have read the attached guidelines and agree with each as stated.**

**Return completed form to: West Branch City Office, PO Box 218 or 110 N. Poplar St., West Branch, IA 52358.**

**Please contact Parks and Recreation Director Melissa Russell with any questions 319-930-0393 or [melissa@westbranchiowa.org](mailto:melissa@westbranchiowa.org).**

FULL EVENT SCHEDULE & DETAILS AT  
[MAINSTREETWESTBRANCH.ORG](http://MAINSTREETWESTBRANCH.ORG)



**MAP KEY**

- Eat
- Shop
- Explore
- Photo Op.

● Loading Zones

● Temporary Stop

Downey St

E College St

E College St

E College St

N 1st St

N 2nd St

X30

Green St

Green St

N 2nd St

N 1st St

N 1st St

N 2nd St

N 1st St

E Main St

F44

F45

W Main St

Wetherell St

Wetherell St

Downey St

Herbert Hoover  
National Historic Site  
President's birthplace &...

223 Vintage  
Home goods store

Fire Station

West Branch United  
Methodist Church

Wapsi Creek Park

Gray Goat Tattoo  
and Piercing

Dewey's Jack & Jill

Herb N' Lou's Pizza  
Takeout

Guys & Gals Hairstyles

Parkside Service  
Tire shop

Heritage Museum

Brick Arch Winery

Main Street Sweets  
Takeout

● Loading Zones

● Temporary Stop

Downey St

E College St

E College St

E College St

N 1st St

N 2nd St

X30

Green St

Green St

N 2nd St

N 1st St

N 1st St

N 2nd St

N 1st St

E Main St

F44

F45

W Main St

Wetherell St

Wetherell St

Downey St

Herbert Hoover  
National Historic Site  
President's birthplace &...

223 Vintage  
Home goods store

Fire Station

West Branch United  
Methodist Church

Wapsi Creek Park

Gray Goat Tattoo  
and Piercing

Dewey's Jack & Jill

Herb N' Lou's Pizza  
Takeout

Guys & Gals Hairstyles

Parkside Service  
Tire shop

Heritage Museum

Brick Arch Winery

Main Street Sweets  
Takeout

Loading zone  
Carriage rides  
\*Reservations  
Required

Loading zone  
for free  
WAGON rides



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> November 6, 2023
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<b>AGENDA ITEM:</b> Monthly Financial Report for September
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<b>PREPARED BY:</b> Finance Officer Heidi Van Auken
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<b>DATE:</b> October 17, 2023
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### SUMMARY:

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



<b>BANK TO BOOK RECONCILIATION</b>				
<b>9/30/2023</b>				
BANK BALANCE @				
	CASH - FIDELITY BANK & TRUST			\$ 6,589,397.15
	CASH - FIDELITY BANK & TRUST - PERPETUAL CARE FUND			\$ 32,970.60
	<b>SUB TOTAL</b>			<b>\$ 6,622,367.75</b>
ADD:	CD'S:	Bank/CD #	Maturity Date	
	ENLOW BUILDING CD	LIBERTY SAVINGS-10447	5/2/2024	\$ 11,212.98
	CEMETERY PERPETUAL CARE	HILLS BANK-30282503	1/11/2024	\$ 99,759.60
	LIBRARY-HANSEN DONATION CD	GREENSTATE-1034 (Old 1029)	8/1/2024	\$ 57,739.56
	LIBRARY-KROUTH PRINCIPAL CD	GREENSTATE-1035 (Old 1030)	9/2/2023	\$ 53,153.77
	LIBRARY-KROUTH INTEREST CD	GREENSTATE-1036 (Old 1031)	9/2/2023	\$ 24,918.03
	GEN FUND-STREETSCAPE-ACCIONA DONATION CD	GREENSTATE-1033 (Old 1028)	12/6/2024	\$ 7,293.44
	SAVINGS ACCOUNTS			
	GENERAL FUND SAVINGS	GREENSTATE-0001		\$ 5.00
	LIBRARY - KROUTH INTEREST	FIDELITY-SAVINGS ACCOUNT		\$ 8,520.19
	LIBRARY - M GRAY SAVINGS	FIDELITY-SAVINGS ACCOUNT		\$ 16,349.15
	<b>TOTAL CD'S &amp; SAVINGS ACCOUNTS</b>			<b>\$ 278,951.72</b>
	<b>SUB TOTAL</b>			<b>\$ 6,901,319.47</b>
PLUS	O/S DEPOSITS			\$ -
PLUS	ADJUSTMENTS			\$ -
LESS:	O/S CREDIT CARD			\$ -
LESS:	O/S CHECKS			\$ 53,921.37
	<b>ENDING BOOK BALANCE</b>			<b>\$ 6,847,398.10</b>
	NON-RECONCILIATION ITEM-CUBBY PARK CONCESSIONS			\$ 600.00

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

DESCRIPTION	CHECKING	INVESTMENT	BEGINNING BALANCE	RECEIPTS	TRANSFER IN	DISBURSED	TRANSFER OUT	NET CHANGE LIABILITIES	CLERK'S BALANCE
<b>GENERAL</b>									
*(001) GENERAL OPERATING FUND	\$ 1,637,211.96	\$ 5.00	\$ 1,637,216.96	\$ 202,679.79		\$ 111,356.07			\$ 1,728,540.68
** FIRE APPARATUS RESERVE	\$ -	\$ -	\$ -						\$ -
POLICE APPARATUS RESERVE	\$ 88,178.95	\$ -	\$ 88,178.95						\$ 88,178.95
PARK & RECREATION RESERVE	\$ 17,340.39	\$ -	\$ 17,340.39						\$ 17,340.39
PUBLIC WORKS RESERVE	\$ 14,660.00	\$ -	\$ 14,660.00						\$ 14,660.00
CEMETERY BLDG/EQUIP INVESTMENT	\$ -	\$ -	\$ -						\$ -
SIGNS-ACCIONA DTN INVESTMENT	\$ -	\$ 7,207.69	\$ 7,207.69	\$ 85.75					\$ 7,293.44
PARK EQUIPMENT/RESERVE	\$ 13,000.00	\$ -	\$ 13,000.00						\$ 13,000.00
(022) CIVIC CENTER	\$ 46,714.50	\$ -	\$ 46,714.50	\$ 3,196.00		\$ 899.91			\$ 49,010.59
(027) MEMORIAL GARDEN PROJECT	\$ 414.00	\$ -	\$ 414.00						\$ 414.00
(028) SPLASH PAD RESERVE	\$ 100.00	\$ -	\$ 100.00						\$ 100.00
(031) LIBRARY	\$ 15,675.59	\$ 93,284.10	\$ 108,959.69	\$ 2,425.22		\$ 21,314.28			\$ 90,070.63
(036) TORT LIABILITY	\$ (35,388.98)	\$ -	\$ (35,388.98)	\$ 9,866.25		\$ 2,673.62			\$ (28,196.35)
<b>SPECIAL REVENUE</b>									
(110) ROAD USE TAX	\$ 163,961.69	\$ -	\$ 163,961.69	\$ 39,199.52		\$ 65,664.27			\$ 137,496.94
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	\$ 300,886.49	\$ -	\$ 300,886.49	\$ 45,557.19		\$ 25,160.96			\$ 321,282.72
(119) EMERGENCY TAX FUND	\$ 5,336.20	\$ -	\$ 5,336.20	\$ 5,302.13					\$ 10,638.33
(121) LOCAL OPTION SALES TAX	\$ 410,569.75	\$ -	\$ 410,569.75	\$ 28,336.16					\$ 438,905.91
(125) TIF	\$ 108,197.00	\$ -	\$ 108,197.00	\$ 82,212.52					\$ 190,409.52
(126) TIF LMI MEADOWS PT 4	\$ -	\$ -	\$ 13,481.14	\$ 2,575.46					\$ 16,056.60
(160) REVOLVING LOAN FUND	\$ 137,082.45	\$ -	\$ 137,082.45	\$ -					\$ 137,082.45
<b>DEBT SERVICE</b>									
(226) DEBT SERVICE	\$ 286,063.96	\$ -	\$ 286,063.96	\$ 41,016.03					\$ 327,079.99
<b>CAPITAL PROJECTS</b>									
(300) CAPITAL IMPROVEMENT RESERVE	\$ 125,842.78	\$ -	\$ 125,842.78	\$ 10,119.26					\$ 135,962.04
(302) ARPA NEU FUND	\$ (0.00)	\$ -	\$ (0.00)						\$ (0.00)
(304) W MAIN ST STORMWATER IMP	\$ 10,000.00	\$ -	\$ 10,000.00						\$ 10,000.00
(308) PARK IMP - PEDERSEN VALLEY	\$ 14,827.20	\$ -	\$ 14,827.20						\$ 14,827.20
(312) DOWNTOWN EAST REDEVELOPMENT	\$ 22,412.82	\$ -	\$ 22,412.82						\$ 22,412.82
(319) RELOCATION OF WATER & SEWER LINES	\$ (365,204.95)	\$ -	\$ (365,204.95)			\$ 128.00			\$ (365,332.95)
(321) WIDENING WAPSI CREEK @ BERANEK PARK	\$ 232,856.41	\$ -	\$ 232,856.41			\$ 8,832.07			\$ 224,024.34
(322) SPLASH PAD	\$ -	\$ -	\$ -						\$ -
(323) I-80 WEST, WATER MAIN RELOCATE	\$ (24,271.48)	\$ -	\$ (24,271.48)						\$ (24,271.48)
(324) WW TREATMT FAC IMP 2021	\$ (431,278.61)	\$ -	\$ (431,278.61)	\$ 511,278.61		\$ 301,144.71			\$ (221,144.71)
(326) ROUNDABOUT MAIN & CEDAR	\$ 502,455.66	\$ -	\$ 502,455.66			\$ 60,412.85			\$ 442,042.81
(327) SPONSORED WATER QUALITY IMPE 2021	\$ (20,000.00)	\$ -	\$ (20,000.00)						\$ (20,000.00)
(329) EASTSIDE WATER MAINS	\$ 962,035.02	\$ -	\$ 962,035.02			\$ 193,108.87			\$ 768,926.15
<b>PERMANENT</b>									
(500) CEMETERY PERPETUAL FUND	\$ 32,970.60	\$ 99,251.76	\$ 132,222.36	\$ 507.84					\$ 132,730.20
(501) KROUTH PRINCIPAL FUND	\$ 0.00	\$ 52,634.25	\$ 52,634.25	\$ 537.92					\$ 53,172.17
(502) KROUTH INTEREST FUND	\$ (0.00)	\$ 24,666.83	\$ 24,666.83	\$ 251.20					\$ 24,918.03
<b>ENTERPRISE</b>									
(600) WATER FUND	\$ 340,227.54	\$ -	\$ 340,227.54	\$ 97,010.39		\$ 38,710.72	\$ 5,147.29		\$ 393,379.92
(603) WATER SINKING FUND	\$ 15,468.16	\$ -	\$ 15,468.16	\$ -	\$ 5,147.29				\$ 20,615.45
(610) SEWER FUND	\$ 794,528.56	\$ -	\$ 794,528.56	\$ 87,883.96		\$ 22,426.56	\$ 42,904.31		\$ 817,081.65
(611) SEWER FUND SPECIAL	\$ 636,491.50	\$ -	\$ 636,491.50	\$ -	\$ 42,904.31				\$ 679,395.81
(614) WASTEWATER LIFT STATION	\$ -	\$ -	\$ -						\$ -
(740) STORM WATER UTILITY	\$ 183,936.88	\$ -	\$ 183,936.88	\$ 5,965.38		\$ 10,608.40			\$ 179,293.86
(950) BC/BS FLEXIBLE BENEFIT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 6,243,302.04</b>	<b>\$ 277,049.63</b>	<b>\$ 6,533,832.81</b>	<b>\$ 1,176,006.58</b>	<b>\$ 48,051.60</b>	<b>\$ 862,441.29</b>	<b>\$ 48,051.60</b>	<b>\$ -</b>	<b>\$ 6,847,398.10</b>
<b>O/S CHECKS</b>			<b>\$805,308.74</b>						<b>\$53,921.37</b>
<b>ADJUSTMENTS</b>			<b>\$0.00</b>						<b>\$0.00</b>
<b>O/S DEPOSIT</b>			<b>\$0.00</b>						<b>\$0.00</b>
<b>O/S CREDIT CARD</b>			<b>\$0.00</b>						<b>\$0.00</b>
<b>BANK STATEMENT BALANCE</b>			<b>\$7,339,141.55</b>						<b>\$6,901,319.47</b>

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

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	1,777,603.99	202,765.54	111,356.07	1,869,013.46	0.00	0.00	1,869,013.46
011-POLICE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
014-FIRE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
016-CEMETERY BLDG/EQUIP RES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
017-PARK & REC RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
018-PUBLIC WORKS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-CIVIC CENTER	46,714.50	3,196.00	899.91	49,010.59	0.00	0.00	49,010.59
026-SIGNS-ACCIONA DONATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
027-MEMORIAL GARDEN PROJECT	414.00	0.00	0.00	414.00	0.00	0.00	414.00
028-SPLASH PAD RESERVE	100.00	0.00	0.00	100.00	0.00	0.00	100.00
031-LIBRARY	108,959.69	2,425.22	21,314.28	90,070.63	0.00	0.00	90,070.63
036-TORT LIABILITY	( 35,388.98)	9,866.25	2,673.62	( 28,196.35)	0.00	0.00	( 28,196.35)
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	163,961.69	39,199.52	65,664.27	137,496.94	0.00	0.00	137,496.94
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	300,886.49	45,557.19	25,160.96	321,282.72	0.00	0.00	321,282.72
119-EMERGENCY TAX FUND	5,336.20	5,302.13	0.00	10,638.33	0.00	0.00	10,638.33
121-OPTION TAX	410,569.75	28,336.16	0.00	438,905.91	0.00	0.00	438,905.91
125-T I F	108,197.00	82,212.52	0.00	190,409.52	0.00	0.00	190,409.52
126-TIF LMI MEADOWS PT 4	13,481.14	2,575.46	0.00	16,056.60	0.00	0.00	16,056.60
160-REVOLVING LOAN FUND	137,082.45	0.00	0.00	137,082.45	0.00	0.00	137,082.45
225-TIF DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
226-GO DEBT SERVICE	286,063.96	41,016.03	0.00	327,079.99	0.00	0.00	327,079.99
300-CAPITAL IMPROV. RESERVE	125,842.78	10,119.26	0.00	135,962.04	0.00	0.00	135,962.04
301-REAP GRANT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
302-ARPA NEU FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
303-FIRE CAP PROJECT ADDITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
304-W MAIN ST STORMWATER IMP	10,000.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00
305-MAIN ST CROSSINGS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
306-4TH ST IMPROVEMENTS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
307-MAIN ST INTERSECTION IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
308-PARK IMP - PEDERSEN VALLE	14,827.20	0.00	0.00	14,827.20	0.00	0.00	14,827.20
309-PHASE I PARK IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
310-COLLEGE STREET BRIDGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
311-BERANEK PARKING IMPROVEME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
312-DOWNTOWN EAST REDEVELOPME	22,412.82	0.00	0.00	22,412.82	0.00	0.00	22,412.82
313-MAIN ST SIDEWALK-PHASE 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00
314-N FIRST ST IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
315-MAIN ST WATER MAIN IMPROV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
316-I & I LINE/GROUT PH 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
317-ORANGE ST 4TH TO 5TH IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
318-COLLEGE ST & 2ND ST IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
319-RELOCATING WATER & SEWER	( 365,204.95)	0.00	128.00	( 365,332.95)	0.00	0.00	( 365,332.95)
320-LIBRARY PARKING LOT IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
321-WIDENING WAPSI CREEK @ BE	232,856.41	0.00	8,832.07	224,024.34	0.00	0.00	224,024.34
322-SPLASH PAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
323-I-80 WEST, WATER MAIN REL	( 24,271.48)	0.00	0.00	( 24,271.48)	0.00	0.00	( 24,271.48)
324-WW TREATMT FAC IMP 2021	( 431,278.61)	511,278.61	301,144.71	( 221,144.71)	0.00	0.00	( 221,144.71)
326-ROUNDABOUT MAIN & CEDAR-J	502,455.66	0.00	60,412.85	442,042.81	0.00	0.00	442,042.81
327-SPONS WATER QUAL IMP 2021	( 20,000.00)	0.00	0.00	( 20,000.00)	0.00	0.00	( 20,000.00)

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

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
328-GREENVIEW WATER MAIN NLOO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
329-EASTSIDE WATER MAIN PH1	962,035.02	0.00	193,108.87	768,926.15	0.00	0.00	768,926.15
500-CEMETERY PERPETUAL FUND	132,222.36	507.84	0.00	132,730.20	0.00	0.00	132,730.20
501-KROUTH PRINCIPAL FUND	52,634.25	537.92	0.00	53,172.17	0.00	0.00	53,172.17
502-KROUTH INTEREST FUND	24,666.83	251.20	0.00	24,918.03	0.00	0.00	24,918.03
600-WATER FUND	340,227.54	97,010.39	43,858.01	393,379.92	0.00	0.00	393,379.92
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	15,468.16	5,147.29	0.00	20,615.45	0.00	0.00	20,615.45
610-SEWER FUND	794,528.56	87,883.96	65,330.87	817,081.65	0.00	0.00	817,081.65
611-SEWER FUND SPECIAL	636,491.50	42,904.31	0.00	679,395.81	0.00	0.00	679,395.81
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	183,936.88	5,965.38	10,608.40	179,293.86	0.00	0.00	179,293.86
950-BC/BS FLEXIBLE BENEFIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL	6,533,832.81	1,224,058.18	910,492.89	6,847,398.10	0.00	0.00	6,847,398.10

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

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

FUND	BEGINNING CASH BALANCE	Y-T-D REVENUES	Y-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	1,927,106.54	294,959.43	353,052.51	1,869,013.46	0.00	0.00	1,869,013.46
011-POLICE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
014-FIRE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
016-CEMETERY BLDG/EQUIP RES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
017-PARK & REC RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
018-PUBLIC WORKS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-CIVIC CENTER	48,004.54	3,779.69	2,773.64	49,010.59	0.00	0.00	49,010.59
026-SIGNS-ACCIONA DONATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
027-MEMORIAL GARDEN PROJECT	414.00	0.00	0.00	414.00	0.00	0.00	414.00
028-SPLASH PAD RESERVE	100.00	0.00	0.00	100.00	0.00	0.00	100.00
031-LIBRARY	140,264.18	7,068.84	57,262.39	90,070.63	0.00	0.00	90,070.63
036-TORT LIABILITY	19,354.65	9,983.61	57,534.61	( 28,196.35)	0.00	0.00	( 28,196.35)
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	143,232.45	95,295.95	101,031.46	137,496.94	0.00	0.00	137,496.94
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	337,376.69	50,377.54	66,471.51	321,282.72	0.00	0.00	321,282.72
119-EMERGENCY TAX FUND	5,268.84	5,369.49	0.00	10,638.33	0.00	0.00	10,638.33
121-OPTION TAX	354,223.23	84,682.68	0.00	438,905.91	0.00	0.00	438,905.91
125-T I F	107,755.95	82,653.57	0.00	190,409.52	0.00	0.00	190,409.52
126-TIF LMI MEADOWS PT 4	13,479.59	2,577.01	0.00	16,056.60	0.00	0.00	16,056.60
160-REVOLVING LOAN FUND	137,082.45	0.00	0.00	137,082.45	0.00	0.00	137,082.45
225-TIF DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
226-GO DEBT SERVICE	285,179.39	41,900.60	0.00	327,079.99	0.00	0.00	327,079.99
300-CAPITAL IMPROV. RESERVE	125,745.00	10,217.04	0.00	135,962.04	0.00	0.00	135,962.04
301-REAP GRANT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
302-ARPA NEU FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
303-FIRE CAP PROJECT ADDITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
304-W MAIN ST STORMWATER IMP	10,000.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00
305-MAIN ST CROSSINGS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
306-4TH ST IMPROVEMENTS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
307-MAIN ST INTERSECTION IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
308-PARK IMP - PEDERSEN VALLE	14,827.20	0.00	0.00	14,827.20	0.00	0.00	14,827.20
309-PHASE I PARK IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
310-COLLEGE STREET BRIDGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
311-BERANEK PARKING IMPROVEME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
312-DOWNTOWN EAST REDEVELOPME	22,412.82	0.00	0.00	22,412.82	0.00	0.00	22,412.82
313-MAIN ST SIDEWALK-PHASE 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00
314-N FIRST ST IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
315-MAIN ST WATER MAIN IMPROV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
316-I & I LINE/GROUT PH 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
317-ORANGE ST 4TH TO 5TH IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
318-COLLEGE ST & 2ND ST IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
319-RELOCATING WATER & SEWER	( 413,188.80)	392,074.29	344,218.44	( 365,332.95)	0.00	0.00	( 365,332.95)
320-LIBRARY PARKING LOT IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
321-WIDENING WAPSI CREEK @ BE	( 8,983.52)	250,641.43	17,633.57	224,024.34	0.00	0.00	224,024.34
322-SPLASH PAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
323-I-80 WEST, WATER MAIN REL	( 24,271.48)	0.00	0.00	( 24,271.48)	0.00	0.00	( 24,271.48)
324-WW TREATMT FAC IMP 2021	80,000.00	511,278.61	812,423.32	( 221,144.71)	0.00	0.00	( 221,144.71)
326-ROUNDAABOUT MAIN & CEDAR-J	( 51,236.09)	1,347,197.70	853,918.80	442,042.81	0.00	0.00	442,042.81
327-SPONS WATER QUAL IMP 2021	( 20,000.00)	0.00	0.00	( 20,000.00)	0.00	0.00	( 20,000.00)

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

FUND	BEGINNING CASH BALANCE	Y-T-D REVENUES	Y-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
328-GREENVIEW WATER MAIN NLOO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
329-EASTSIDE WATER MAIN PH1	( 39,352.46)	1,535,178.77	726,900.16	768,926.15	0.00	0.00	768,926.15
500-CEMETERY PERPETUAL FUND	131,922.36	807.84	0.00	132,730.20	0.00	0.00	132,730.20
501-KROUTH PRINCIPAL FUND	52,634.25	537.92	0.00	53,172.17	0.00	0.00	53,172.17
502-KROUTH INTEREST FUND	24,666.83	251.20	0.00	24,918.03	0.00	0.00	24,918.03
600-WATER FUND	327,497.42	246,412.88	180,530.38	393,379.92	0.00	0.00	393,379.92
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	5,173.58	15,441.87	0.00	20,615.45	0.00	0.00	20,615.45
610-SEWER FUND	724,784.24	288,650.16	196,352.75	817,081.65	0.00	0.00	817,081.65
611-SEWER FUND SPECIAL	550,682.88	128,712.93	0.00	679,395.81	0.00	0.00	679,395.81
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	183,444.34	17,771.23	21,921.71	179,293.86	0.00	0.00	179,293.86
950-BC/BS FLEXIBLE BENEFIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL	5,215,601.07	5,423,822.28	3,792,025.25	6,847,398.10	0.00	0.00	6,847,398.10

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

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

25.00%

<b>FUNCTIONS</b>	<b>BUDGET EXP</b>	<b>MTD EXP</b>	<b>YTD EXP</b>	<b>REMAINING BALANCE</b>	<b>PERCENT OF EXPENSES</b>
<b>PUBLIC SAFETY</b>					
POLICE DEPARTMENT					
GENERAL FUND	\$ 421,181.00	\$ 34,654.63	\$ 92,995.99	\$ 328,185.01	22.08%
TORT LIABILITY	\$ 19,122.00	\$ 402.42	\$ 11,675.98	\$ 7,446.02	61.06%
TRUST & AGENCY	\$ 93,277.00	\$ 7,520.42	\$ 19,486.27	\$ 73,790.73	20.89%
FIRE DEPARTMENT					
GENERAL FUND	\$ 287,550.00	\$ 4,416.10	\$ 14,757.64	\$ 272,792.36	5.13%
TORT LIABILITY	\$ 35,668.00	\$ 1,523.24	\$ 12,322.75	\$ 23,345.25	34.55%
TRUST & AGENCY	\$ 41,303.00	\$ 1,126.04	\$ 3,404.26	\$ 37,898.74	8.24%
BUILDING INSPECTIONS				\$ -	#DIV/0!
GENERAL FUND	\$ 70,623.00	\$ 5,124.84	\$ 11,683.82	\$ 58,939.18	16.54%
TORT LIABILITY	\$ 200.00	\$ 47.99	\$ 255.97	\$ (55.97)	127.99%
TRUST & AGENCY	\$ 17,850.00	\$ 1,225.87	\$ 3,046.05	\$ 14,803.95	17.06%
ANIMAL CONTROL	\$ 3,800.00	\$ -	\$ -	\$ 3,800.00	0.00%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 990,574.00</b>	<b>\$ 56,041.55</b>	<b>\$ 169,628.73</b>	<b>\$ 820,945.27</b>	<b>17.12%</b>
<b>PUBLIC WORKS</b>					
ROADS & STREETS					
GENERAL FUND	\$ 43,000.00	\$ 39.66	\$ 556.60	\$ 42,443.40	1.29%
TORT LIABILITY	\$ 18,022.00	\$ 338.47	\$ 13,792.21	\$ 4,229.79	76.53%
ROAD USE TAX FUND	\$ 299,953.00	\$ 65,664.27	\$ 101,031.46	\$ 198,921.54	33.68%
TRUST & AGENCY	\$ 60,195.00	\$ 4,031.01	\$ 11,371.55	\$ 48,823.45	18.89%
STREET LIGHTING - GENERAL FUND	\$ 40,000.00	\$ 3,068.43	\$ 8,952.09	\$ 31,047.91	22.38%
SOLID WASTE - GENERAL FUND	\$ 275,218.00	\$ 17,884.75	\$ 69,354.07	\$ 205,863.93	25.20%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 736,388.00</b>	<b>\$ 91,026.59</b>	<b>\$ 205,057.98</b>	<b>\$ 531,330.02</b>	<b>27.85%</b>
<b>TOTAL HEALTH &amp; SOCIAL SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
<b>CULTURE &amp; RECREATION</b>					
LIBRARY					
GENERAL FUND	\$ 231,365.00	\$ 21,314.28	\$ 57,262.39	\$ 174,102.61	24.75%
TORT LIABILITY	\$ 5,260.00	\$ 16.68	\$ 5,362.79	\$ (102.79)	101.95%
TRUST & AGENCY	\$ 42,841.00	\$ 4,735.40	\$ 12,282.94	\$ 30,558.06	28.67%
PARKS & RECREATION				\$ -	
GENERAL FUND	\$ 228,196.00	\$ 14,676.10	\$ 38,413.32	\$ 189,782.68	16.83%
TORT LIABILITY	\$ 6,863.00	\$ 215.29	\$ 5,763.40	\$ 1,099.60	83.98%
TRUST & AGENCY	\$ 53,368.00	\$ 2,332.82	\$ 5,918.19	\$ 47,449.81	11.09%



FUNCTIONS	BUDGET EXP	MTD EXP	YTD EXP	REMAINING BALANCE	PERCENT OF EXPENSES
CEMETERY					
GENERAL FUND	\$ 92,223.00	\$ 6,701.92	\$ 24,536.38	\$ 67,686.62	26.61%
TORT LIABILITY	\$ 3,094.00	\$ 90.51	\$ 2,100.62	\$ 993.38	67.89%
TRUST & AGENCY	\$ 18,293.00	\$ 1,437.26	\$ 3,729.23	\$ 14,563.77	20.39%
CIVIC CENTER				\$ -	
GENERAL FUND	\$ 19,900.00	\$ 899.91	\$ 2,773.64	\$ 17,126.36	13.94%
TRUST & AGENCY	\$ -	\$ -	\$ -	\$ -	#DIV/0!
COMMUNITY & CULTURAL DEV. (HHTD)	\$ 32,050.00	\$ 2,265.55	\$ 15,680.44	\$ 16,369.56	48.92%
LOCAL CABLE ACCESS				\$ -	
GENERAL FUND	\$ 22,801.00	\$ 3,922.85	\$ 16,521.50	\$ 6,279.50	72.46%
TRUST & AGENCY	\$ 3,846.00	\$ -	\$ -	\$ 3,846.00	0.00%
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>\$ 760,100.00</b>	<b>\$ 58,608.57</b>	<b>\$ 190,344.84</b>	<b>\$ 569,755.16</b>	<b>25.04%</b>
<b>COMMUNITY &amp; ECONOMIC DEV.</b>					
ECONOMIC DEVELOPMENT	\$ 91,500.00	\$ 1,000.00	\$ 4,500.00	\$ 87,000.00	4.92%
PLANNING & ZONING	\$ 20,000.00	\$ 304.45	\$ 1,411.35	\$ 18,588.65	7.06%
REVOLVING LOAN FUND	\$ -	\$ -	\$ -	\$ -	
TIF DEBT SERVICE	\$ 183,881.00	\$ -	\$ -	\$ 183,881.00	0.00%
<b>TOTAL COMMUNITY &amp; E.D.</b>	<b>\$ 295,381.00</b>	<b>\$ 1,304.45</b>	<b>\$ 5,911.35</b>	<b>\$ 289,469.65</b>	<b>2.00%</b>
<b>GENERAL GOVERNMENT</b>					
MAYOR & COUNCIL					
GENERAL FUND	\$ 20,500.00	\$ 435.19	\$ 1,305.57	\$ 19,194.43	6.37%
TRUST & AGENCY	\$ 2,906.00	\$ 47.39	\$ 142.17	\$ 2,763.83	4.89%
CLERK & TREASURER					
GENERAL FUND	\$ 181,346.00	\$ 13,136.61	\$ 44,882.51	\$ 136,463.49	24.75%
TORT LIABILITY	\$ 6,792.00	\$ 39.02	\$ 6,260.89	\$ 531.11	92.18%
TRUST & AGENCY	\$ 44,670.00	\$ 2,704.75	\$ 7,090.85	\$ 37,579.15	15.87%
LEGAL SERVICES	\$ 27,000.00	\$ 3,724.99	\$ 7,501.23	\$ 19,498.77	27.78%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 283,214.00</b>	<b>\$ 20,087.95</b>	<b>\$ 67,183.22</b>	<b>\$ 216,030.78</b>	<b>23.72%</b>
<b>GO DEBT SERVICE</b>	<b>\$ 930,769.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 930,769.00</b>	<b>0.00%</b>
<b>CAPITAL PROJECTS</b>					
ARPA FUNDED PROJECT	\$ 372,612.00	\$ -	\$ -	\$ 372,612.00	0.00%
RELOCATING WATER & SEWER LINES	\$ 658,100.00	\$ 128.00	\$ 344,218.44	\$ 313,881.56	52.30%
WIDENING WAPSI CREEK @ BERANEK	\$ 1,000,000.00	\$ 8,832.07	\$ 17,633.57	\$ 982,366.43	1.76%
WW TREATMENT FACILITY IMP 2021	\$ 7,000,000.00	\$ 301,144.71	\$ 812,423.32	\$ 6,187,576.68	11.61%



FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
ROUNABOUT MAIN & CEDAR	\$ 1,100,000.00	\$ 60,412.85	\$ 853,918.80	\$ 246,081.20	77.63%
EASTSIDE WATER MAINS	\$ 1,800,000.00	\$ 193,108.87	\$ 726,900.16	\$ 1,073,099.84	40.38%
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 11,930,712.00</b>	<b>\$ 563,626.50</b>	<b>\$ 2,755,094.29</b>	<b>\$ 9,175,617.71</b>	<b>23.09%</b>
<b>BUSINESS TYPE ACTIVITIES</b>					
WATER FUND	\$ 475,028.00	\$ 38,710.72	\$ 165,088.51	\$ 309,939.49	34.75%
TRUST & AGENCY	\$ 28,597.00	\$ -	\$ -	\$ 28,597.00	
WATER SINKING FUND	\$ 61,768.00	\$ -	\$ -	\$ 61,768.00	0.00%
SEWER FUND	\$ 318,560.00	\$ 22,426.56	\$ 67,639.82	\$ 250,920.18	21.23%
TRUST & AGENCY	\$ 23,652.00	\$ -	\$ -	\$ 23,652.00	
SEWER FUND SPECIAL	\$ 503,360.00	\$ -	\$ -	\$ 503,360.00	0.00%
STORM WATER UTILITY	\$ 49,664.00	\$ 10,608.40	\$ 21,921.71	\$ 27,742.29	44.14%
TRUST & AGENCY	\$ 2,522.00	\$ -	\$ -	\$ 2,522.00	0.00%
<b>TOTAL BUSINESS TYPE ACTIVITIES</b>	<b>\$ 1,463,151.00</b>	<b>\$ 71,745.68</b>	<b>\$ 254,650.04</b>	<b>\$ 1,208,500.96</b>	<b>17.40%</b>
<b>NON-DEPARTMENTAL TRANSFERS</b>					
GENERAL FUND	\$ 199,791.00	\$ -	\$ -	\$ 199,791.00	0.00%
ROAD USE TAX	\$ -	\$ -	\$ -	\$ -	#DIV/0!
TRUST AND AGENCY	\$ -	\$ -	\$ -	\$ -	#DIV/0!
EMERGENCY TAX FUND	\$ 42,822.00	\$ -	\$ -	\$ 42,822.00	0.00%
LOCAL OPTION SALES TAX	\$ 238,200.00	\$ -	\$ -	\$ 238,200.00	0.00%
TIF	\$ 381,273.00	\$ -	\$ -	\$ 381,273.00	0.00%
WATER FUND	\$ 131,377.00	\$ 5,147.29	\$ 15,441.87	\$ 115,935.13	11.75%
SEWER FUND	\$ 584,395.00	\$ 42,904.31	\$ 128,712.93	\$ 455,682.07	22.02%
SEWER FUND SPECIAL	\$ -	\$ -	\$ -	\$ -	#DIV/0!
STORM WATER UTILITY	\$ -	\$ -	\$ -	\$ -	#DIV/0!
<b>TOTAL NON-DEPARMENTAL TRANSFERS</b>	<b>\$ 1,577,858.00</b>	<b>\$ 48,051.60</b>	<b>\$ 144,154.80</b>	<b>\$ 1,433,703.20</b>	<b>9.14%</b>
<b>TOTAL FOR ALL FUNCTIONS</b>	<b>\$ 18,968,147.00</b>	<b>\$ 910,492.89</b>	<b>\$ 3,792,025.25</b>	<b>\$ 15,176,121.75</b>	<b>19.99%</b>

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

001-GENERAL FUND

25.00% OF FISCAL YEAR

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL NON-PROGRAM	1,577,858.00	48,051.60	144,154.80	9.14	1,433,703.20
TOTAL PUBLIC SAFETY	990,574.00	56,041.55	169,628.73	17.12	820,945.27
TOTAL PUBLIC WORKS	736,388.00	91,026.59	205,057.98	27.85	531,330.02
TOTAL HEALTH & SOCIAL SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	760,100.00	58,608.57	190,344.84	25.04	569,755.16
TOTAL COMMUNITY & ECON DEVELOP	295,381.00	1,304.45	5,911.35	2.00	289,469.65
TOTAL GENERAL GOVERNMENT	283,214.00	20,087.95	67,183.22	23.72	216,030.78
TOTAL DEBT SERVICE	930,769.00	0.00	0.00	0.00	930,769.00
TOTAL CAPITAL PROJECTS	11,930,712.00	563,626.50	2,755,094.29	23.09	9,175,617.71
TOTAL BUSINESS TYPE/ENTERPRISE	1,463,151.00	71,745.68	254,650.04	17.40	1,208,500.96
 TOTAL EXPENDITURES	 18,968,147.00	 910,492.89	 3,792,025.25	 19.99	 15,176,121.75



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> November 6, 2023
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<b>AGENDA ITEM:</b> Claims for November 6, 2023
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<b>PREPARED BY:</b> Finance Officer, Heidi Van Auken
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<b>DATE:</b> November 1, 2023
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### SUMMARY:

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

**EXPENDITURES****11/6/2023**

AMAZON.COM	BOOKS, DVDS	83.21
BAKER & TAYLOR	BOOKS	293.78
BARNHART'S CUSTOM SERVICES	WATER SERVICE, HYDRANT REPAIR	1,795.80
BEAN & BEAN	GRAVE OPENINGS	650.00
BOWERS CUSTOM SERVICES	SEWER REPAIRS & BRUSH PILE LEVELING	6,867.50
BRICK, LESLIE	MILEAGE-IMFOA, CEDAR COUNTY	191.26
CJ COOPER & ASSOCIATES	ANNUAL ADMIN/CLEARING FEES	350.00
CONLEY, CHRISTOPHER & RACHEL	BLDG INCENTIVE PAYMENT	1,000.00
DIRK WIENEKE	PARK LAWN MAINTENANCE	2,375.00
EMYLEE & RYAN HARNEY	BLDG INCENTIVE PAYMENT	875.90
GENUNG, REBECCA	BLDG INCENTIVE PAYMENT	1,000.00
HI-LINE	SHOP SUPPLIES	174.68
HOLIDAY INN DM AIRPORT	IMFOA LODGING - BRICK, VAN AUKEN	448.00
HOLLYWOOD GRAPHICS	BB JERSEYS - BB YOUTH SPORTS	1,137.00
IOWA CODIFICATION	ANNUAL WEB HOSTING	450.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	65.70
IOWA RURAL WATER ASSOC.	DUES 1-1-24 TO 12-31-24	405.00
JOHNSON CO SHERIFF'S OFFICE	DIGITAL FORENSIC SERVICES	300.00
KLINKKAMMER, MICHAEL	BLDG INCENTIVE PAYMENT	1,000.00
KOCH OFFICE GROUP	COPIER MAINTENANCE-CITY	178.36
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,558.20
MAIN STREET WEST BRANCH	GARLAND FOR CITY	90.00
MUNICIPAL SUPPLY INC.	WATER METERS & RADIO READS	8,283.00
QUILL	LABELS FOR MATERIALS-LIBRARY	17.50
SENSUS USA	WATER METER SFT ANNUAL SUPPORT	1,949.94
VEENSTRA & KIMM	VARIOUS PROJECTS	28,909.02
WB COMMUNITY SCHOOLS	YOUTH VOLLEYBALL GYM RENTAL	105.00
WEST BRANCH REPAIRS	BRAKES FOR PD VEHICLE	871.04
<b>TOTAL</b>		<b>61,424.89</b>

**PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS****10/27/2023****50,655.08****PAID BETWEEN MEETINGS**

SISCO	HEALTH CLAIMS 10/30/2023	15.96
VARIOUS VENDORS	UB REFUNDS	100.00
VARIOUS VENDORS	UB REFUNDS	100.00
ALLIANT ENERGY	N MAPLE POLE WELL #4	844.00
AMAZON.COM	VARIOUS ITEMS	129.44
BAKER & TAYLOR	BOOKS	249.23
CENTRAL IOWA FENCING	DOG PARK FENCE MATERIALS	6,300.00
HY-VEE ACCOUNTS RECEIVABLE	CONCESSION SUPPLIES	891.81
JOHN DEERE FINANCIAL	SHOP, WATER, SAFETY SUPPLIES	475.57

MEDIACOM	CABLE SERVICE	41.90
PITNEY BOWES	INK-LIBRARY	63.90
STATE INDUSTRIAL PRODUCTS	CHEMICALS	243.08
TYLER TECHNOLOGIES	TOPS IMPLEMENTATION FEE	250.10
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	4,848.50
VERIZON WIRELESS	VERIZON WIRELESS	351.26
METLIFE	INSURANCE	1,124.92
SISCO	INSURANCE	9,145.45
SISCO	HEALTH CLAIMS 10/23/2023	5.07
BOOMERANG	WW TREATMENT PAY ESTIMATE 12	734,586.93
ALLIANT ENERGY	ALLIANT ENERGY	12,416.81
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	29.99
KOCH OFFICE	COPIER MAINTENANCE-LIBRARY	260.77
MPEC	VEHICLE MAINTENANCE SUPPLIES	49.85
OLSON, KEVIN	LEGAL SERVICES - OCT. 2023	1,500.00
QUILL	OFFICE SUPPLIES	112.41
SPRINGDALE AGENCY	FIRE INSURANCE RENEWAL	22,254.00
USA BLUE BOOK	PARTS - PW	709.94
WEST BRANCH TIMES	LEGAL PUBLICATIONS & P&R AD	796.87
GLOBAL PAYMENTS	SEPTEMBER CREDIT CARD FEES	1,272.44
AT&T MOBILITY	WIRELESS SERVICE	314.63
EASTERN IA YOUTH BASKETBALL	5/6TH GRADE BASKETBALL REGISTRATION	630.00
<b>TOTAL</b>		<b>800,114.83</b>
<b>GRAND TOTAL EXPENDITURES</b>		<b>912,194.80</b>
<b>FUND TOTALS</b>		
001 GENERAL FUND		53,121.69
022 CIVIC CENTER		397.63
031 LIBRARY		8193.95
036 TORT LIABILITY		22254
110 ROAD USE TAX		5607.3
112 TRUST AND AGENCY		16837.91
321 WIDENING WAPSI CREEK		6,296.50
324 WW TREATMENT FACILITY		748,850.32
326 ROUNDABOUT MAIN & CEDAR		627.27
329 EASTSIDE WATER MAIN PH 1		5,982.49
600 WATER FUND		27,515.93
610 SEWER FUND		15,988.06
740 STORM WATER UTILITY		521.75
<b>GRAND FUND TOTAL</b>		<b>912,194.80</b>

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	WEST BRANCH REPAIRS	BRAKES FOR PD VEHICLE	871.04
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	299.26
		JOHNSON CO SHERIFF'S OFFICE	DIGITAL FORENSIC SERVICES	300.00
			TOTAL:	1,470.30
FIRE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	90.02
			TOTAL:	90.02
ROADS AND STREETS	GENERAL FUND	BOWERS CUSTOM SERVICES LLC	BRUSH PILE LEVELING	800.00
			TOTAL:	800.00
PARK & RECREATION	GENERAL FUND	WEST BRANCH COMMUNITY SCHOOLS	YOUTH VOLLEYBALL GYM RENTA	30.00
			YOUTH VOLLEYBALL GYM RENTA	75.00
			BB JERSEYS - BB YOUTH SPOR	1,137.00
			TELEPHONE SERVICE	281.53
			PARK LAWN MAINTENANCE	2,375.00
			TOTAL:	3,898.53
CEMETERY	GENERAL FUND	BEAN & BEAN	GRAVE OPENINGS	650.00
			TOTAL:	650.00
COMM & CULTURAL DEVEL	GENERAL FUND	MAIN STREET WEST BRANCH	GARLAND FOR CITY	90.00
			TOTAL:	90.00
ECONOMIC DEVELOPMENT	GENERAL FUND	EMYLEE & RYAN HARNEY KLINKKAMMER, MICHAEL & ANGELA GENUNG, REBECCA CONLEY, CHRISTOPHER & RACHEL	BLDG INCENTIVE PAYMENT	875.90
			BLDG INCENTIVE PAYMENT	1,000.00
			BLDG INCENTIVE PAY	1,000.00
			BLDG INCENTIVE PAYMENT	1,000.00
			TOTAL:	3,875.90
CLERK & TREASURER	GENERAL FUND	HOLIDAY INN DES MOINES AIRPORT	IMFOA LODGING - BRICK	224.00
			IMFOA LODGING - VAN AUKEN	224.00
			MILEAGE-IMFOA, CEDAR COUNT	191.26
			COPIER MAINTENANCE-CITY	178.36
			ANNUAL WEB HOSTING	450.00
			TELEPHONE SERVICE	419.22
			ANNUAL ADMIN/CLEARING FEES	350.00
			TOTAL:	2,036.84
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	64.95
			TOTAL:	64.95
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	LOT SITE PLAN REVIEW	660.00
			MEADOWS PT 3A REVIEW	1,079.37
			TOTAL:	1,739.37
TOWN HALL	CIVIC CENTER	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	45.21
			TOTAL:	45.21
LIBRARY	LIBRARY	QUILL CORP BAKER & TAYLOR INC. LIBERTY COMMUNICATIONS AMAZON.COM.CA.,INC.	LABELS FOR MATERIALS-LIBRA	17.50
			BOOKS	293.78
			TELEPHONE SERVICE	238.75
			YOUTH BOOKS	48.27
			BOOKS	24.99-
			ADULT PROG PRIZE-LIBRARY	19.99
			DVDS	9.99-

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			DVDS	49.93
			TOTAL:	633.24
ROADS & STREETS	ROAD USE TAX	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	39.75
		HI-LINE INC	SHOP SUPPLIES	174.68
			TOTAL:	214.43
CAPITAL PROJECT	WIDENING WAPSI CRE VEENSTRA & KIMM INC.		CHANNEL WIDENING FLOOD IMP	6,296.50
			TOTAL:	6,296.50
CAPITAL PROJECT	WW TREATMT FAC IMP VEENSTRA & KIMM INC.		WW TREATMENT FACILTY	4,560.00
			WW TREATMENT FACILITY	9,703.39
			TOTAL:	14,263.39
INVALID DEPARTMENT	ROUNDAABOUT MAIN & VEENSTRA & KIMM INC.		HHH & CEDAR JOHNSON INTERS	627.27
			TOTAL:	627.27
CAPITAL PROJECTS	EASTSIDE WATER MAI VEENSTRA & KIMM INC.		EAST SIDE WATER MAINS	4,664.72
			EAST SIDE WATER MAINS	778.00
			EAST SIDE WATER MAINS	539.77
			TOTAL:	5,982.49
WATER OPERATING	WATER FUND	IOWA ONE CALL	UTILITY LOCATION SERVICE	32.85
		MUNICIPAL SUPPLY INC.	WATER METERS & RADIO READS	8,283.00
		BARNHART'S CUSTOM SERVICES LLC	WATER SERVICE, HYDRANT REP	1,795.80
		SENSUS USA	WATER METER SFT ANNUAL SUP	1,949.94
		IOWA RURAL WATER ASSOC.	DUES 1-1-24 TO 12-31-24	405.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	39.76
			TOTAL:	12,506.35
SEWER OPERATING	SEWER FUND	IOWA ONE CALL	UTILITY LOCATION SERVICE	32.85
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	39.75
		BOWERS CUSTOM SERVICES LLC	GREENVIEW SEWER LEAK REPAI	2,300.00
			SEWER REPAIR PEDEN'S LOT	3,767.50
			TOTAL:	6,140.10

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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===== FUND TOTALS =====			
001	GENERAL FUND		14,715.91
022	CIVIC CENTER		45.21
031	LIBRARY		633.24
110	ROAD USE TAX		214.43
321	WIDENING WAPSI CREEK @ BE		6,296.50
324	WW TREATMT FAC IMP 2021		14,263.39
326	ROUNDAABOUT MAIN & CEDAR-J		627.27
329	EASTSIDE WATER MAIN PH1		5,982.49
600	WATER FUND		12,506.35
610	SEWER FUND		6,140.10
-----			
	GRAND TOTAL:		61,424.89
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## Collection

Physical items

Digital items



1096

600

15,737

148,344



## Circulation

Physical

Digital

28,328

8,692

Amount Saved

\$481,035

\$34,615

## Patron Visits

15,224

## Programming

284

5,256

Programs

Attendees



Amount Saved

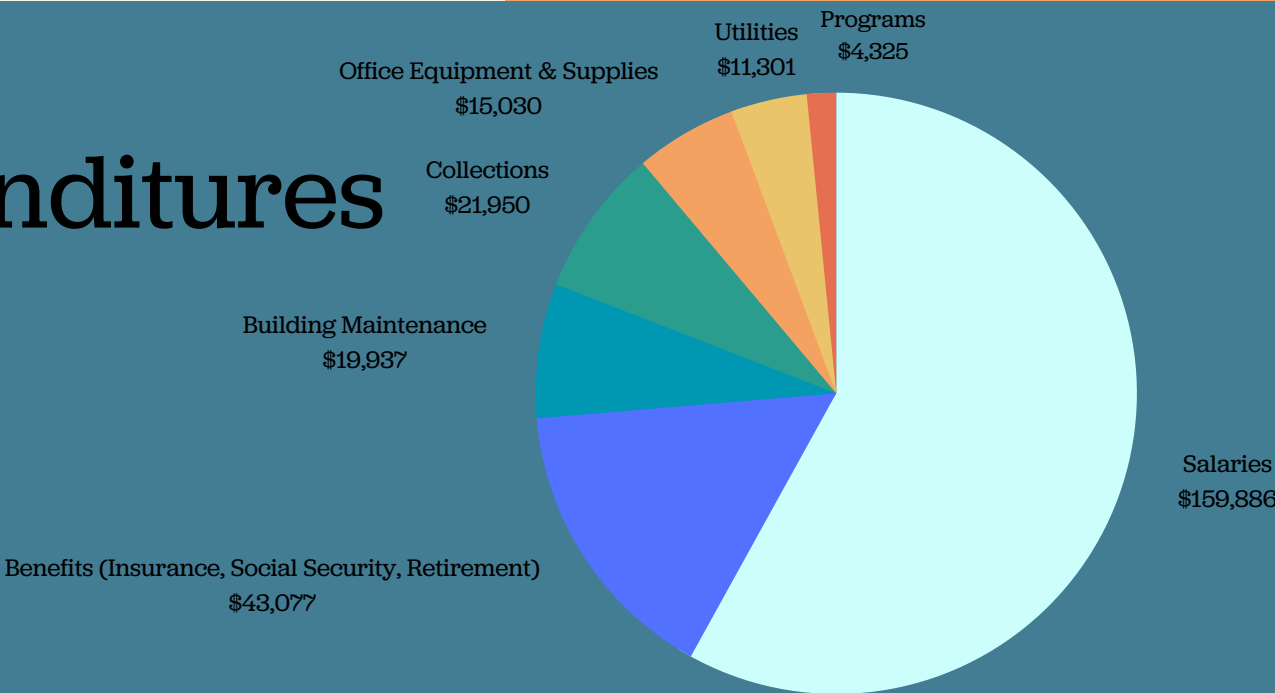
## Computer Use

1,899 sessions

## Wifi Use

3,145 sessions

## Expenditures





# Did you know?

On any given day, a WBPL Librarian is:

- a technology expert
- an information detective
- a manager
- a marketing professional
- a literacy expert
- a technology trainer
- a graphic designer
- a community event planner
- a reader's advisor
- a storyteller
- a teacher
- a book/movie reviewer and buyer
- a fundraiser
- a delivery driver
- a role model

## FY23 *Wrap Up*

### Condition of the Library



Library Outdoor Space



Bethany Lutheran Service Day Projects



#### Staff

Library Director: Rebecca Knoche • Assistant Director/Collection Services Librarian: Jessica Schafer  
Public Services Librarian: Kat Korsmo • Programming Librarian: Alyssa Barnhart

#### Board of Trustees

Lizabeth Osborne, President • Lisa Kofoed, Vice President • Amber Kleven, Secretary  
Shari Heick • Emily Cornwell • Seth Goodspeed

#### Friends of the Library

Lisa Nelson, President • Sarah Hetrick, Vice President • Kelley Schlitz, Treasurer  
Liz Solchenberger, Secretary • Kim Linn • Janlyn Slach



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> November 6, 2023
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<b>AGENDA ITEM:</b>	<b>Third 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.
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<b>PREPARED BY:</b>	City Clerk, Leslie Brick
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<b>DATE:</b>	October 17, 2023
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### 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, 20235, 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 6th day of November, 2023.

First Reading:           October 2, 2023  
Second Reading:       October 16, 2023  
Third Reading:          November 6, 2023

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

ATTEST:

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> November 6, 2023
---------------------------------------

<b>AGENDA ITEM:</b>	<b>Third 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.
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<b>PREPARED BY:</b>	City Clerk, Leslie Brick
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<b>DATE:</b>	October 17, 2023
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### 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 6th day of November, 2023.

First Reading:	October 2, 2023
Second Reading:	October 16, 2023
Third Reading:	November 6, 2023

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> November 6, 2023
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<b>AGENDA ITEM:</b>	<b>Second Reading Ordinance 810</b> – Amending the Code of Ordinances of the City of West Branch, as previously amended, by Changing Water Rates.
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<b>PREPARED BY:</b>	City Clerk, Leslie Brick
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<b>DATE:</b>	October 17, 2023
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### 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:                      November 6, 2023  
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> November 6, 2023
---------------------------------------

<b>AGENDA ITEM:</b>	<b>Second Reading Ordinance 811</b> – Amending the Code of Ordinances of the City of West Branch, as previously amended, by Changing Sanitary Sewer Rates.
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<b>PREPARED BY:</b>	City Clerk, Leslie Brick
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<b>DATE:</b>	October 17, 2023
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### 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:       November 6, 2023  
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> November 6, 2023
---------------------------------------

<b>AGENDA ITEM:</b>	<b>Resolution 2023-111</b> - Approving Change Order Number 3 in the amount (\$1,497.00) for the Eastside Water Main Improvement Project.
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<b>PREPARED BY:</b>	Leslie Brick, City Clerk
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<b>DATE:</b>	October 13, 2023
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### SUMMARY:

The details for Change Order 3 on the Eastside Water Main Improvements Project is for modifications to the project to bore water main on Main Street instead of open cut installation. Change Order No. 3 decreases the contract amount by (\$1,497.00).

**RESOLUTION 2023-111**

**A RESOLUTION APPROVING CHANGE ORDER #3 IN THE AMOUNT OF (\$1497.00)  
FOR THE EASTSIDE WATER MAIN IMPROVEMENT PROJECT.**

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

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

**WHEREAS**, Change Order #3 makes modifications to the project to bore water main on Main Street instead of open cut installation; and

**WHEREAS**, it is now necessary to approve Change Order #3 which decreases the contract amount by (\$1497.00).

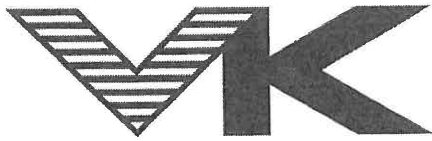
**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of West Branch, that Change Order #3 in the amount of (\$1497.00) for the Eastside Water Main Improvement Project is approved.

**Passed and approved this 6th day of November, 2023.**

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

ATTEST:

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

**VEENSTRA & KIMM INC.**2600 University Parkway, Suite 1  
Coralville, Iowa 52241319.466.1000 // 888.241.8001  
www.v-k.net

October 13, 2023

CHANGE ORDER NO. 3**EASTSIDE WATER MAIN IMPROVEMENTS  
WEST BRANCH, IOWA**

Change Order No. 3 is for the following modifications to the project to bore water main on Main Street instead of open cut installation:

## 1. Delete the following bid quantities:

a. Excavation, CI 13	-3 CY @ \$22/CY	\$ (66.00)
b. Topsoil, Strip, Salvage +Spread	-81 CY @ \$14/CY	\$ (1,134.00)
c. Modified Subbase	-3 SY @ \$60/CY	\$ (180.00)
d. Rmv & Reinstall Mailboxes	-3 Ea. @ \$125/SY	\$ (375.00)
e. Type B Concrete Steps	-1 Ea. @ \$4,300/Ea.	\$ (4,300.00)
f. 6" PCC Driveway	-17 SY @ \$70/SY	\$ (1,190.00)
g. 8" DIP Trenched Water Main	-220 LF @ \$97.50/LF	\$ (21,450.00)
h. Removal of Step Footing	-1 Ea. @ \$850/Ea.	\$ (850.00)

## 2. Add the following item:

a. 8" Bored DIP Water Main	220 LF @ \$124/LF	\$ 27,280.00
b. Nitrile Gaskets	LS	\$ 768.00

Total: \$ (1,497.00)Change Order No. 3 decreases the contract amount by \$ (1,497.00).**LYNCH'S EXCAVATING, INC.**By [Signature]  
Title Owner  
Date 10/13/23**CITY OF WEST BRANCH, IOWA**By \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_**VEENSTRA & KIMM, INC.**By [Signature]  
Title Project Engineer  
Date October 13, 2023**ATTEST:**By \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

V&amp;K Job No. 368299

BUILDING RELATIONSHIPS ENGINEERING SOLUTIONS



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> November 6, 2023
---------------------------------------

<b>AGENDA ITEM:</b> Resolution 2023-112 - Approve Pay Estimate Number 5 in the amount of \$188,436.37 to Lynch Excavating Inc. for the Eastside Water Main Replacement Project.
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<b>PREPARED BY:</b> City Clerk, Leslie Brick
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<b>DATE:</b> October 13, 2023
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### SUMMARY:

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

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

Pay Estimate Number	Amount	Resolution #	Date
1	\$41,325.00	2023-56	June 5, 2023
2	\$211,598.68	2023-81	August 7, 2023
3	\$307,409.74	2023-85	August 21, 2023
4	<u>\$161,324.16</u>	2023-103	September 18, 2023
	\$721,657.58		



**RESOLUTION 2023-112**

**RESOLUTION APPROVING PAY ESTIMATE NUMBER 5 IN THE AMOUNT OF  
\$188,436.37 TO LYNCH EXCAVATING INC. FOR THE EASTSIDE WATER MAIN  
REPLACEMENT PROJECT**

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

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

**WHEREAS**, the City Council of West Branch previously approved Pay Estimate Number 1 through 4 in the amount of \$721,657.58 to Lynch Excavating, Inc. of West Branch, IA to date; and

**WHEREAS**, it is now necessary for the City Council to accept Pay Estimate Number 5 in the amount of \$188,436.37 to Lynch Excavating, Inc.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the West Branch, Iowa, that Pay Estimate Number 5 in the amount of \$188,436.37 to Lynch Excavating, Inc. is approved.

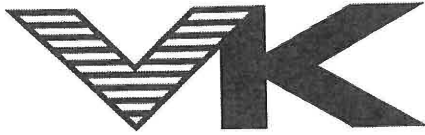
\* \* \* \* \*

**PASSED AND APPROVED this 6th day of November 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

October 13, 2023

## PAY ESTIMATE NO. 5 EAST SIDE WATER MAIN REPLACEMENT WEST BRANCH, IOWA

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

Contract Amount \$1,077,243.70  
Contract Date April 3, 2023  
Pay Period Sept. 13, 2023 - Oct. 12, 2023

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.1	Clear + Grubb	UNIT	879.6	\$ 24.75	\$ 21,770.10	747.5	\$ 18,500.00
1.2	Special Backfill Material	CY	445	\$ 42.00	\$ 18,690.00		\$ -
1.3	Subgrd Stbl. Mtrl, PolyGrid TX-160	SY	1,334	\$ 3.85	\$ 5,135.90	604	\$ 2,325.40
1.4	Excavation, CI 13, Rdwy+Borrow	CY	237	\$ 22.00	\$ 5,214.00	603.6	\$ 13,279.20
1.5	Excav, CI 10 Rdwy&Borrow, Furnish	CY	116	\$ 18.50	\$ 2,146.00		\$ -
1.6	Excavation, CI 10 Rdwy & Borrow	CY	47	\$ 17.50	\$ 822.50		\$ -
1.7	Excavation, CI 10, Core-Out	CY	432	\$ 18.50	\$ 7,992.00	164	\$ 3,034.00
1.8	Topsoil, Furn+Spread	CY	40	\$ 48.00	\$ 1,920.00	173	\$ 8,304.00
1.9	Topsoil, Strip, Salvage+Spread	CY	1,186	\$ 14.00	\$ 16,604.00	858	\$ 12,012.00
1.10	Modified Subbase	CY	431	\$ 60.00	\$ 25,860.00	799.3	\$ 47,958.00
1.11	CI A, Road Stone	CY	38	\$ 45.85	\$ 1,742.30	33	\$ 1,513.05
1.12	Rmvl of Pav't	SY	1,186	\$ 22.00	\$ 26,092.00	1,175	\$ 25,842.74
1.13	Rmvl of Paved Driveway	SY	445	\$ 22.00	\$ 9,790.00	531.6	\$ 11,695.20
1.14	Rmvl of Sidewalk	SY	74	\$ 22.00	\$ 1,628.00	69.3	\$ 1,524.60
1.15	Rmvl of Intake + Utility Access	EA	9	\$ 500.00	\$ 4,500.00	9	\$ 4,500.00
1.16	Disconnect & Rmvl of Water Main	LF	141	\$ 123.00	\$ 17,343.00	99	\$ 12,177.00
1.17	Rmvl of Water Valve	EA	5	\$ 3,450.00	\$ 17,250.00	4	\$ 13,800.00
1.18	Rmv Storm SWR Pipe Le 36"	LF	936	\$ 8.50	\$ 7,956.00	939	\$ 7,981.50
1.19	Rmv & Reinstall of Mailbox	EA	13	\$ 125.00	\$ 1,625.00	16	\$ 2,000.00
1.20	Rmv & Reinstall Signs	EA	9	\$ 125.00	\$ 1,125.00	9	\$ 1,125.00
1.21	Std/S-F PCC Pav't, CI A CI 3, 7"	SY	2,007	\$ 61.20	\$ 122,828.40	2,069	\$ 126,604.44
1.22	Manhole, Storm SWR, SW-401, 48"	EA	1	\$ 3,200.00	\$ 3,200.00	1	\$ 3,200.00
1.23	Intake, SW-501	EA	2	\$ 3,500.00	\$ 7,000.00	3	\$ 10,500.00
1.24	Intake, SW-505	EA	3	\$ 6,000.00	\$ 18,000.00	2	\$ 12,000.00
1.25	Intake SW-511	EA	1	\$ 3,200.00	\$ 3,200.00	1	\$ 3,200.00
1.26	ST SWR G-Main, Trench HDPE, 4"	LF	11	\$ 62.00	\$ 682.00	11	\$ 682.00
1.27	ST SWR G-Main, Trench, RCP, 12"	LF	589	\$ 80.00	\$ 47,120.00	589	\$ 47,120.00
1.28	ST SWR G-Main, Trench, RCP, 36"	LF	53	\$ 260.00	\$ 13,780.00	60	\$ 15,600.00
1.29	Subdrain, Longtdal, (Shoulder) 6in.	LF	530	\$ 23.00	\$ 12,190.00	440	\$ 10,120.00
1.30	Connect to Existing Storm	EA	3	\$ 2,010.00	\$ 6,030.00	3	\$ 6,030.00

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.31	Combined Sidewalk Retaining Wall	SF	120	\$ 75.00	\$ 9,000.00	120	\$ 9,000.00
1.32	Type B Concrete Steps	EA	2	\$ 4,300.00	\$ 8,600.00	2	\$ 8,600.00
1.33	Reinforced Sidewalk, PCC, 6"	SY	34	\$ 125.00	\$ 4,250.00	34	\$ 4,250.00
1.34	Sidewalk, PCC, 6"	SY	39	\$ 100.00	\$ 3,900.00	35.3	\$ 3,530.00
1.35	Driveway, PCC, 6"	SY	546	\$ 70.00	\$ 38,220.00	441.6	\$ 30,912.00
1.36	Detectable Warning	SF	10	\$ 40.00	\$ 400.00	28	\$ 1,120.00
1.37	Water Main, Trenched, 6" PVC	LF	9	\$ 540.00	\$ 4,860.00	42	\$ 22,680.00
1.38	Water Main, Trenched, 8" PVC	LF	2,199	\$ 72.50	\$ 159,427.50	2,199	\$ 159,427.50
1.39	Water Main, Trenched, 6" DIP	LF	322	\$ 104.50	\$ 33,649.00		\$ -
1.40	Water Main, Trenched, 8" DIP	LF	350	\$ 97.50	\$ 34,125.00	296	\$ 28,860.00
1.41	Water Main, Bored, 6" RJ PVC	LF	243	\$ 68.00	\$ 16,524.00		\$ -
1.42	Trenched In Place Service	EA	31	\$ 2,610.00	\$ 80,910.00	23	\$ 60,030.00
1.43	Bored In-Place Service	EA	22	\$ 3,050.00	\$ 67,100.00	16	\$ 48,800.00
1.44	Valve, Gate, 6"	EA	6	\$ 1,800.00	\$ 10,800.00	6	\$ 10,800.00
1.45	Valve, Gate, 8"	EA	13	\$ 2,400.00	\$ 31,200.00	7	\$ 16,800.00
1.46	Flushing Device (Blowoff), 8"	EA	1	\$ 1,200.00	\$ 1,200.00		\$ -
1.47	Fire Hydrant Assembly	EA	5	\$ 7,000.00	\$ 35,000.00	5	\$ 35,000.00
1.48	Relocation of Existing Fire Hydrant	EA	2	\$ 2,000.00	\$ 4,000.00	3	\$ 6,000.00
1.49	Construction Survey	LS	1	\$ 26,992.00	\$ 26,992.00	0.75	\$ 20,244.00
1.50	Traffic Control	LS	1	\$ 17,000.00	\$ 17,000.00	0.75	\$ 12,750.00
1.51	Mobilization	LS	1	\$ 44,000.00	\$ 44,000.00	0.82	\$ 36,080.00
1.52	Seed+Fertilize (Urban)	LS	1	\$ 10,000.00	\$ 10,000.00		\$ -
1.53	Saw Cutting Dust Control	LS	1	\$ 6,000.00	\$ 6,000.00	1	\$ 6,000.00
1.54	Removal of Step Footing	EA	1	\$ 850.00	\$ 850.00	1	\$ 850.00
Contract Price:					\$ 1,077,243.70		\$ 944,361.63

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

SUMMARY			
		Total Approved	Total Completed
Contract Price		\$ 1,077,243.70	\$ 944,361.63
Approved Change Order (list each)	Change Order No. 1	\$ 4,835.00	\$ 4,835.00
	Change Order No. 2	\$ 870.00	\$ 870.00
	Change Order No. 3	\$ (1,497.00)	\$ 7,927.00
	Revised Contract Price	\$ 1,081,451.70	\$ 957,993.63

Stored

Total Earned \$ 957,993.63

Retainage (5%) \$ 47,899.68

Total Earned Less Retainage \$ 910,093.95

Total Previously Approved (list each)	Pay Estimate No. 1	\$ 41,401.00	
	Pay Estimate No. 2	\$ 211,522.68	
	Pay Estimate No. 3	\$ 307,409.74	
	Pay Estimate No. 4	\$ 161,324.16	

Total Previously Approved \$ 721,657.58

Percent Complete 89%


Amount Due This Request \$ 188,436.37


The amount \$188,436.37 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:  
Lynch's Excavating, Inc.

Recommended By:  
Veenstra & Kimm, Inc.

Approved By:  
West Branch, Iowa

Signature:   
Name: Garrett Lynch  
Title: Owner  
Date: 10/13/23

Signature:   
Name: Eric Gould  
Title: Engineer  
Date: October 13, 2023

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> November 6, 2023
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<b>AGENDA ITEM:</b>	<b>Resolution 2023-113</b> – Approving the purchase of a Mobility Lift for Town Hall in an amount not to exceed \$18,555.75.
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<b>PREPARED BY:</b>	Adam Kofoed, City Administrator
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<b>DATE:</b>	October 26, 2023
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### SUMMARY:

The West Branch Lions Club presented a cost share proposal at the October 16, 2023 City Council meeting for the purchase of a mobility life for Town Hall. At that meeting, West Branch Lions Club president, Greg Humrichouse, informed the Council that the lift was determined as inoperable. Humrichouse reached out to various organizations and local businesses seeking donations for toward the purchase of a new mobility lift and is asking the City Council to pledge toward the balance not raised.

The City Council agreed that the lift should be replaced immediately with the city sharing in the cost.

**RESOLUTION 2023-113**

**A RESOLUTION APPROVING THE PURCHASE OF A MOBILITY LIFT  
FOR TOWN HALL IN AN AMOUNT NOT TO EXCEED \$18,555.75**

**WHEREAS**, the Town Hall, located at 113 North First Street, West Branch, Iowa, is a city-owned building that is available for public and private use; and

**WHEREAS**, the current mobility lift at Town Hall is no longer operational and is need of immediate replacement in order to continue public and private accessibility; and

**WHEREAS**, 101 Mobility has provided a quote for a mobility lift with a purchase price of \$18,555.75; and

**WHEREAS**, this was an unbudgeted expense and therefore the FY24 budget will need to be amended.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council approves the purchase of a Mobility Lift in the amount of \$18,555.75 for the Town Hall.

**Passed and approved this 6th day of November, 2023.**

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk



**101 Mobility®**  
Experts in Mobility and Accessibility Solutions

## SALES CONTRACT

**Quote Number:** Q230811005

**Quote Date:** Aug 11, 2023

**Terms:** Quote Valid for 30 Days

**Attention:** City of West Branch

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**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

**Sales Contract: Q230811005**

**Quote Total: \$18,555.75**

DESCRIPTION	QTY	PRICE	TOTAL
<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: \_\_\_\_\_





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> November 6, 2023
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<b>AGENDA ITEM:</b>	<b>Resolution 2023-114</b> – Approving a salary adjustment for Gabe Trimpe for Fiscal Year 2024. / Move to action.
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<b>PREPARED BY:</b>	City Administrator, Adam Kofoed
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<b>DATE:</b>	October 26, 2023
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### BACKGROUND:

Gabe Trimpe has completed his first six months orientation period. He did not receive his raise in July, because he was still under an orientation period. In addition, there is a \$0.50 increase for Gabe receiving his CDL license.

#### June 5, 2023 Meeting Staff Sheet:

Based on the budget season, each employee will be given a 5% cost of living increase this fiscal year. For exceptions to the 5% please see your council special employee evaluation report. Employee evaluations are not public record established by State Code 22.7 of Iowa. Cost of living was expected to be 8.1% and should be considered in future fiscal years. The final wage with changes is \$23.08 per hour.

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

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

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

**RESOLUTION 2023-114**

**A RESOLUTION APPROVING A SALARY ADJUSTMENT FOR  
GABE TRIMPE FOR FISCAL YEAR 2024**

**WHEREAS**, Gabe Trimpe has successfully completed his one-hundred eighty (180) day probation period; and

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

Position	Name	Hourly Wage	Basic Hours
Streets Maintenance	Gabe Trimpe	\$23.08	40/week

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

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of West Branch, Iowa, that the aforementioned resolution is hereby approved and retro-active to October 9, 2023.

**Passed and approved this 6th day of November, 2023.**

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

ATTEST:

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> November 6, 2023
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<b>AGENDA ITEM:</b> Motion to accept the resignation of Zachary Murdock from the West Branch Police Department.
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<b>PREPARED BY:</b> John K. Hanna, Chief of Police
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<b>DATE:</b> October 23, 2023
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### BACKGROUND:

Officer Zachary Murdock was hired on March 18, 2019, and graduated from the Iowa Law Enforcement Academy on August 16, 2019.

Officer Murdock has resigned his full-time employment with the City effective 11/05/2023.

Officer Murdock was subject to a Training Reimbursement Agreement (Resolution 1802) and has successfully completed his service obligation under that agreement. Officer Murdock's Training Reimbursement Agreement ended on August 16, 2023.

It is my recommendation to accept Officer Murdock's resignation as a full-time Police Officer and retain Officer Murdock as a part-time/casual staff.

## Letter of Resignation

I, Zachary Murdock would like to thank the City of West Branch and the City Council for the opportunity to serve the citizens of West Branch as Police Officer since July 2017. Unfortunately, I am no longer able to accommodate working approximately 1400 hours of on-call per year on top of my full time 2080 working hours as it has significantly impacted my ability to sleep due to being called out at all hours of the night/morning after my shift to handle law enforcement calls. It saddens me to no longer be able to fulfill the on-call requirements of the full-time Police Officer for the city of West Branch. My mental wellbeing and family life has severely suffered. With respect, this decision is for the betterment of my family's wellbeing.

It is my intention to resign my current full-time position. I will be giving 2 working weeks of notice, with my last working day being November 5<sup>th</sup>, 2023. I would request to remain with the City of West Branch as part-time status as Police Officer if the Council would allow.

If the Council would allow, following my final working day I would request that my approximately 180 hours of earned vacation time would be paid out by receiving 40 hours per week until my vacation fund has been depleted.

A handwritten signature in cursive script that reads "Zachary Murdock". The signature is written in dark ink and is positioned to the left of the date.

10/23/23