



**CITY COUNCIL MEETING  
MONDAY, APRIL 15, 2024 - 7:00 P.M.  
CITY COUNCIL CHAMBERS  
110 N. POPLAR ST., WEST BRANCH, IOWA**

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

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

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda. /Move to action.
6. Approve Consent Agenda/Move to action.
  - a. Approve Minutes from the April 1, 2024 Special City Council meeting.
  - b. Approve Minutes from the April 1, 2024 Regular City Council meeting.
  - c. Approve the February 2024 Monthly Financial Report.
  - d. Approve Claims for April 15, 2024
7. Presentations/Communications/Open Forum
  - a. West Branch Lions Club legacy project
8. Public Hearing/Non-Consent Agenda
  - a. **Public Hearing** – Regarding Adoption of the Final Proposed Budget for Fiscal Year 2025.
  - b. **Resolution 2024-30** – Adopting the Final Budget for Fiscal Year 2025 (July 1, 2024 – June 30, 2025). / Move to action.
  - c. **Resolution 2024-31** – Setting a time and place for a Public Hearing for the purpose of Soliciting Written and Oral comments on the City’s Proposed Fiscal Year 2024 Budget Amendment. / Move to action.
  - d. **Public Hearing** - on proposal to enter into a Water Revenue Loan and Disbursement Agreement.
  - e. **Resolution 2024-32** - Taking additional action on proposal to enter into a Water Revenue Loan and Disbursement Agreement. / Move to action.
  - f. **Resolution 2024-33** - Approving Pay Estimate Number 17 in the amount of \$519,910.77 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. / Move to action.
  - g. **First Reading of Ordinance 813** - Amending the Code of Ordinances of the City of West Branch, Iowa, by amending provisions pertaining to Floodplain Management (Chapter 160). / Move to action.
  - h. **Resolution 2024-34** – Promoting Andrew Finnegan as the Lead Water / Sewer Operator for the City of West Branch and setting the salary for Fiscal Year 2024/2025. / Move to action.
  - i. **Resolution 2024-35** – Intent to dispose of Auditor’s Parcel “O” located west of and adjacent to Lot 1, Heritage Hills, West Branch. / Move to action.
  - j. **Resolution 2024-36** - Support of the application of BBCO, LLC for funding via the Workforce Housing Tax Credit Program and pledging city monies for the same. / Move to action.
  - k. **Resolution 2024-37** – Regarding a Residential Stormwater Appeal from the Property Owner of 212 W. Main Street. / Move to action.
9. Discussion – Lee Cassabaum property discussion
10. City Administrator Report
11. City Attorney Report
12. City Engineer Report
13. City Staff Reports
14. Comments from Mayor and Council Members
15. Motion to adjourn.

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**Mayor:** Roger Laughlin • **Council Members:** Nick Goodweiler, Jodee Stoolman, Tom Dean, Jerry Sexton, Mike Horihan  
**City Administrator** Adam Kofoed • **City Clerk** Leslie Brick • **Finance Officer** Heidi Van Auken • **Fire Chief** Kevin Stoolman  
• **Police Chief** Greg Hall • **Public Works Director** Matt Goodale • **Library Director** Jessica Schafer •  
**Parks & Recreation Director** Erin Laughlin

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

**West Branch, Iowa  
Council Chambers**

**City Council  
Special Meeting**

**April 1, 2024  
6:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council special meeting to order at 6:05 p.m.  
Roll call: Council members present: Mike Horihan, Jerry Sexton, Tom Dean, Nick Goodweiler. Absent: Jodee Stoolman. City Staff present: City Administrator Adam Kofoed, Finance Officer Heidi Van Auken, and Public Works Director Matt Goodale. City Staff attending via Zoom: Library Director Jessie Schafer.

### **APPROVE THE AGENDA**

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

### **PRESENTATIONS / COMMUNICATIONS / OPEN FORUM**

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

#### Public Hearing –Setting the Maximum Property Tax Levy for Fiscal Year 2025.

Mayor Laughlin opened the public hearing at 6:07pm. Enter public comments here: No Comments  
Mayor Laughlin closed the public hearing at 6:09pm.

A presentation was presented to the public by City Administrator Adam Kofoed. Highlights were

1. A 3.2% estimated property tax increase which is in line with inflation.
2. Roughly 90-95% of the increases are to add one police officer and increased wages for the police department.
3. West Branch, like many communities, have made hard budget cuts.
4. The city has been making strides to save reserve amounts which lower bonding interest rates.
5. Please contact the city office for budget and tax questions.

### **ADJOURNMENT**

Motion to adjourn by Dean, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 6:45p.m.

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Roger Laughlin, Mayor

ATTEST:

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Adam Kofoed, City Administrator

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**West Branch, Iowa  
Council Chambers**

**City Council  
Regular Meeting**

**April 1, 2024  
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: Mike Horihan, Jerry Sexton, Tom Dean, and Nick Goodweiler. Council members absent: Jodee Stoolman. City Staff present: City Administrator Adam Kofoed, Finance Officer Heidi Van Auken, Public Works Director Matt Goodale, Parks & Recreation Director Erin Laughlin and City Attorney Kevin Olson. City Staff attending via Zoom: Library Director Jessie Schafer and Police Chief Greg Hall. Other Attendees: Nate Frees Newport Industries, LLC, Mark Gorton Flynn Company

**APPROVE THE AGENDA**

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

**APPROVE CONSENT AGENDA**

Approve the minutes from the March 18, 2024 City Council meeting.

Approve Claims for April 1, 2024.

EXPENDITURES	4/1/2024	
101 MOBILITY	TOWN HALL LIFT-FINAL	8,762.50
ACTION SEWER & SEPTIC SERVICE	PUMPED OUT SHOP PIT	692.50
AMAZON.COM	KEYPAD LOCK-POLICE	115.92
BAKER & TAYLOR	BOOKS	291.68
BOWERS, LAUREN	JERSEY FEE REFUND-P&R	15.00
CEDAR COUNTY ENGINEER	HAULING ROCK	1,279.05
CJ COOPER & ASSOCIATES	ANNUAL QUERY DOT DRIVERS	10.00
GIESE, JACOB	BLDG INCENTIVE PAYMENT	126.73
HI-LINE	BOLTS TRACTOR - PW	52.20
HUEBBE, AMANDA	JERSEY FEE REFUND-P&R	15.00
ILLINOIS LIBRARY ASSOCIATION	SUMMER LIBRARY PROG PRIZES	98.78
IMPACT7G	WIDENING WAPSI CREEK	807.50
IOWA ASSN. MUN. UTILITIES	MEMBERSHIP DUES	874.00
IA LAW ENFORCEMENT ACADEMY	MMPI-2 EVAL POLICE	150.00
IOWA ONE CALL	UTILITY LOCATION SERVICES	34.20
JOHN DEERE FINANCIAL	SUPPLIES FOR PW & P&R	433.81
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,962.49
LYNCH'S EXCAVATING	OLIPHANT MAIN REPAIR	3,063.60
MENARDS	NETTING YARD WASTE TRAILER	19.99
MILLER, BRITTANY	3/4 BB FEE REFUND-P&R	75.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	461.47
PHAM, PHUC	5/6 SOFTBALL FEE REFUND-P&R	75.00
PIP PRINTING & MARKETING	BUSINESS CARDS-POLICE, P&R	196.76
UNIFORM DEN	UNIFORMS-POLICE	781.47
WASION, HOLLY	JERSEY REFUND-P&R	15.00
TOTAL		20,409.65
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	3/29/2024	41,088.27
PAID BETWEEN MEETINGS		
MEDIACOM	CABLE SERVICES	41.90
QUILL	SUPPLIES-CITY OFFICE	37.71
STATE INDUSTRIAL PRODUCTS	CHEMICALS	250.38
VERIZON WIRELESS	VERIZON WIRELESS	412.88
METLIFE	INSURANCE	1,185.01
SISCO	INSURANCE	9,828.21
SISCO	HEALTH CLAIMS 3/18/2024	842.30
GLOBAL PAYMENTS	JANUARY 2024 CC FEES	29.00
ACTION SEWER & SEPTIC SERVICES	PUMPED OIL - FIRE	440.00
ALLIANT ENERGY	ALLIANT ENERGY	13,169.17
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	80.72

FRONTLINE PLUS FIRE & RESCUE		WARNING SIRENS MAINT & BATTERIES	1,540.00
HEIMAN FIRE EQUIPMENT		FIRE EQUIPMENT	3,194.10
KIRKWOOD COMM COLLEGE		BLS PROVIDER COURSE FEE	126.00
LINN COUNTY REC		STREET LIGHTS	289.28
PITNEY BOWES PURCHASE POWER		REPLENISH POSTAGE - LIBRARY	151.00
UNIFORM DEN		UNIFORMS - POLICE	112.04
US BANK CORPORATE CARD		CREDIT CARD PURCHASES	5,297.48
WEST BRANCH REPAIRS		WATER EXTINGUISH HUCK - FIRE	107.90
TOTAL			37,135.08
GRAND TOTAL EXPENDITURES			98,633.00
FUND TOTALS			
001 GENERAL FUND	33,632.60		
022 CIVIC CENTER	9,421.58		
031 LIBRARY	6,104.18		
110 ROAD USE TAX	7,476.65		
112 TRUST AND AGENCY	12,487.93		
321 WIDENING WAPSI CREEK	807.50		
600 WATER FUND	15,615.03		
610 SEWER FUND	12,572.89		
740 STORM WATER UTILITY	514.64		
GRAND FUND TOTAL	98,633.00		

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

## **PRESENTATIONS / COMMUNICATIONS / OPEN FORUM**

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

Resolution 2024-26 – Approving the Final Proposed Budget for Fiscal Year 2025 and Ordering a Notice of Public Hearing for April 15, 2024. / Move to action.

Motion by Dean, second by Sexton to approve Resolution 2024-26. AYES: Horihan, Goodweiler, Sexton, Dean. NAYS: None. Motion carried.

Resolution 2024-27 – Approving the Site Plan for Newport Fabricating, LLC. located at 145 Fawcett Drive. / Move to action.

Motion by Horihan, second by Goodweiler to approve Resolution 2024-27. AYES: Horihan, Goodweiler, Sexton, Dean. NAYS: None. Motion carried.

Newport Industries owner, Nate Frees introduced his project. It is the intention of Newport to consolidate all its operations in Iowa City to West Branch. They are a custom fabrication company. Administrator Kofoed reminded council that drainage in site plan one incorporated new growth into its drainage calculations. Sexton inquired about semi traffic. Frees said the property is designed for semis to pull into the driveway and back into the parking lot so they can face the road before exiting the property.

Resolution 2024-28 -Approving the Site Plan for Flynn Company Inc for a Temporary Concrete Plant. / Move to action.

Motion by Sexton, second by Dean to approve Resolution 2024-28. AYES: Horihan, Goodweiler, Sexton, Dean. NAYS: None. Motion carried.

Mark Gorton of Flynn Company spoke to council. Driving routes are 100% on I-80, or highway six, dust control will be applied and Flynn communicated to surrounding properties on dust control. Some subcontractors may not have the same routes but Flynn will encourage them to avoid driving through town.

Resolution 2024-29 - To fix a date for a Public Hearing on proposal to enter into a Water Revenue Loan and Disbursement Agreement and to borrow money thereunder in a Principal amount not to exceed \$1,150,000. / Move to action.

Motion by Dean second by Sexton to approve Resolution 2024-29. AYES: Horihan, Goodweiler, Sexton, Dean. NAYS: None. Motion carried.

### Discussion –West Branch Capital Improvement Planning

Administrator Kofoed introduced the main priorities for the capital improvement plan.

1. Cedar-Johnson
  - a. Sexton asked to get pricing for Cedar-Johnson all the way to Greenview
2. West Main milling and overlay
  - a. Horihan prefers this project but understands the timing of I-80 construction could lead to increased detour traffic damage.
3. Reallocating certain reserves to a future downtown streetscaping and ADA project.
4. Utilizing reserves for Parks and Recreation initiatives in the upcoming 2024 Parks and Recreation Plan.
5. Consider water infrastructure improvements at the water plant and/or Greenview/Bickford neighborhoods.

Sexton expressed his reservations on a trail for the meadows subdivision. Kofoed mentioned ECICOG recommended staff prioritize the trail in front of the high school as it will have receive more grant points.

### **CITY ADMINISTRATOR REPORT**

Thanked council for improved communication with staff. Thanked tenured staff for staying with the city while staffing and budget cuts were difficult. City is filling a lot of vacancies and Kofoed encouraged council to attend an upcoming staff potluck.

**CITY ATTORNEY REPORT** – No report

### **CITY ENGINEER REPORT -**

Construction meeting for east side phase II will occur next week. Wastewater treatment plant is getting closer to completing the UV channel, but the project still has a few months before completion. Stream widening trees have been knocked down. Engineers are waiting on a DNR floodplain permit.

**STAFF REPORTS** – No reports

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

Horihan and Dean mentioned roundabout had some damage.

Horihan mentioned the building incentive program council decision last month. Horihan was considering a compromise for the residents. Attorney Olson mentioned there was no legal obligation for the city to complete the rebate payments. Finance Officer Van Auken listed a number of budget cuts council has made and brought up future expenses such as police cameras, library HVAC renovations, hiring another police officer and increased officer pay, street repair, main street streetscaping, upcoming retirements could lead to hiring staff at higher wages, and property tax reform. Van Auken cautions spending increases on the FY25 budget. At this time, council did not verbally agree to sponsor a building incentive payment compromise at a future council meeting.

Laughlin mentioned his roadblocks on Terror Trail.

### **ADJOURNMENT**

Motion to adjourn by Sexton, second by Dean. Motion carried on a voice vote. City Council meeting adjourned at 7:30 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Adam Kofoed, City Administrator



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> April 15, 2024
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<b>AGENDA ITEM:</b> February Monthly Financial Report
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<b>PREPARED BY:</b> Heidi Van Auken
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<b>DATE:</b> April 4, 2024
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### SUMMARY:

Monthly Financial Report: This report includes revenue, investments, expenditures, and balances for the month of February 2024.

<b>BANK TO BOOK RECONCILIATION</b>			
<b>2/29/2024</b>			
<b>BANK BALANCE @</b>			
	CASH - FIDELITY BANK & TRUST		\$ 7,254,568.97
	CASH - FIDELITY BANK & TRUST - PERPETUAL CARE FUND		\$ 33,690.60
	<b>SUB TOTAL</b>		<b>\$ 7,288,259.57</b>
<b>ADD:</b>	<b>CD'S:</b>	<b>Bank/CD #</b>	<b>Maturity Date</b>
	ENLOW BUILDING CD	LIBERTY SAVINGS-10447	5/2/2024 \$ 11,229.94
	CEMETERY PERPETUAL CARE	HILLS BANK-30282503	1/11/2024 \$ 100,437.36
	LIBRARY-HANSEN DONATION CD	GREENSTATE-1034 (Old 1029)	8/1/2024 \$ 58,528.36
	LIBRARY-KROUTH PRINCIPAL CD	GREENSTATE-1035 (Old 1030)	9/2/2024 \$ 53,894.66
	LIBRARY-KROUTH INTEREST CD	GREENSTATE-1036 (Old 1031)	9/2/2024 \$ 25,265.35
	GEN FUND-STREETScape-ACCIONA DONATION CD	GREENSTATE-1033 (Old 1028)	12/6/2024 \$ 7,380.21
	<b>SAVINGS ACCOUNTS</b>		
	GENERAL FUND SAVINGS	GREENSTATE-0001	\$ 5.00
	LIBRARY - KROUTH INTEREST	FIDELITY-SAVINGS ACCOUNT	\$ 8,521.26
	LIBRARY - M GRAY SAVINGS	FIDELITY-SAVINGS ACCOUNT	\$ 16,351.21
	<b>TOTAL CD'S &amp; SAVINGS ACCOUNTS</b>		
			<b>\$ 281,613.35</b>
	<b>SUB TOTAL</b>		
			<b>\$ 7,569,872.92</b>
<b>PLUS</b>	O/S DEPOSITS		\$ -
<b>PLUS</b>	ADJUSTMENTS		\$ -
<b>LESS:</b>	O/S CREDIT CARD		\$ -
<b>LESS:</b>	O/S CHECKS		\$ 19,078.30
	<b>ENDING BOOK BALANCE</b>		
			<b>\$ 7,550,794.62</b>
	NON-RECONCILIATION ITEM-CUBBY PARK CONCESSIONS		\$ 600.00



**CLERK'S REPORT FOR THE MONTH OF FEBRUARY 2024**

DESCRIPTION	CHECKING	INVESTMENT	BEGINNING		TRANSFER		TRANSFER		NET CHANGE	CLERK'S
			BALANCE	RECEIPTS	IN	DISBURSED	OUT	LIABILITIES	BALANCE	
<b>GENERAL</b>										
*(001) GENERAL OPERATING FUND	\$ 2,166,524.41	\$ 5.00	\$ 2,166,529.41	\$ 68,591.70		\$ 113,101.83			\$ (3,000.24)	\$ 2,119,019.04
** 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	\$ -	\$ 7,380.21	\$ 7,380.21							\$ 7,380.21
PARK EQUIPMENT/RESERVE	\$ 13,000.00	\$ -	\$ 13,000.00							\$ 13,000.00
(022) CIVIC CENTER	\$ 48,832.08	\$ -	\$ 48,832.08	\$ 489.92		\$ 1,123.16				\$ 48,198.84
(027) MEMORIAL GARDEN PROJECT	\$ 414.00	\$ -	\$ 414.00							\$ 414.00
(028) SPLASH PAD RESERVE	\$ 100.00	\$ -	\$ 100.00							\$ 100.00
(031) LIBRARY	\$ (51,502.11)	\$ 94,610.31	\$ 43,108.20	\$ 198.28		\$ 11,250.46			\$ (705.77)	\$ 31,350.25
(036) TORT LIABILITY	\$ (33,319.09)	\$ -	\$ (33,319.09)	\$ 92.76						\$ (33,226.33)
<b>SPECIAL REVENUE</b>										
(110) ROAD USE TAX	\$ 173,276.89	\$ -	\$ 173,276.89	\$ 25,838.54		\$ 19,138.68			\$ (715.53)	\$ 179,261.22
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	\$ 398,071.66	\$ -	\$ 398,071.66	\$ 2,661.35		\$ 19,989.57				\$ 380,743.44
(119) EMERGENCY TAX FUND	\$ 28,871.22	\$ -	\$ 28,871.22	\$ 49.86						\$ 28,921.08
(121) LOCAL OPTION SALES TAX	\$ 544,052.98	\$ -	\$ 544,052.98	\$ 29,940.31						\$ 573,993.29
(125) TIF	\$ 379,952.78	\$ -	\$ 379,952.78	\$ 500.07						\$ 380,452.85
(126) TIF LMI MEADOWS PT 4	\$ 49,050.46	\$ -	\$ 49,050.46	\$ 1.55						\$ 49,052.01
(160) REVOLVING LOAN FUND	\$ 137,082.45	\$ -	\$ 137,082.45							\$ 137,082.45
<b>DEBT SERVICE</b>										
(226) DEBT SERVICE	\$ 377,998.64	\$ -	\$ 377,998.64	\$ 641.23						\$ 378,639.87
<b>CAPITAL PROJECTS</b>										
(300) CAPITAL IMPROVEMENT RESERVE	\$ 170,760.57	\$ -	\$ 170,760.57	\$ 95.14						\$ 170,855.71
(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	\$ (365,572.60)	\$ -	\$ (365,572.60)							\$ (365,572.60)
(321) WIDENING WAPSI CREEK @ BERANEK PARK	\$ 161,054.81	\$ -	\$ 161,054.81			\$ 3,256.00				\$ 157,798.81
(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	\$ (202,084.55)	\$ -	\$ (202,084.55)			\$ 71,989.55				\$ (274,074.10)
(326) ROUNDABOUT MAIN & CEDAR	\$ 433,622.84	\$ -	\$ 433,622.84							\$ 433,622.84
(327) SPONSORED WATER QUALITY IMPE 2021	\$ (20,000.00)	\$ -	\$ (20,000.00)							\$ (20,000.00)
(329) EASTSIDE WATER MAINS PH1	\$ 377,996.28	\$ -	\$ 377,996.28							\$ 377,996.28
(330) EASTSIDE WATER MAINS PH2	\$ (52,145.97)	\$ -	\$ (52,145.97)			\$ 4,202.54				\$ (56,348.51)
<b>PERMANENT</b>										
(500) CEMETERY PERPETUAL FUND	\$ 33,690.60	\$ 100,437.36	\$ 134,127.96							\$ 134,127.96
(501) KROUTH PRINCIPAL FUND	\$ -	\$ 53,915.12	\$ 53,915.12							\$ 53,915.12
(502) KROUTH INTEREST FUND	\$ -	\$ 25,265.35	\$ 25,265.35							\$ 25,265.35
<b>ENTERPRISE</b>										
(600) WATER FUND	\$ 473,632.99	\$ -	\$ 473,632.99	\$ 54,213.35		\$ 26,777.51	\$ 5,147.29	\$ (639.95)		\$ 495,281.59
(603) WATER SINKING FUND	\$ 39,544.61	\$ -	\$ 39,544.61	\$ -	\$ 5,147.29					\$ 44,691.90
(610) SEWER FUND	\$ 877,784.43	\$ -	\$ 877,784.43	\$ 78,558.10		\$ 16,855.37	\$ 42,904.31	\$ (615.60)		\$ 895,967.25
(611) SEWER FUND SPECIAL	\$ 793,883.13	\$ -	\$ 793,883.13	\$ -	\$ 42,904.31					\$ 836,787.44
(614) WASTEWATER LIFT STATION	\$ -	\$ -	\$ -							\$ -
(740) STORM WATER UTILITY	\$ 198,016.13	\$ -	\$ 198,016.13	\$ 5,963.67		\$ 969.59		\$ (60.73)		\$ 202,949.48
<b>TOTAL</b>	<b>\$ 7,295,737.52</b>	<b>\$ 281,613.35</b>	<b>\$ 7,577,350.87</b>	<b>\$ 267,835.83</b>	<b>\$ 48,051.60</b>	<b>\$ 288,654.26</b>	<b>\$ 48,051.60</b>	<b>\$ (5,737.82)</b>	<b>\$ 7,550,794.62</b>	
O/S CHECKS			\$1,643.39							\$19,078.30
ADJUSTMENTS			\$0.00							\$0.00
O/S DEPOSIT			\$0.00							\$0.00
O/S CREDIT CARD			\$0.00							\$0.00
<b>BANK STATEMENT BALANCE</b>			<b>\$7,578,994.26</b>							<b>\$7,569,872.92</b>

CITY OF WEST BRANCH  
 MTD TREASURERS REPORT  
 AS OF: FEBRUARY 29TH, 2024

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	2,307,088.96	68,591.70	113,101.83	2,262,578.83	0.00	( 3,000.24)	2,259,578.59
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	48,832.08	489.92	1,123.16	48,198.84	0.00	0.00	48,198.84
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	43,108.20	198.28	11,250.46	32,056.02	0.00	( 705.77)	31,350.25
036-TORT LIABILITY	( 33,319.09)	92.76	0.00	( 33,226.33)	0.00	0.00	( 33,226.33)
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	173,276.89	25,838.54	19,138.68	179,976.75	0.00	( 715.53)	179,261.22
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	398,071.66	2,661.35	19,989.57	380,743.44	0.00	0.00	380,743.44
119-EMERGENCY TAX FUND	28,871.22	49.86	0.00	28,921.08	0.00	0.00	28,921.08
121-OPTION TAX	544,052.98	29,940.31	0.00	573,993.29	0.00	0.00	573,993.29
125-T I F	379,952.78	500.07	0.00	380,452.85	0.00	0.00	380,452.85
126-TIF LMI MEADOWS PT 4	49,050.46	1.55	0.00	49,052.01	0.00	0.00	49,052.01
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	377,998.64	641.23	0.00	378,639.87	0.00	0.00	378,639.87
300-CAPITAL IMPROV. RESERVE	170,760.57	95.14	0.00	170,855.71	0.00	0.00	170,855.71
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	( 365,572.60)	0.00	0.00	( 365,572.60)	0.00	0.00	( 365,572.60)
320-LIBRARY PARKING LOT IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
321-WIDENING WAPSI CREEK @ BE	161,054.81	0.00	3,256.00	157,798.81	0.00	0.00	157,798.81
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	( 202,084.55)	0.00	71,989.55	( 274,074.10)	0.00	0.00	( 274,074.10)
326-ROUNDBOUT MAIN & CEDAR-J	433,622.84	0.00	0.00	433,622.84	0.00	0.00	433,622.84
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: FEBRUARY 29TH, 2024

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	377,996.28	0.00	0.00	377,996.28	0.00	0.00	377,996.28
330-EASTSIDE WATER MAIN PH2	( 52,145.97)	0.00	4,202.54	( 56,348.51)	0.00	0.00	( 56,348.51)
500-CEMTERY PERPETUAL FUND	134,127.96	0.00	0.00	134,127.96	0.00	0.00	134,127.96
501-KROUTH PRINCIPAL FUND	53,915.12	0.00	0.00	53,915.12	0.00	0.00	53,915.12
502-KROUTH INTEREST FUND	25,265.35	0.00	0.00	25,265.35	0.00	0.00	25,265.35
600-WATER FUND	473,632.99	54,213.35	31,924.80	495,921.54	0.00	( 639.95)	495,281.59
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	39,544.61	5,147.29	0.00	44,691.90	0.00	0.00	44,691.90
610-SEWER FUND	877,784.43	78,558.10	59,759.68	896,582.85	0.00	( 615.60)	895,967.25
611-SEWER FUND SPECIAL	793,883.13	42,904.31	0.00	836,787.44	0.00	0.00	836,787.44
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	198,016.13	5,963.67	969.59	203,010.21	0.00	( 60.73)	202,949.48
950-BC/BS FLEXIBLE BENEFIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>GRAND TOTAL</b>	<b>7,577,350.87</b>	<b>315,887.43</b>	<b>336,705.86</b>	<b>7,556,532.44</b>	<b>0.00</b>	<b>( 5,737.82)</b>	<b>7,550,794.62</b>

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

CITY OF WEST BRANCH  
 YTD TREASURERS REPORT  
 AS OF: FEBRUARY 29TH, 2024

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	1,194,999.54	859,527.25	2,262,578.83	0.00	( 3,000.24)	2,259,578.59
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	15,335.94	15,141.64	48,198.84	0.00	0.00	48,198.84
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	22,609.75	130,817.91	32,056.02	0.00	( 705.77)	31,350.25
036-TORT LIABILITY	19,354.65	44,005.11	96,586.09	( 33,226.33)	0.00	0.00	( 33,226.33)
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	236,666.66	199,922.36	179,976.75	0.00	( 715.53)	179,261.22
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	209,895.98	166,529.23	380,743.44	0.00	0.00	380,743.44
119-EMERGENCY TAX FUND	5,268.84	23,652.24	0.00	28,921.08	0.00	0.00	28,921.08
121-OPTION TAX	354,223.23	219,770.06	0.00	573,993.29	0.00	0.00	573,993.29
125-T I F	107,755.95	298,256.90	25,560.00	380,452.85	0.00	0.00	380,452.85
126-TIF LMI MEADOWS PT 4	13,479.59	35,572.42	0.00	49,052.01	0.00	0.00	49,052.01
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	181,534.23	88,073.75	378,639.87	0.00	0.00	378,639.87
300-CAPITAL IMPROV. RESERVE	125,745.00	45,110.71	0.00	170,855.71	0.00	0.00	170,855.71
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	344,458.09	( 365,572.60)	0.00	0.00	( 365,572.60)
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	83,859.10	157,798.81	0.00	0.00	157,798.81
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	2,288,577.49	2,642,651.59	( 274,074.10)	0.00	0.00	( 274,074.10)
326-ROUNDAABOUT MAIN & CEDAR-J	( 51,236.09)	1,347,197.70	862,338.77	433,622.84	0.00	0.00	433,622.84
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: FEBRUARY 29TH, 2024

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	1,117,830.03	377,996.28	0.00	0.00	377,996.28
330-EASTSIDE WATER MAIN PH2	0.00	0.00	56,348.51 (	56,348.51)	0.00	0.00 (	56,348.51)
500-CEMTERY PERPETUAL FUND	131,922.36	2,205.60	0.00	134,127.96	0.00	0.00	134,127.96
501-KROUTH PRINCIPAL FUND	52,634.25	1,280.87	0.00	53,915.12	0.00	0.00	53,915.12
502-KROUTH INTEREST FUND	24,666.83	598.52	0.00	25,265.35	0.00	0.00	25,265.35
600-WATER FUND	327,497.42	566,548.80	398,124.68	495,921.54	0.00 (	639.95)	495,281.59
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	41,178.32	1,660.00	44,691.90	0.00	0.00	44,691.90
610-SEWER FUND	724,784.24	693,297.28	521,498.67	896,582.85	0.00 (	615.60)	895,967.25
611-SEWER FUND SPECIAL	550,682.88	343,234.48	57,129.92	836,787.44	0.00	0.00	836,787.44
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	47,535.19	27,969.32	203,010.21	0.00 (	60.73)	202,949.48
950-BC/BS FLEXIBLE BENEFIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>GRAND TOTAL</b>	<b>5,215,601.07</b>	<b>10,036,958.28</b>	<b>7,696,026.91</b>	<b>7,556,532.44</b>	<b>0.00</b>	<b>( 5,737.82)</b>	<b>7,550,794.62</b>

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

**PROGRAM EXPENDITURES FOR THE MONTH OF FEBRUARY 2024**

66.67%

<b>FUNCTIONS</b>	<b>BUDGET EXP</b>	<b>MTD EXP</b>	<b>YTD EXP</b>	<b>REMAINING BALANCE</b>	<b>PERCENT OF EXPENSES</b>
<b>PUBLIC SAFETY</b>					
<b>POLICE DEPARTMENT</b>					
GENERAL FUND	\$ 421,181.00	\$ 42,818.85	\$ 225,533.45	\$ 195,647.55	53.55%
TORT LIABILITY	\$ 19,122.00	\$ -	\$ 13,285.66	\$ 5,836.34	69.48%
TRUST & AGENCY	\$ 93,277.00	\$ 4,928.87	\$ 46,501.84	\$ 46,775.16	49.85%
<b>FIRE DEPARTMENT</b>					
GENERAL FUND	\$ 287,550.00	\$ 4,073.30	\$ 57,841.36	\$ 229,708.64	20.12%
TORT LIABILITY	\$ 35,668.00	\$ -	\$ 46,772.71	\$ (11,104.71)	131.13%
TRUST & AGENCY	\$ 41,303.00	\$ 1,801.11	\$ 14,407.33	\$ 26,895.67	34.88%
<b>BUILDING INSPECTIONS</b>				\$ -	#DIV/0!
GENERAL FUND	\$ 70,623.00	\$ 2,720.74	\$ 28,109.57	\$ 42,513.43	39.80%
TORT LIABILITY	\$ 200.00	\$ -	\$ 447.93	\$ (247.93)	223.97%
TRUST & AGENCY	\$ 17,850.00	\$ 923.64	\$ 7,670.13	\$ 10,179.87	42.97%
<b>ANIMAL CONTROL</b>	\$ 3,800.00	\$ -	\$ -	\$ 3,800.00	0.00%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 990,574.00</b>	<b>\$ 57,266.51</b>	<b>\$ 440,569.98</b>	<b>\$ 550,004.02</b>	<b>44.48%</b>
<b>PUBLIC WORKS</b>					
<b>ROADS &amp; STREETS</b>					
GENERAL FUND	\$ 43,000.00	\$ 910.00	\$ 21,931.54	\$ 21,068.46	51.00%
TORT LIABILITY	\$ 18,022.00	\$ -	\$ 15,146.09	\$ 2,875.91	84.04%
ROAD USE TAX FUND	\$ 299,953.00	\$ 19,138.68	\$ 199,922.36	\$ 100,030.64	66.65%
TRUST & AGENCY	\$ 60,195.00	\$ 2,942.84	\$ 24,332.26	\$ 35,862.74	40.42%
<b>STREET LIGHTING - GENERAL FUND</b>	\$ 40,000.00	\$ 3,268.36	\$ 24,701.70	\$ 15,298.30	61.75%
<b>SOLID WASTE - GENERAL FUND</b>	\$ 275,218.00	\$ 22,935.75	\$ 161,053.32	\$ 114,164.68	58.52%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 736,388.00</b>	<b>\$ 49,195.63</b>	<b>\$ 447,087.27</b>	<b>\$ 289,300.73</b>	<b>60.71%</b>
<b>TOTAL HEALTH &amp; SOCIAL SERVICES</b>	\$ -	\$ -	\$ -	\$ -	#DIV/0!
<b>CULTURE &amp; RECREATION</b>					
<b>LIBRARY</b>					
GENERAL FUND	\$ 231,365.00	\$ 11,250.46	\$ 130,817.91	\$ 100,547.09	56.54%
TORT LIABILITY	\$ 5,260.00	\$ -	\$ 5,429.51	\$ (169.51)	103.22%
TRUST & AGENCY	\$ 42,841.00	\$ 3,448.86	\$ 31,925.44	\$ 10,915.56	74.52%
<b>PARKS &amp; RECREATION</b>				\$ -	
GENERAL FUND	\$ 228,196.00	\$ 3,477.27	\$ 74,009.93	\$ 154,186.07	32.43%
TORT LIABILITY	\$ 6,863.00	\$ -	\$ 6,624.56	\$ 238.44	96.53%
TRUST & AGENCY	\$ 53,368.00	\$ 815.84	\$ 10,161.02	\$ 43,206.98	19.04%

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
<b>CEMETERY</b>					
GENERAL FUND	\$ 92,223.00	\$ 3,938.40	\$ 45,121.79	\$ 47,101.21	48.93%
TORT LIABILITY	\$ 3,094.00	\$ -	\$ 2,462.66	\$ 631.34	79.59%
TRUST & AGENCY	\$ 18,293.00	\$ 1,072.04	\$ 8,559.31	\$ 9,733.69	46.79%
<b>CIVIC CENTER</b>				\$ -	
GENERAL FUND	\$ 19,900.00	\$ 1,123.16	\$ 15,141.64	\$ 4,758.36	76.09%
TRUST & AGENCY	\$ -	\$ -	\$ -	\$ -	#DIV/0!
COMMUNITY & CULTURAL DEV. (HHTD)	\$ 32,050.00	\$ 1,014.24	\$ 27,935.76	\$ 4,114.24	87.16%
<b>LOCAL CABLE ACCESS</b>				\$ -	
GENERAL FUND	\$ 22,801.00	\$ 212.84	\$ 17,761.74	\$ 5,039.26	77.90%
TRUST & AGENCY	\$ 3,846.00	\$ -	\$ -	\$ 3,846.00	0.00%
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>\$ 760,100.00</b>	<b>\$ 26,353.11</b>	<b>\$ 375,951.27</b>	<b>\$ 384,148.73</b>	<b>49.46%</b>
<b>COMMUNITY &amp; ECONOMIC DEV.</b>					
ECONOMIC DEVELOPMENT	\$ 91,500.00	\$ 16,000.00	\$ 35,169.96	\$ 56,330.04	38.44%
PLANNING & ZONING	\$ 20,000.00	\$ 1,261.28	\$ 9,223.39	\$ 10,776.61	46.12%
REVOLVING LOAN FUND	\$ -	\$ -	\$ -	\$ -	
TIF DEBT SERVICE	\$ 183,881.00	\$ -	\$ 25,560.00	\$ 158,321.00	13.90%
<b>TOTAL COMMUNITY &amp; E.D.</b>	<b>\$ 295,381.00</b>	<b>\$ 17,261.28</b>	<b>\$ 69,953.35</b>	<b>\$ 225,427.65</b>	<b>23.68%</b>
<b>GENERAL GOVERNMENT</b>					
<b>MAYOR &amp; COUNCIL</b>					
GENERAL FUND	\$ 20,500.00	\$ 435.19	\$ 12,865.24	\$ 7,634.76	62.76%
TRUST & AGENCY	\$ 2,906.00	\$ 53.70	\$ 1,158.24	\$ 1,747.76	39.86%
<b>CLERK &amp; TREASURER</b>					
GENERAL FUND	\$ 181,346.00	\$ 8,033.15	\$ 99,725.23	\$ 81,620.77	54.99%
TORT LIABILITY	\$ 6,792.00	\$ -	\$ 6,416.97	\$ 375.03	94.48%
TRUST & AGENCY	\$ 44,670.00	\$ 4,002.67	\$ 21,813.66	\$ 22,856.34	48.83%
LEGAL SERVICES	\$ 27,000.00	\$ 2,002.46	\$ 18,543.27	\$ 8,456.73	68.68%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 283,214.00</b>	<b>\$ 14,527.17</b>	<b>\$ 160,522.61</b>	<b>\$ 122,691.39</b>	<b>56.68%</b>
<b>GO DEBT SERVICE</b>	<b>\$ 930,769.00</b>	<b>\$ -</b>	<b>\$ 88,073.75</b>	<b>\$ 842,695.25</b>	<b>9.46%</b>
<b>CAPITAL PROJECTS</b>					
ARPA FUNDED PROJECT	\$ 372,612.00	\$ -	\$ -	\$ 372,612.00	0.00%
RELOCATING WATER & SEWER LINES	\$ 658,100.00	\$ -	\$ 344,458.09	\$ 313,641.91	52.34%
WIDENING WAPSI CREEK @ BERANEK	\$ 1,000,000.00	\$ 3,256.00	\$ 83,859.10	\$ 916,140.90	8.39%
WW TREATMENT FACILITY IMP 2021	\$ 7,000,000.00	\$ 71,989.55	\$ 2,642,651.59	\$ 4,357,348.41	37.75%

<b>FUNCTIONS</b>	<b>BUDGET EXP</b>	<b>MTD EXP</b>	<b>YTD EXP</b>	<b>REMAINING BALANCE</b>	<b>PERCENT OF EXPENSES</b>
ROUNDBOUT MAIN & CEDAR	\$ 1,100,000.00	\$ -	\$ 862,338.77	\$ 237,661.23	78.39%
EASTSIDE WATER MAINS PHASE 1	\$ 1,800,000.00	\$ -	\$ 1,117,830.03	\$ 682,169.97	62.10%
EASTSIDE WATER MAINS PHASE 2	\$ -	\$ 4,202.54	\$ 56,348.51	\$ (56,348.51)	#DIV/0!
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 11,930,712.00</b>	<b>\$ 79,448.09</b>	<b>\$ 5,107,486.09</b>	<b>\$ 6,823,225.91</b>	<b>42.81%</b>
<b>BUSINESS TYPE ACTIVITIES</b>					
WATER FUND	\$ 475,028.00	\$ 26,777.51	\$ 356,946.36	\$ 118,081.64	75.14%
TRUST & AGENCY	\$ 28,597.00	\$ -	\$ -	\$ 28,597.00	
WATER SINKING FUND	\$ 61,768.00	\$ -	\$ 1,660.00	\$ 60,108.00	2.69%
SEWER FUND	\$ 318,560.00	\$ 16,855.37	\$ 178,264.19	\$ 140,295.81	55.96%
TRUST & AGENCY	\$ 23,652.00	\$ -	\$ -	\$ 23,652.00	
SEWER FUND SPECIAL	\$ 503,360.00	\$ -	\$ 57,129.92	\$ 446,230.08	11.35%
STORM WATER UTILITY	\$ 49,664.00	\$ 969.59	\$ 27,969.32	\$ 21,694.68	56.32%
TRUST & AGENCY	\$ 2,522.00	\$ -	\$ -	\$ 2,522.00	0.00%
<b>TOTAL BUSINESS TYPE ACTIVITIES</b>	<b>\$ 1,463,151.00</b>	<b>\$ 44,602.47</b>	<b>\$ 621,969.79</b>	<b>\$ 841,181.21</b>	<b>42.51%</b>
<b>NON-DEPARTMENTAL TRANSFERS</b>					
GENERAL FUND	\$ 199,791.00	\$ -	\$ -	\$ 199,791.00	0.00%
EMERGENCY TAX FUND	\$ 42,822.00	\$ -	\$ -	\$ 42,822.00	0.00%
LOCAL OPTION SALES TAX	\$ 238,200.00	\$ -	\$ -	\$ 238,200.00	0.00%
TIF	\$ 381,273.00	\$ -	\$ -	\$ 381,273.00	0.00%
WATER FUND	\$ 131,377.00	\$ 5,147.29	\$ 41,178.32	\$ 90,198.68	31.34%
SEWER FUND	\$ 584,395.00	\$ 42,904.31	\$ 343,234.48	\$ 241,160.52	58.73%
<b>TOTAL NON-DEPARMENTAL TRANSFERS</b>	<b>\$ 1,577,858.00</b>	<b>\$ 48,051.60</b>	<b>\$ 384,412.80</b>	<b>\$ 1,193,445.20</b>	<b>24.36%</b>
<b>TOTAL FOR ALL FUNCTIONS</b>	<b>\$ 18,968,147.00</b>	<b>\$ 336,705.86</b>	<b>\$ 7,696,026.91</b>	<b>\$ 11,272,120.09</b>	<b>40.57%</b>



CITY OF WEST BRANCH  
 EXPENDITURES BY ACTIVITY (UNAUDITED)  
 AS OF: FEBRUARY 29TH, 2024

001-GENERAL FUND

66.67% 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	384,412.80	24.36	1,193,445.20
TOTAL PUBLIC SAFETY	990,574.00	57,266.51	440,569.98	44.48	550,004.02
TOTAL PUBLIC WORKS	736,388.00	49,195.63	447,087.27	60.71	289,300.73
TOTAL HEALTH & SOCIAL SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	760,100.00	26,353.11	375,951.27	49.46	384,148.73
TOTAL COMMUNITY & ECON DEVELOP	295,381.00	17,261.28	69,953.35	23.68	225,427.65
TOTAL GENERAL GOVERNMENT	283,214.00	14,527.17	160,522.61	56.68	122,691.39
TOTAL DEBT SERVICE	930,769.00	0.00	88,073.75	9.46	842,695.25
TOTAL CAPITAL PROJECTS	11,930,712.00	79,448.09	5,107,486.09	42.81	6,823,225.91
TOTAL BUSINESS TYPE/ENTERPRISE	1,463,151.00	44,602.47	621,969.79	42.51	841,181.21
<b>TOTAL EXPENDITURES</b>	<b>18,968,147.00</b>	<b>336,705.86</b>	<b>7,696,026.91</b>	<b>40.57</b>	<b>11,272,120.09</b>



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> April 15, 2024
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<b>AGENDA ITEM:</b> Claims for April 15, 2024
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<b>PREPARED BY:</b> Heidi Van Auken, Finance Officer
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<b>DATE:</b> April 12, 2024
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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****4/15/2024**

ALATORRE	WINDOW CLEANING-CITY BLDG	81.00
ALLIANT ENERGY	ALLIANT ENERGY	12,037.06
AMAZON.COM	VARIOUS PURCHASES	406.77
BAKER & TAYLOR	BOOKS	215.82
BARNHART'S CUSTOM SERVICES	TREE REMOVAL-WAPSI WIDENING	15,320.00
CAPITAL ONE	PROG PRIZES & CRAFT SUPP-LIBRARY	51.76
CEDAR COUNTY RECORDER	RECORDING FEES	92.00
CEDAR COUNTY TRANSFER STATION	TRASH DISPOSAL	51.00
FINNEGAN, ANDREW	UNIFORM, BOOTS REIMBURSEMENT	299.94
FROST, GLORIA	BLDG INCENTIVE PAYMENT	1,000.00
HAWKINS	CHEMICALS	3,890.08
HI-LINE	TRACTOR REPAIR PARTS	52.20
KANOPIY	ON DEMAND VIDEO SERVICE	69.00
LINN COUNTY R.E.C.	STREET LIGHTS	288.25
LRS HOLDINGS	TRASH & RECYCLING MARCH 2024	18,142.00
MAINSTAY SYSTEMS OF IOWA	VPN SOFTWARE, DRIVES-CITY	475.00
MOPPY MO'S	CLEANING SERVICES-CITY, TH, P&R, LIB	962.50
MPEC	VEHICLE MAINT SUPPLIES	98.36
MUNICIPAL SUPPLY	METERS & RADIOS	22,650.55
OASIS ELECTRIC	REMOTE WATER READER SERVICE	774.34
OLSON, KEVIN D	LEGAL SERVICES-APRIL 2024	1,500.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	72.07
QC ANALYTICAL SERVICES	LAB ANALYSIS	802.00
STANARD & ASSOCIATES	POLICE SELECTION TEST	43.50
STATE HYGIENIC LAB	LAB ANALYSIS	43.50
SUMMIT FIRE PROTECTION	FIRE EXTINGUISHER SERVICE-PD	598.00
THE HOME DEPOT PRO	SOAP, DISPENSER-P&R	30.68
TIPTON CONSERVATIVE	SUBSCRIPTION - LIBRARY	44.00
TYLER TECHNOLOGIES	SOFTWARE SERVICES-TAX, UB	3,635.10
UNIFORM DEN	UNIFORMS-POLICE	1,294.12
VEENSTRA & KIMM	VARIOUS PROJECTS	28,084.19
WEST BRANCH TIMES	SUBSCRIPTION - CITY	35.00
WEX BANK	VEHICLE FUEL	1,025.30

**TOTAL****114,165.09****PAYROLL-WAGES, TAXES, EMPLOYEE  
BENEFITS****4/12/2024****45,783.21****PAID BETWEEN MEETINGS**

AMAZON.COM	BOOKS & DVDs	137.01
AT&T MOBILITY	WIRELESS SERVICE	279.06
BAKER & TAYLOR	BOOKS	332.61
JOHNSON CONTROLS	FIRE MONITOR DIALER REPAIR	2,248.84

LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	142.02
MPEC	VEHICLE SUPPLIES - PW	37.88
STOREY KENWORTH	LASER CHECKS	410.75
<b>TOTAL</b>		<b>3,588.17</b>
<b>GRAND TOTAL EXPENDITURES</b>		<b>163,536.47</b>
<b>FUND TOTALS</b>		
001 GENERAL FUND		52,226.93
022 CIVIC CENTER		733.26
031 LIBRARY		8,269.38
110 ROAD USE TAX		4,995.84
112 TRUST AND AGENCY		5,872.84
321 WIDENING WAPSI CREEK		28,057.46
324 WW TREATMENT FACILITY		14,445.07
330 EASTSIDE WATER MAIN PH2		901.66
600 WATER FUND		37,814.30
610 SEWER FUND		9,782.29
740 STORM WATER UTILITY		437.44
<b>GRAND FUND TOTAL</b>		<b>163,536.47</b>

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	STANARD & ASSOCIATES INC	POLICE SELECTION TEST	43.50
		WEX BANK	VEHICLE FUEL	655.70
		SUMMIT FIRE PROTECTION	FIRE EXTINGUISHER SERVICE-P	598.00
		UNIFORM DEN INC.	UNIFORMS-POLICE	1,077.67
			UNIFORMS-POLICE	216.45
		ALLIANT ENERGY	SERVICES	183.10
		TOTAL:	2,774.42	
FIRE OPERATION	GENERAL FUND	WEX BANK	VEHICLE FUEL	71.64
		ALLIANT ENERGY	SERVICES	527.87
			TOTAL:	599.51
STREET LIGHTING	GENERAL FUND	LINN COUNTY R.E.C.	STREET LIGHTS	250.50
			STREET LIGHT-WEST	37.75
		ALLIANT ENERGY	SERVICES	2,731.42
		TOTAL:	3,019.67	
PARK & RECREATION	GENERAL FUND	ALLIANT ENERGY	SERVICES	243.73
		THE HOME DEPOT PRO	SOAP, DISPENSER-P&R	30.68
		AMAZON.COM.CA., INC.	EASTER EGG HUNT SUPPLIES-P	343.41
		MOPPY MO'S LLC	CLEANING SERVICES-P&R	175.00
			TOTAL:	792.82
CEMETERY	GENERAL FUND	TYLER TECHNOLOGIES	TAX FILINGS 2023	178.75
		FINNEGAN, ANDREW	UNIFORM, BOOTS REIMBURSE	299.94
			TOTAL:	478.69
COMM & CULTURAL DEVEL	GENERAL FUND	ALLIANT ENERGY	SERVICES	21.42
			TOTAL:	21.42
ECONOMIC DEVELOPMENT	GENERAL FUND	FROST GLORIA J	BLDG INCENTIVE PAYMENT	1,000.00
			TOTAL:	1,000.00
CLERK & TREASURER	GENERAL FUND	WEST BRANCH TIMES	SUBSCRIPTION CITY	35.00
		TYLER TECHNOLOGIES	UB NOTIFICATION FEE	0.10
			TAX FILINGS 2023	1,608.75
		ALLIANT ENERGY	SERVICES	198.95
		ALATORRE LLC	WINDOW CLEANING-CITY BLDG	81.00
		MAINSTAY SYSTEMS OF IOWA LLC	VPN SOFTWARE, DRIVES-CITY	475.00
		MOPPY MO'S LLC	CLEANING SERVICES-CITY	175.00
			TOTAL:	2,573.80
LEGAL SERVICES	GENERAL FUND	CEDAR COUNTY RECORDER	RECORDING FEES	92.00
		OLSON, KEVIN D	LEGAL SERVICES-APRIL 2024	1,500.00
			TOTAL:	1,592.00
SOLID WASTE	GENERAL FUND	LRS HOLDINGS, LLC	TRASH & RECYCLING MARCH 20	18,142.00
			TOTAL:	18,142.00
LOCAL CABLE ACCESS	GENERAL FUND	ALLIANT ENERGY	SERVICES	99.99
			TOTAL:	99.99
TOWN HALL	CIVIC CENTER	ALLIANT ENERGY	SERVICES	523.26
		MOPPY MO'S LLC	CLEANING SERVICES-TH	210.00
			TOTAL:	733.26

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT		
LIBRARY	LIBRARY	OVERDRIVE INC	DIGITAL & AUDIO BOOKS	72.07		
		BAKER & TAYLOR INC.	BOOKS	132.48		
			BOOKS	83.34		
		TIPTON CONSERVATIVE	SUBSCRIPTION - LIBRARY	44.00		
		ALLIANT ENERGY	SERVICES	425.39		
		KANOPY	ON DEMAND VIDEO SERVICE	69.00		
		AMAZON.COM.CA., INC.	OFFICE SUPPLIES	28.98		
			CLEANING SUPPLIES-LIB	34.38		
		CAPITAL ONE	PROG PRIZES & CRAFT SUPP-L	51.76		
		MOPPY MO'S LLC	JANITORIAL SERVICES-LIBRAR	402.50		
			TOTAL:	1,343.90		
		ROADS & STREETS	ROAD USE TAX	WEX BANK	VEHICLE FUEL	99.31
CEDAR COUNTY TRANSFER STATION	TRASH DISPOSAL			51.00		
ALLIANT ENERGY	SERVICES			283.70		
HI-LINE INC	TRACTOR REPAIR PARTS			52.20		
	TOTAL:			486.21		
CAPITAL PROJECT	WIDENING WAPSI CRE	BARNHART'S CUSTOM SERVICES LLC	TREE REMOVAL-WAPSI WIDENIN	15,320.00		
		VEENSTRA & KIMM INC.	CHANNEL WIDENING FLOOR IMP	12,737.46		
			TOTAL:	28,057.46		
CAPITAL PROJECT	WW TREATMT FAC IMP	VEENSTRA & KIMM INC.	WW TREATMENT FACILITY	6,840.00		
			WW TREATMENT FACILITY	7,605.07		
			TOTAL:	14,445.07		
CAPITAL PROJECT	EASTSIDE WATER MAI	VEENSTRA & KIMM INC.	EAST SIDE WATER MAINS PH2	533.66		
			EAST SIDE WATER MAINS PH2	368.00		
			TOTAL:	901.66		
WATER OPERATING	WATER FUND	MUNICIPAL SUPPLY INC.	METERS & RADIOS	22,650.55		
		STATE HYGIENIC LAB	LAB ANALYSIS	43.50		
		OASIS ELECTRIC LLC	REMOTE WATER READER SERVIC	774.34		
		TYLER TECHNOLOGIES	AUTO METER READ FEE	60.00		
			TAX FILINGS 2023	893.75		
		HAWKINS INC	CHEMICALS	3,890.08		
		WEX BANK	VEHICLE FUEL	99.31		
		ALLIANT ENERGY	SERVICES	4,063.01		
			TOTAL:	32,474.54		
		SEWER OPERATING	SEWER FUND	TYLER TECHNOLOGIES	TAX FILINGS 2023	893.75
				QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	802.00
WEX BANK	VEHICLE FUEL			99.34		
ALLIANT ENERGY	SERVICES			2,735.22		
MPEC	VEHICLE MAINT SUPPLIES			98.36		
	TOTAL:			4,628.67		

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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===== FUND TOTALS =====
001 GENERAL FUND                31,094.32
022 CIVIC CENTER                 733.26
031 LIBRARY                      1,343.90
110 ROAD USE TAX                 486.21
321 WIDENING WAPSI CREEK @ BE   28,057.46
324 WW TREATMT FAC IMP 2021    14,445.07
330 EASTSIDE WATER MAIN PH2     901.66
600 WATER FUND                  32,474.54
610 SEWER FUND                   4,628.67
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                                GRAND TOTAL: 114,165.09
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TOTAL PAGES: 3

**NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET**

Fiscal Year July 1, 2024 - June 30, 2025

City of: WEST BRANCH

The City Council will conduct a public hearing on the proposed Budget at: Council Chambers at City Office 110 N. Poplar Street West Branch, IA 52358  
Meeting Date: 4/15/2024 Meeting Time: 07:00 PM

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the City Clerk and County Auditor.

City budgets are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-budget-appeals>.

The Budget Estimate Summary of proposed receipts and expenditures is shown below. Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property 13.19494

The estimated tax levy rate per \$1000 valuation on Agricultural land is 0

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

Phone Number  
(319) 643-5888

City Clerk/Finance Officer's NAME  
Heidi Van Auken

		Budget FY 2025	Re-estimated FY 2024	Actual FY 2023
<b>Revenues &amp; Other Financing Sources</b>				
Taxes Levied on Property	1	2,485,744	2,138,573	2,038,311
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
<b>Net Current Property Taxes</b>	3	2,485,744	2,138,573	2,038,311
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	679,609	650,292	600,020
Other City Taxes	6	361,855	330,956	392,910
Licenses & Permits	7	76,500	56,500	82,903
Use of Money and Property	8	20,570	20,000	41,920
Intergovernmental	9	1,366,026	1,308,840	832,317
Charges for Fees & Service	10	2,342,586	2,034,072	1,881,714
Special Assessments	11	0	0	0
Miscellaneous	12	7,000	27,000	170,385
Other Financing Sources	13	2,300,000	8,133,018	4,885,127
Transfers In	14	1,861,555	921,286	863,526
<b>Total Revenues and Other Sources</b>	15	11,501,445	15,620,537	11,789,133
<b>Expenditures &amp; Other Financing Uses</b>				
Public Safety	16	1,344,437	1,085,977	1,523,246
Public Works	17	790,671	768,388	636,400
Health and Social Services	18	0	0	0
Culture and Recreation	19	701,614	778,900	692,004
Community and Economic Development	20	215,387	295,381	148,214
General Government	21	307,798	283,214	248,145
Debt Service	22	1,326,991	1,075,309	1,011,567
Capital Projects	23	2,014,827	5,791,030	5,847,171
<b>Total Government Activities Expenditures</b>	24	6,701,725	10,078,199	10,106,747
Business Type / Enterprises	25	2,824,843	8,549,554	1,000,756
<b>Total ALL Expenditures</b>	26	9,526,568	18,627,753	11,107,503
Transfers Out	27	1,861,555	921,286	863,526
Total ALL Expenditures/Transfers Out	28	11,388,123	19,549,039	11,971,029
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out</b>	29	113,322	-3,928,502	-181,896
Beginning Fund Balance July 1	30	1,287,138	5,215,640	5,397,536
<b>Ending Fund Balance June 30</b>	31	1,400,460	1,287,138	5,215,640



**RESOLUTION 2024-30**

**A RESOLUTION ADOPTING THE FINAL ANNUAL BUDGET FOR  
FISCAL YEAR 2025**

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

The final fiscal year 2025 (July 1, 2024 – June 30, 2025) annual budget as set forth in the budget summary and certification of taxes and in the detailed budget in support thereof showing revenue estimates and appropriation expenditures and allocations to programs for said fiscal year is adopted.

**Passed and approved the 15th day of April, 2024.**

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

ATTEST:

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

**RESOLUTION 2024-31**

**SETTING TIME AND PLACE FOR A PUBLIC HEARING FOR THE PURPOSE  
OF SOLICITING WRITTEN AND ORAL COMMENTS ON THE CITY'S  
PROPOSED FISCAL YEAR 2023-2024 BUDGET AMENDMENT**

**WHEREAS**, the City Council of the City of West Branch, Iowa, previously approved the annual budget for Fiscal Year 2023-2024; and

**WHEREAS**, a budget amendment is necessary to permit the appropriation and expenditure of amounts anticipated to be available from sources other than property taxation, and which had not been anticipated in the budget in accordance with Iowa Code 384.18.2; and

**WHEREAS**, Iowa Code 384.16.3 requires a public hearing on the proposed budget amendment where any resident or taxpayer of the city may present to the council objections to any part of the budget amendment for the current fiscal year or arguments in favor of any part of the budget amendment before its adoption and certification to the county auditor; and

**WHEREAS**, interested residents or taxpayers having comments for or against these proposals may appear and be heard at the public hearing at the City Council meeting on May 6, 2024 at 7:00 p.m. at the City Council Chambers, 110 N. Poplar Street, West Branch, Iowa or electronically using zoom.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of West Branch, Iowa, that this confirms that the council orders the publication of a notice of public hearing pertaining to the adoption of the Fiscal Year 2023-2024 budget amendment not less than ten (10) days nor more than twenty (20) days prior to the date set for the hearing.

**PASSED AND APPROVED** this 15<sup>th</sup> day of April, 2024.

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

Attest:

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

**NOTICE OF PROPOSED ACTION TO INSTITUTE  
PROCEEDINGS TO ENTER INTO A LOAN AND DISBURSEMENT AGREEMENT  
IN A PRINCIPAL AMOUNT NOT TO EXCEED \$1,150,000**

(WATER REVENUE)

The City Council of the City of West Branch, Iowa, will meet on April 15, 2024 at the City Council Chambers, 110 N. Poplar St., West Branch, Iowa, in the City, at 7 o'clock p.m., for the purpose of instituting proceedings and taking action to enter into a loan and disbursement agreement (the "Agreement") and to borrow money thereunder in a principal amount not to exceed \$1,150,000, for the purpose of paying the cost, to that extent, of planning, designing, and constructing improvements and extensions to the Municipal Waterworks Utility System (the "Utility") of the City.

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

At the aforementioned time and place, oral or written objections may be filed or made to the proposal to enter into the Agreement. After receiving objections, the City may determine to enter into the Agreement, in which case, the decision will be final unless appealed to the District Court within fifteen (15) days thereafter.

By order of the City Council of the City of West Branch, Iowa.

Leslie Brick  
City Clerk

## **RESOLUTION 2024-32**

### **RESOLUTION TAKING ADDITIONAL ACTION ON PROPOSAL TO ENTER INTO A WATER REVENUE LOAN AND DISBURSEMENT AGREEMENT**

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

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

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

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

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

WHEREAS, the City has heretofore proposed to contract indebtedness and enter into a certain Water Revenue Loan and Disbursement Agreement (the “Agreement”) and to borrow money thereunder in a principal amount not to exceed \$1,150,000, pursuant to the provisions of Section 384.24A of the Code of Iowa, for the purpose of paying the cost, to that extent, of planning, designing and constructing improvements and extensions to the Utility, and has published notice of the proposed action and has held a hearing thereon on April 15, 2024;

NOW, THEREFORE, Be It Resolved by the City Council of the City of West Branch, Iowa, as follows:

Section 1. The City Council hereby determines to enter into the Agreement in the future and orders that Water Revenue Bonds be issued at such time in evidence thereof. The City Council further declares that this resolution constitutes the “additional action” required by Section 384.24A of the Code of Iowa.

Section 2. All resolutions or parts thereof in conflict herewith are hereby repealed, to the extent of such conflict.

Section 3. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved April 15, 2024.

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Roger Laughlin, Mayor

Attest:

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Leslie Brick, City Clerk

••••

On motion and vote, the meeting adjourned.

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Roger Laughlin, Mayor

Attest:

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Leslie Brick, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> April 15, 2024
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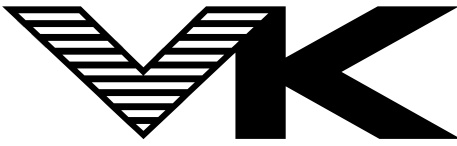
<b>AGENDA ITEM:</b> Resolution 2024-33- Approving Pay Estimate Number 17 in the amount of \$519,910.77 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project.
<b>PREPARED BY:</b> City Clerk, Leslie Brick
<b>DATE:</b> April 10, 2024

**SUMMARY:**

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

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

Pay Estimate Number	Amount	Resolution #	Date
1	\$756,667.50	2022-73	August 1, 2022
2	\$511,380.70	2022-81	September 6, 2022
3	\$1,265,515.11	2022-95	October 17, 2022
4	\$165,941.25	2022-111	November 21, 2022
5	\$479,240.80	2022-116	December 19, 2022
6	\$510,181.34	2023-04	January 17, 2023
7	\$151,883.91	2023-26	March 20, 2023
8	\$522,618.05	2023-45	May 1, 2023
9	\$468,052.07	2023-62	June 5, 2023
10	\$476,187.40	2023-76	July 17, 2023
11	\$282,084.55	2023-97	September 5, 2023
12	\$734,586.93	2023-110	October 16, 2023
13	\$517,877.30	2023-123	November 20, 2023
14	\$328,409.30	2023-133	December 18, 2023
15	\$127,157.50	2024-05	January 16, 2024
16	\$62,781.19	2024-13	February 20, 2024
	\$7,360,564.90		



**COMPARISON BETWEEN PAY ESTIMATE NOS. 16 & 17**

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

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

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

	Description	Extended Price	Pay Est. No. 16 Total Completed	Monthly Work Completed	Quantity Completed	Pay Est. No. 17 Total Completed
1.1	Bonds/Permits/Insurance	\$ 155,000.00	\$ 155,000.00		100%	\$ 155,000.00
1.2	Adminstration/Project Management	\$ 100,000.00	\$ 90,000.00	\$ 5,000.00	95%	\$ 95,000.00
1.3	Mobilization	\$ 230,000.00	\$ 207,000.00	\$ 11,500.00	95%	\$ 218,500.00
1.4	Toilets/Dumpster/Etc	\$ 5,200.00	\$ 4,680.08	\$ 260.00	95%	\$ 4,940.08
1.5	Testing	\$ 15,000.00	\$ 13,500.50	\$ 750.00	95%	\$ 14,250.50
1.6	Survey	\$ 40,000.00	\$ 36,000.00	\$ 4,000.00	100%	\$ 40,000.00
1.7	SWPPP Prep./Maint./Inspection	\$ 20,000.00	\$ 20,000.00		100%	\$ 20,000.00
2.1	Fence Removal	\$ 2,500.00	\$ 2,500.00		100%	\$ 2,500.00
2.2	Silt Fence	\$ 12,500.00	\$ 12,500.00		100%	\$ 12,500.00
2.3	Clear & Grub	\$ 45,000.00	\$ 45,000.00		100%	\$ 45,000.00
2.4	Demo Piping/ Aeration/ Manholes	\$ 25,000.00	\$ 22,500.00		90%	\$ 22,500.00
2.5	Sludge Removal Cell #2	\$ 170,000.00	\$ 170,000.00		100%	\$ 170,000.00
2.6	Sludge Removal Cell #3	\$ 95,000.00	\$ 95,000.00		100%	\$ 95,000.00
2.7	Synthetic Lining System Cell #1A, 1B	\$ 75,000.00	\$ 73,000.00		97%	\$ 73,000.00
2.8	Synthetic Lining system Cell #2A, 2B	\$ 75,000.00	\$ 73,000.00		97%	\$ 73,000.00
2.9	Buried Piping Materials	\$ 950,000.00	\$ 900,000.00		95%	\$ 900,000.00
2.10	Buried Piping Labor	\$ 475,000.00	\$ 445,000.00		94%	\$ 445,000.00
2.11	Wire Fence	\$ 35,000.00		\$ 33,250.00	95%	\$ 33,250.00
2.12	Seeding/ Matting	\$ 45,000.00				
2.13	Lagoon Construction Labor & Equip.	\$ 625,000.00	\$ 625,000.00		100%	\$ 625,000.00
2.14	Strip/Respread Topsoil	\$ 60,000.00	\$ 57,000.00		95%	\$ 57,000.00
3.1	Reinforcing Materials	\$ 180,000.00	\$ 180,000.00		100%	\$ 180,000.00
3.2	Reinforcing Submittals	\$ 3,000.00	\$ 3,000.00		100%	\$ 3,000.00
3.3	Submittals	\$ 5,000.00	\$ 5,000.00		100%	\$ 5,000.00
3.4	Sampler Building Labor	\$ 40,000.00	\$ 39,500.00		99%	\$ 39,500.00
3.5	Sampler Building Concrete Mat'ls	\$ 10,000.00	\$ 9,500.00		95%	\$ 9,500.00
3.6	UV Building Labor	\$ 125,000.00	\$ 124,400.00		100%	\$ 124,400.00
3.7	UV Building Materials	\$ 45,000.00	\$ 44,500.00		99%	\$ 44,500.00
3.8	Effluent Flume Labor	\$ 35,000.00	\$ 35,000.00		100%	\$ 35,000.00
3.9	Effluent Flume Materials	\$ 10,000.00	\$ 10,000.00		100%	\$ 10,000.00
3.10	SAGR Control #1 Labor	\$ 60,000.00	\$ 60,000.00		100%	\$ 60,000.00
3.11	SAGR Control #1 Materials	\$ 30,000.00	\$ 30,000.00		100%	\$ 30,000.00
3.12	SAGR Control #2 Labor	\$ 40,000.00	\$ 40,000.00		100%	\$ 40,000.00
3.13	SAGR Control #2 Materials	\$ 20,000.00	\$ 20,000.00		100%	\$ 20,000.00
3.14	SAGR Control #3 Labor	\$ 60,000.00	\$ 60,000.00		100%	\$ 60,000.00
3.15	SAGR Control #3 Materials	\$ 30,000.00	\$ 30,000.00		100%	\$ 30,000.00
3.16	SAGR control #4 Labor	\$ 40,000.00	\$ 40,000.00		100%	\$ 40,000.00
3.17	SAGR control #4 Materials	\$ 20,000.00	\$ 20,000.00		100%	\$ 20,000.00
3.18	UV Building Labor	\$ 90,000.00	\$ 90,000.00		100%	\$ 90,000.00
3.19	UV Materials	\$ 45,000.00	\$ 45,000.00		100%	\$ 45,000.00
3.20	Gen. Pad/Misc. Concrete/Pads L&M	\$ 15,000.00	\$ 15,000.00		100%	\$ 15,000.00

	Description	Extended Price	Pay Est. No. 16 Total Completed	Monthly Work Completed	Quantity Completed	Pay Est. No. 17 Total Completed
4.1	Masonry Materials	\$ 50,000.00	\$ 50,000.00		100%	\$ 50,000.00
4.2	Masonry Labor	\$ 100,000.00	\$ 100,000.00		100%	\$ 100,000.00
4.3	Submittals	\$ 5,000.00	\$ 5,000.00		100%	\$ 5,000.00
5.1	Structure Embeds Materials	\$ 65,000.00	\$ 65,000.00		100%	\$ 65,000.00
5.2	Grating Materials & Labor	\$ 50,000.00		\$ 45,000.00	90%	\$ 45,000.00
5.3	Handrail Labor & Materials	\$ 45,000.00				
5.4	Submittals	\$ 5,000.00	\$ 5,000.00		100%	\$ 5,000.00
6.1	UV Building Materials	\$ 25,000.00	\$ 25,000.00		100%	\$ 25,000.00
6.2	UV Building Labor	\$ 50,000.00	\$ 50,000.00		100%	\$ 50,000.00
6.3	Sampler Building Materials	\$ 15,000.00	\$ 15,000.00		100%	\$ 15,000.00
6.4	Sampler Building Labor	\$ 20,000.00	\$ 20,000.00		100%	\$ 20,000.00
6.5	Submittals	\$ 5,000.00	\$ 5,000.00		100%	\$ 5,000.00
7.1	UV Building Insulation	\$ 5,000.00	\$ 5,000.00		100%	\$ 5,000.00
7.2	Sampler Building Insulation	\$ 2,000.00	\$ 2,000.00		100%	\$ 2,000.00
7.3	UV Building Metal Roof Panels L&M	\$ 20,000.00	\$ 20,000.00		100%	\$ 20,000.00
7.4	Samp. Bldg Metal Roof Panels L&M	\$ 10,000.00	\$ 10,000.00		100%	\$ 10,000.00
7.5	UV Building Metal Wall Panels L&M	\$ 10,000.00		\$ 9,500.00	95%	\$ 9,500.00
7.6	Samp. Bldg Metal Wall Panels L&M	\$ 7,500.00		\$ 7,500.00	100%	\$ 7,500.00
7.7	Gutters & Downspouts L&M	\$ 3,000.00		\$ 3,000.00	100%	\$ 3,000.00
7.8	Joint Sealants Labor & Materials	\$ 7,500.00	\$ 2,250.00		30%	\$ 2,250.00
7.9	Submittals	\$ 5,000.00	\$ 5,000.00		100%	\$ 5,000.00
8.1	Steel Doors, Frames & Hdwe Mat'ls	\$ 20,000.00	\$ 15,000.00		75%	\$ 15,000.00
8.2	Steel Doors Frames & Hdwe Labor	\$ 5,000.00	\$ 3,750.00		75%	\$ 3,750.00
8.3	Coiling /Overhead Door L&M	\$ 25,000.00		\$ 24,000.00	96%	\$ 24,000.00
8.4	Access Hatches Labor & Materials	\$ 2,500.00	\$ 2,500.00	\$ -	100%	\$ 2,500.00
8.5	Glazing	\$ 5,000.00	\$ 5,000.00	\$ -	100%	\$ 5,000.00
8.6	Submittals	\$ 5,000.00	\$ 5,000.00	\$ -	100%	\$ 5,000.00
9.1	Painting Labor & Materials	\$ 25,000.00	\$ 8,750.00	\$ 13,750.00	90%	\$ 22,500.00
9.2	Gypsum Board Labor & Materials	\$ 35,000.00	\$ 35,000.00		100%	\$ 35,000.00
9.3	Submittals	\$ 1,000.00	\$ 1,000.00		100%	\$ 1,000.00
10.1	Fire Extinguisher	\$ 300.00				
11.1	Sluice Gates Installation	\$ 80,000.00	\$ 76,000.00	\$ 4,000.00	100%	\$ 80,000.00
11.2	Sluice Gates Materials	\$ 200,000.00	\$ 200,000.00		100%	\$ 200,000.00
11.3	Primary SAGR Sac. Walls Mat'ls	\$ 50,000.00	\$ 50,000.00		100%	\$ 50,000.00
11.4	Secondary SAGR Sac. Wall Mat'ls	\$ 50,000.00	\$ 50,000.00		100%	\$ 50,000.00
11.5	Primary SAGR Walls Labor	\$ 75,000.00	\$ 75,000.00		100%	\$ 75,000.00
11.6	Secondary SAGR Walls Labor	\$ 75,000.00	\$ 75,000.00		100%	\$ 75,000.00
11.7	Primary SAGR Aggregate L&M	\$ 400,000.00	\$ 400,000.00		100%	\$ 400,000.00
11.8	Secondary SAGR Aggregate L&M	\$ 400,000.00	\$ 400,000.00		100%	\$ 400,000.00
11.9	Mulch Labor & Materials	\$ 60,000.00	\$ 60,000.00		100%	\$ 60,000.00
11.10	Fine grade for Liners L&M	\$ 60,000.00	\$ 60,000.00		100%	\$ 60,000.00
11.11	Inter SAGR piping Materials	\$ 50,000.00	\$ 50,000.00		100%	\$ 50,000.00
11.12	Inter SAGR Piping Labor	\$ 100,000.00	\$ 100,000.00		100%	\$ 100,000.00
11.13	Nexom Blower/Aeration Equip. Mat'ls	\$ 738,000.00	\$ 556,000.00	\$ 182,000.00	100%	\$ 738,000.00
11.14	Blower/Aeration Equipment Labor	\$ 250,000.00	\$ 175,000.00	\$ 50,000.00	90%	\$ 225,000.00
11.15	Nexom Blower/Aeration Downpaym't	\$ 82,000.00	\$ 82,000.00		100%	\$ 82,000.00
11.16	Sampler Labor & Materials	\$ 12,000.00		\$ 6,000.00	50%	\$ 6,000.00
11.17	UV Equipment Materials	\$ 225,000.00				
11.18	UV Equipment Labor	\$ 92,000.00				
11.19	UV Equipment Down payment	\$ 25,000.00	\$ 25,000.00		100%	\$ 25,000.00
11.20	Sanitary Pump Materials	\$ 50,000.00	\$ 10,000.00		20%	\$ 10,000.00
11.21	Pumps Labor	\$ 10,000.00	\$ 2,500.00		25%	\$ 2,500.00
11.22	Submittals UV/NEXOM/ sampler	\$ 15,000.00	\$ 15,000.00		100%	\$ 15,000.00



	Description	Extended Price	Pay Est. No. 16 Total Completed	Monthly Work Completed	Quantity Completed	Pay Est. No. 17 Total Completed
12.1	Laboratory Casework Materials	\$ 20,000.00				
12.2	Laboratory Casework Labor	\$ 5,000.00				
12.3	Submittals	\$ 1,000.00	\$ 1,000.00		100%	\$ 1,000.00
13.1	Process Piping Labor & Materials	\$ 275,000.00	\$ 275,000.00		100%	\$ 275,000.00
13.2	Submittals	\$ 5,000.00	\$ 5,000.00		100%	\$ 5,000.00
14.1	Hoists Equipment Materials	\$ 25,000.00	\$ 18,750.00		75%	\$ 18,750.00
14.2	Hoists Equipment Labor	\$ 5,000.00	\$ 4,000.00		80%	\$ 4,000.00
14.3	Submittals	\$ 1,000.00	\$ 1,000.00		100%	\$ 1,000.00
15.1	HVAC Materials	\$ 75,000.00	\$ 15,000.00	\$ 30,804.00	61%	\$ 45,804.00
15.2	HVAC Labor	\$ 9,000.00	\$ 2,000.00	\$ 4,750.00	75%	\$ 6,750.00
15.3	Plumbing Materials	\$ 50,000.00	\$ 11,000.00	\$ 34,000.00	90%	\$ 45,000.00
15.4	Plumbing Labor	\$ 15,000.00	\$ 4,200.00	\$ 9,300.00	90%	\$ 13,500.00
15.5	Submittals	\$ 5,000.00	\$ 5,000.00		100%	\$ 5,000.00
16.1	Generator & Transfer Switch Material	\$ 65,000.00		\$ 65,000.00	100%	\$ 65,000.00
16.2	Generator & Transfer Switch Labor	\$ 45,000.00		\$ 36,000.00	80%	\$ 36,000.00
16.3	Electrical Materials	\$ 115,000.00	\$ 33,498.50	\$ 58,500.00	80%	\$ 91,998.50
16.4	Electrical Labor	\$ 65,000.00	\$ 18,498.00	\$ 20,502.00	60%	\$ 39,000.00
16.5	Submittals	\$ 5,000.00	\$ 5,000.00		100%	\$ 5,000.00
17.1	Process Control & Instrument L&M	\$ 160,000.00		\$ 56,000.00	35%	\$ 56,000.00
17.2	Submittals	\$ 5,000.00	\$ 5,000.00		100%	\$ 5,000.00
<b>Contract Price:</b>		<b>\$ 8,837,000.00</b>	<b>\$ 7,273,277.08</b>	<b>\$ 714,366.00</b>	<b>90%</b>	<b>\$ 7,987,643.08</b>

<b>MATERIALS STORED SUMMARY</b>				
	Description	# of Units	Pay Est. 16	Pay Est. 17
2.9	Buried Pipe (Schimberg)	LS	\$ 50,000.00	\$ 50,000.00
5.2	Grating Materials (Breuer)	LS	\$ 31,061.50	\$ -
5.3	Handrail Materials (Platform & Stairs)	LS	\$ 12,458.73	\$ 12,458.73
8.1	Doors & Door Hardware	LS	\$ 5,000.00	\$ 5,000.00
8.3	Overhead Doors	LS	\$ 21,275.00	\$ -
11.13	Nexom Blower & Aeration Equipment Materials	LS	\$ 100,000.00	\$ -
11.17	Trojan UV Equipment	LS	\$ 173,251.25	\$ 173,251.25
12.1	Cabinetry	LS	\$ 7,559.00	\$ 7,559.00
15.1	Fan	1	\$ 356.00	\$ 356.00
15.1	Indeeco Heaters	LS	\$ 14,755.00	\$ -
15.1	Split System	1	\$ 10,795.00	\$ 10,795.00
15.1	Dehumidifier	1	\$ 3,485.00	\$ 3,485.00
15.1	Grilles	LS	\$ 280.00	\$ 280.00
16.3	Electrical Equipment	LS	\$ 18,460.49	\$ 18,460.49
<b>Total</b>				<b>\$ 281,645.47</b>

<b>SUMMARY</b>			
		<b>Total Approved</b>	<b>Total Completed</b>
Contract Price		\$ 8,837,000.00	Pay Est. 17
Approved Change Order (list each)	Change Order No. 1	\$ 6,687.10	\$ 6,687.10
	Change Order No. 2	\$ 19,261.90	\$ 19,261.90
		Revised Contract Price	\$ 8,862,949.00

Stored \$ 281,645.47

Total Earned \$ 8,295,237.55

Retainage (5%) \$ 414,761.88

Total Earned Less Retainage \$ 7,880,475.67

Total Previously Approved (list each)	Pay Estimate No. 1	\$ 756,667.50	
	Pay Estimate No. 2	\$ 511,380.70	
	Pay Estimate No. 3	\$ 1,265,515.11	
	Pay Estimate No. 4	\$ 165,941.25	
	Pay Estimate No. 5	\$ 479,240.80	
	Pay Estimate No. 6	\$ 510,181.34	
	Pay Estimate No. 7	\$ 151,883.91	
	Pay Estimate No. 8	\$ 522,618.05	
	Pay Estimate No. 9	\$ 468,052.07	
	Pay Estimate No. 10	\$ 476,187.40	
	Pay Estimate No. 11	\$ 282,084.55	
	Pay Estimate No. 12	\$ 734,586.93	
	Pay Estimate No. 13	\$ 517,877.30	
	Pay Estimate No. 14	\$ 328,409.30	
	Pay Estimate No. 15	\$ 127,157.50	
	Pay Estimate No. 16	\$ 62,781.19	

Total Previously Approved \$ 7,360,564.90

Percent Complete                      90%

**Amount Due This Request \$ 519,910.77**

**The amount     \$519,910.77     is recommended for approval for payment in accordance with the terms of the contract.**

**RESOLUTION 2024-33**

**A RESOLUTION APPROVING PAY ESTIMATE NUMBER 17 IN THE AMOUNT OF \$519,910.77 TO BOOMERANG CORP. FOR THE WASTEWATER TREATMENT FACILITY IMPROVEMENTS PROJECT.**

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

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

**WHEREAS**, the City Council of West Branch, previously approved Pay Estimates Number 1 through 16 in the amount of \$7,360,564.90 to Boomerang Corp. of Anamosa, IA to date; and

**WHEREAS**, it is now necessary for the City Council to accept Pay Estimate Number 17 in the amount of \$519,910.77.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of West Branch, that Pay Estimate Number 17 in the amount of \$519,910.77 to Boomerang Corp. of Anamosa, IA is approved.

**Passed and approved this 15th day of April, 2024.**

\_\_\_\_\_  
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

April 5, 2024

**PAY ESTIMATE NO. 17**  
**WASTEWATER TREATMENT FACILITY IMPROVEMENTS**  
**WEST BRANCH, IOWA**

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

Contract Amount \$8,837,000.00  
Contract Date March 7, 2022  
Pay Period February 1, 2024 - March 31, 2024

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Complete	Value Completed
1.1	Bonds/Permits/Insurance	LS	XXXXX	XXXXX	\$ 155,000.00	100%	\$ 155,000.00
1.2	Adminstration/Project Management	LS	XXXXX	XXXXX	\$ 100,000.00	95%	\$ 95,000.00
1.3	Mobilization	LS	XXXXX	XXXXX	\$ 230,000.00	95%	\$ 218,500.00
1.4	Toilets/Dumpster/Etc	LS	XXXXX	XXXXX	\$ 5,200.00	95%	\$ 4,940.08
1.5	Testing	LS	XXXXX	XXXXX	\$ 15,000.00	95%	\$ 14,250.50
1.6	Survey	LS	XXXXX	XXXXX	\$ 40,000.00	100%	\$ 40,000.00
1.7	SWPPP Prep./Maint./Inspection	LS	XXXXX	XXXXX	\$ 20,000.00	100%	\$ 20,000.00
2.1	Fence Removal	LS	XXXXX	XXXXX	\$ 2,500.00	100%	\$ 2,500.00
2.2	Silt Fence	LS	XXXXX	XXXXX	\$ 12,500.00	100%	\$ 12,500.00
2.3	Clear & Grub	LS	XXXXX	XXXXX	\$ 45,000.00	100%	\$ 45,000.00
2.4	Demo Piping/ Aeration/ Manholes	LS	XXXXX	XXXXX	\$ 25,000.00	90%	\$ 22,500.00
2.5	Sludge Removal Cell #2	LS	XXXXX	XXXXX	\$ 170,000.00	100%	\$ 170,000.00
2.6	Sludge Removal Cell #3	LS	XXXXX	XXXXX	\$ 95,000.00	100%	\$ 95,000.00
2.7	Synthetic Lining System Cell #1A, 1B	LS	XXXXX	XXXXX	\$ 75,000.00	97%	\$ 73,000.00
2.8	Synthetic Lining system Cell #2A, 2B	LS	XXXXX	XXXXX	\$ 75,000.00	97%	\$ 73,000.00
2.9	Buried Piping Materials	LS	XXXXX	XXXXX	\$ 950,000.00	95%	\$ 900,000.00
2.10	Buried Piping Labor	LS	XXXXX	XXXXX	\$ 475,000.00	94%	\$ 445,000.00
2.11	Wire Fence	LS	XXXXX	XXXXX	\$ 35,000.00	95%	\$ 33,250.00
2.12	Seeding/ Matting	LS	XXXXX	XXXXX	\$ 45,000.00		
2.13	Lagoon Construction Labor & Equip.	LS	XXXXX	XXXXX	\$ 625,000.00	100%	\$ 625,000.00
2.14	Strip/Respread Topsoil	LS	XXXXX	XXXXX	\$ 60,000.00	95%	\$ 57,000.00
3.1	Reinforcing Materials	LS	XXXXX	XXXXX	\$ 180,000.00	100%	\$ 180,000.00
3.2	Reinforcing Submittals	LS	XXXXX	XXXXX	\$ 3,000.00	100%	\$ 3,000.00
3.3	Submittals	LS	XXXXX	XXXXX	\$ 5,000.00	100%	\$ 5,000.00
3.4	Sampler Building Labor	LS	XXXXX	XXXXX	\$ 40,000.00	99%	\$ 39,500.00
3.5	Sampler Building Concrete Mat'ls	LS	XXXXX	XXXXX	\$ 10,000.00	95%	\$ 9,500.00
3.6	UV Building Labor	LS	XXXXX	XXXXX	\$ 125,000.00	100%	\$ 124,400.00
3.7	UV Building Materials	LS	XXXXX	XXXXX	\$ 45,000.00	99%	\$ 44,500.00
3.8	Effluent Flume Labor	LS	XXXXX	XXXXX	\$ 35,000.00	100%	\$ 35,000.00
3.9	Effluent Flume Materials	LS	XXXXX	XXXXX	\$ 10,000.00	100%	\$ 10,000.00
3.10	SAGR Control #1 Labor	LS	XXXXX	XXXXX	\$ 60,000.00	100%	\$ 60,000.00
3.11	SAGR Control #1 Materials	LS	XXXXX	XXXXX	\$ 30,000.00	100%	\$ 30,000.00
3.12	SAGR Control #2 Labor	LS	XXXXX	XXXXX	\$ 40,000.00	100%	\$ 40,000.00
3.13	SAGR Control #2 Materials	LS	XXXXX	XXXXX	\$ 20,000.00	100%	\$ 20,000.00
3.14	SAGR Control #3 Labor	LS	XXXXX	XXXXX	\$ 60,000.00	100%	\$ 60,000.00
3.15	SAGR Control #3 Materials	LS	XXXXX	XXXXX	\$ 30,000.00	100%	\$ 30,000.00
3.16	SAGR control #4 Labor	LS	XXXXX	XXXXX	\$ 40,000.00	100%	\$ 40,000.00
3.17	SAGR control #4 Materials	LS	XXXXX	XXXXX	\$ 20,000.00	100%	\$ 20,000.00
3.18	UV Building Labor	LS	XXXXX	XXXXX	\$ 90,000.00	100%	\$ 90,000.00
3.19	UV Materials	LS	XXXXX	XXXXX	\$ 45,000.00	100%	\$ 45,000.00
3.20	Gen. Pad/Misc. Concrete/Pads L&M	LS	XXXXX	XXXXX	\$ 15,000.00	100%	\$ 15,000.00

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Complete	Value Completed
4.1	Masonry Materials	LS	XXXXX	XXXXX	\$ 50,000.00	100%	\$ 50,000.00
4.2	Masonry Labor	LS	XXXXX	XXXXX	\$ 100,000.00	100%	\$ 100,000.00
4.3	Submittals	LS	XXXXX	XXXXX	\$ 5,000.00	100%	\$ 5,000.00
5.1	Structure Embeds Materials	LS	XXXXX	XXXXX	\$ 65,000.00	100%	\$ 65,000.00
5.2	Grating Materials & Labor	LS	XXXXX	XXXXX	\$ 50,000.00	90%	\$ 45,000.00
5.3	Handrail Labor & Materials	LS	XXXXX	XXXXX	\$ 45,000.00		
5.4	Submittals	LS	XXXXX	XXXXX	\$ 5,000.00	100%	\$ 5,000.00
6.1	UV Building Materials	LS	XXXXX	XXXXX	\$ 25,000.00	100%	\$ 25,000.00
6.2	UV Building Labor	LS	XXXXX	XXXXX	\$ 50,000.00	100%	\$ 50,000.00
6.3	Sampler Building Materials	LS	XXXXX	XXXXX	\$ 15,000.00	100%	\$ 15,000.00
6.4	Sampler Building Labor	LS	XXXXX	XXXXX	\$ 20,000.00	100%	\$ 20,000.00
6.5	Submittals	LS	XXXXX	XXXXX	\$ 5,000.00	100%	\$ 5,000.00
7.1	UV Building Insulation	LS	XXXXX	XXXXX	\$ 5,000.00	100%	\$ 5,000.00
7.2	Sampler Building Insulation	LS	XXXXX	XXXXX	\$ 2,000.00	100%	\$ 2,000.00
7.3	UV Building Metal Roof Panels L&M	LS	XXXXX	XXXXX	\$ 20,000.00	100%	\$ 20,000.00
7.4	Samp. Bldg Metal Roof Panels L&M	LS	XXXXX	XXXXX	\$ 10,000.00	100%	\$ 10,000.00
7.5	UV Building Metal Wall Panels L&M	LS	XXXXX	XXXXX	\$ 10,000.00	95%	\$ 9,500.00
7.6	Samp. Bldg Metal Wall Panels L&M	LS	XXXXX	XXXXX	\$ 7,500.00	100%	\$ 7,500.00
7.7	Gutters & Downspouts L&M	LS	XXXXX	XXXXX	\$ 3,000.00	100%	\$ 3,000.00
7.8	Joint Sealants Labor & Materials	LS	XXXXX	XXXXX	\$ 7,500.00	30%	\$ 2,250.00
7.9	Submittals	LS	XXXXX	XXXXX	\$ 5,000.00	100%	\$ 5,000.00
8.1	Steel Doors, Frames & Hdwe Mat'ls	LS	XXXXX	XXXXX	\$ 20,000.00	75%	\$ 15,000.00
8.2	Steel Doors Frames & Hdwe Labor	LS	XXXXX	XXXXX	\$ 5,000.00	75%	\$ 3,750.00
8.3	Colling /Overhead Door L&M	LS	XXXXX	XXXXX	\$ 25,000.00	96%	\$ 24,000.00
8.4	Access Hatches Labor & Materials	LS	XXXXX	XXXXX	\$ 2,500.00	100%	\$ 2,500.00
8.5	Glazing	LS	XXXXX	XXXXX	\$ 5,000.00	100%	\$ 5,000.00
8.6	Submittals	LS	XXXXX	XXXXX	\$ 5,000.00	100%	\$ 5,000.00
9.1	Painting Labor & Materials	LS	XXXXX	XXXXX	\$ 25,000.00	90%	\$ 22,500.00
9.2	Gypsum Board Labor & Materials	LS	XXXXX	XXXXX	\$ 35,000.00	100%	\$ 35,000.00
9.3	Submittals	LS	XXXXX	XXXXX	\$ 1,000.00	100%	\$ 1,000.00
10.1	Fire Extinguisher	LS	XXXXX	XXXXX	\$ 300.00		
11.1	Sluice Gates Installation	LS	XXXXX	XXXXX	\$ 80,000.00	100%	\$ 80,000.00
11.2	Sluice Gates Materials	LS	XXXXX	XXXXX	\$ 200,000.00	100%	\$ 200,000.00
11.3	Primary SAGR Sac. Walls Mat'ls	LS	XXXXX	XXXXX	\$ 50,000.00	100%	\$ 50,000.00
11.4	Secondary SAGR Sac. Wall Mat'ls	LS	XXXXX	XXXXX	\$ 50,000.00	100%	\$ 50,000.00
11.5	Primary SAGR Walls Labor	LS	XXXXX	XXXXX	\$ 75,000.00	100%	\$ 75,000.00
11.6	Secondary SAGR Walls Labor	LS	XXXXX	XXXXX	\$ 75,000.00	100%	\$ 75,000.00
11.7	Primary SAGR Aggregate L&M	LS	XXXXX	XXXXX	\$ 400,000.00	100%	\$ 400,000.00
11.8	Secondary SAGR Aggregate L&M	LS	XXXXX	XXXXX	\$ 400,000.00	100%	\$ 400,000.00
11.9	Mulch Labor & Materials	LS	XXXXX	XXXXX	\$ 60,000.00	100%	\$ 60,000.00
11.10	Fine grade for Liners L&M	LS	XXXXX	XXXXX	\$ 60,000.00	100%	\$ 60,000.00
11.11	Inter SAGR piping Materials	LS	XXXXX	XXXXX	\$ 50,000.00	100%	\$ 50,000.00
11.12	Inter SAGR Piping Labor	LS	XXXXX	XXXXX	\$ 100,000.00	100%	\$ 100,000.00
11.13	Nexom Blower/Aeration Equip. Mat'ls	LS	XXXXX	XXXXX	\$ 738,000.00	100%	\$ 738,000.00
11.14	Blower/Aeration Equipment Labor	LS	XXXXX	XXXXX	\$ 250,000.00	90%	\$ 225,000.00
11.15	Nexom Blower/Aeration Downpaym't	LS	XXXXX	XXXXX	\$ 82,000.00	100%	\$ 82,000.00
11.16	Sampler Labor & Materials	LS	XXXXX	XXXXX	\$ 12,000.00	50%	\$ 6,000.00
11.17	UV Equipment Materials	LS	XXXXX	XXXXX	\$ 225,000.00		
11.18	UV Equipment Labor	LS	XXXXX	XXXXX	\$ 92,000.00		
11.19	UV Equipment Down payment	LS	XXXXX	XXXXX	\$ 25,000.00	100%	\$ 25,000.00
11.20	Sanitary Pump Materials	LS	XXXXX	XXXXX	\$ 50,000.00	20%	\$ 10,000.00
11.21	Pumps Labor	LS	XXXXX	XXXXX	\$ 10,000.00	25%	\$ 2,500.00
11.22	Submittals UV/NEXOM/ sampler	LS	XXXXX	XXXXX	\$ 15,000.00	100%	\$ 15,000.00

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Complete	Value Completed
12.1	Laboratory Casework Materials	LS	XXXXX	XXXXX	\$ 20,000.00		
12.2	Laboratory Casework Labor	LS	XXXXX	XXXXX	\$ 5,000.00		
12.3	Submittals	LS	XXXXX	XXXXX	\$ 1,000.00	100%	\$ 1,000.00
13.1	Process Piping Labor & Materials	LS	XXXXX	XXXXX	\$ 275,000.00	100%	\$ 275,000.00
13.2	Submittals	LS	XXXXX	XXXXX	\$ 5,000.00	100%	\$ 5,000.00
14.1	Hoists Equipment Materials	LS	XXXXX	XXXXX	\$ 25,000.00	75%	\$ 18,750.00
14.2	Hoists Equipment Labor	LS	XXXXX	XXXXX	\$ 5,000.00	80%	\$ 4,000.00
14.3	Submittals	LS	XXXXX	XXXXX	\$ 1,000.00	100%	\$ 1,000.00
15.1	HVAC Materials	LS	XXXXX	XXXXX	\$ 75,000.00	61%	\$ 45,804.00
15.2	HVAC Labor	LS	XXXXX	XXXXX	\$ 9,000.00	75%	\$ 6,750.00
15.3	Plumbing Materials	LS	XXXXX	XXXXX	\$ 50,000.00	90%	\$ 45,000.00
15.4	Plumbing Labor	LS	XXXXX	XXXXX	\$ 15,000.00	90%	\$ 13,500.00
15.5	Submittals	LS	XXXXX	XXXXX	\$ 5,000.00	100%	\$ 5,000.00
16.1	Generator & Transfer Switch Material	LS	XXXXX	XXXXX	\$ 65,000.00	100%	\$ 65,000.00
16.2	Generator & Transfer Switch Labor	LS	XXXXX	XXXXX	\$ 45,000.00	80%	\$ 36,000.00
16.3	Electrical Materials	LS	XXXXX	XXXXX	\$ 115,000.00	80%	\$ 91,998.50
16.4	Electrical Labor	LS	XXXXX	XXXXX	\$ 65,000.00	60%	\$ 39,000.00
16.5	Submittals	LS	XXXXX	XXXXX	\$ 5,000.00	100%	\$ 5,000.00
17.1	Process Control & Instrument L&M	LS	XXXXX	XXXXX	\$ 160,000.00	35%	\$ 56,000.00
17.2	Submittals	LS	XXXXX	XXXXX	\$ 5,000.00	100%	\$ 5,000.00
<b>Contract Price:</b>					<b>\$ 8,837,000.00</b>		<b>\$ 7,987,643.08</b>

<b>MATERIALS STORED SUMMARY</b>				
	Description	# of Units	Unit Price	Extended Cost
2.9	Buried Pipe (Schimberg)	LS	\$ 50,000.00	\$ 50,000.00
5.3	Handrail Materials (Platform & Stairs)	LS	\$ 12,458.73	\$ 12,458.73
8.1	Doors & Door Hardware	LS	\$ 5,000.00	\$ 5,000.00
11.17	Trojan UV Equipment	LS	\$ 173,251.25	\$ 173,251.25
12.1	Cabinetry	LS	\$ 7,559.00	\$ 7,559.00
15.1	Fan	1	\$ 356.00	\$ 356.00
15.1	Split System	1	\$ 10,795.00	\$ 10,795.00
15.1	Dehumidifier	1	\$ 3,485.00	\$ 3,485.00
15.1	Grilles	LS	\$ 280.00	\$ 280.00
16.3	Electrical Equipment	LS	\$ 18,460.49	\$ 18,460.49
<b>Total</b>				<b>\$ 281,645.47</b>

<b>SUMMARY</b>			
		<b>Total Approved</b>	<b>Total Completed</b>
Contract Price		\$ 8,837,000.00	\$ 7,987,643.08
Approved Change Order (list each)	Change Order No. 1	\$ 6,687.10	\$ 6,687.10
	Change Order No. 2	\$ 19,261.90	\$ 19,261.90
	Revised Contract Price	\$ 8,862,949.00	\$ 8,013,592.08

Stored \$ 281,645.47  
 Total Earned \$ 8,295,237.55  
 Retainage (5%) \$ 414,761.88  
**Total Earned Less Retainage \$ 7,880,475.67**

Total Previously Approved (list each)			
	Pay Estimate No. 1	\$ 756,667.50	
	Pay Estimate No. 2	\$ 511,380.70	
	Pay Estimate No. 3	\$ 1,265,515.11	
	Pay Estimate No. 4	\$ 165,941.25	
	Pay Estimate No. 5	\$ 479,240.80	
	Pay Estimate No. 6	\$ 510,181.34	
	Pay Estimate No. 7	\$ 151,883.91	
	Pay Estimate No. 8	\$ 522,618.05	
	Pay Estimate No. 9	\$ 468,052.07	
	Pay Estimate No. 10	\$ 476,187.40	
	Pay Estimate No. 11	\$ 282,084.55	
	Pay Estimate No. 12	\$ 734,586.93	
	Pay Estimate No. 13	\$ 517,877.30	
	Pay Estimate No. 14	\$ 328,409.30	
	Pay Estimate No. 15	\$ 127,157.50	
	Pay Estimate No. 16	\$ 62,781.19	

Total Previously Approved \$ 7,360,564.90

Percent Complete 90%


**Amount Due This Request \$ 519,910.77**


The amount \$519,910.77 is recommended for approval for payment in accordance with the terms of the contract.

**Prepared By:**  
Boomerang Corp.

**Recommended By:**  
Veenstra & Kimm, Inc.

**Approved By:**  
West Branch, Iowa

Signature:   
 Name: Jim Haas  
 Title: VP  
 Date: 4/5/24

Signature:   
 Name: Emily Linebaugh  
 Title: Engineer  
 Date: April 5, 2024

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> April 15, 2024
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<b>AGENDA ITEM:</b> <b>First Reading Ordinance 813</b> - Amending the Code of Ordinances of the City of West Branch, Iowa, by amending provisions pertaining to Floodplain Management (Chapter 160). / Move to action.
--

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

<b>DATE:</b> April 10, 2024
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### **SUMMARY:**

The City of West Branch must comply with IADNR floodplain management standards. Doing so, allows property owners in flood prone areas to join the National Flood Insurance Program (NFIP).

Flood prone properties may get denied home insurance or may have higher insurance premiums to protect their property. Due to this hardship, the Federal government created the NFIP for property owners, if municipalities follow Federal and State floodplain management practices.

### **RECOMMENDATION:**

To approve the first reading of this ordinance and I request that the second and third readings of this ordinance be read at the May 6, 2024 City Council meeting to keep West Branch in compliance with floodplain management standards for the NFIP.



## ORDINANCE 813

### AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, IOWA, BY AMENDING PROVISIONS PERTAINING TO FLOODPLAIN MANAGEMENT

**BE IT ENACTED** by the City Council of the City of West Branch, Iowa:

**SECTION 1.** The Code of Ordinances of the City of West Branch, Iowa, Chapter 160 Floodplain Regulations, Sections 160.01, 160.06, and 160.07 are amended by the following wording:

1. Amend CH 160.01 by incorporating the definition of a *Factory-built Home*:  
FACTORY-BUILT HOME - Any structure, designed for residential use which is wholly or in substantial part, made, fabricated, formed or assembled in manufacturing facilities for installation or assembly and installation, on a building site. For the purpose of this Ordinance factory-built homes include mobile homes, manufactured homes, and modular homes; and also include “recreational vehicles” which are placed on a site for greater than 180 consecutive days and not fully licensed for and ready for highway use.
2. Amend CH 160.01 by incorporating the definition of a *Factory-built Home or Subdivision*:  
FACTORY-BUILT HOME PARK OR SUBDIVISION - A parcel or contiguous parcels of land divided into two or more factory-built home lots for sale or lease.
3. Amend CH 160.06 (2) (B) by deleting the first line in its entirety and replace with the following:  
All development within the Floodway District shall:
4. Amend CH 160.06 (2) (C) by deleting it in its entirety and replace with the following:  
No development shall affect the capacity or conveyance of the channel or floodway of any tributary to the main stream, drainage ditch or any other drainage facility or system.
5. Amend CH 160.06 (2) (EC) by deleting it in its entirety and replace with the following:  
Structures, if permitted, shall have a low flood damage potential and shall not be for human habitation.
6. Amend CH 160.07 (2) by incorporating the following provision:  
Performance Standards  
All development must be consistent with the need to minimize flood damage and meet the following applicable performance standards. Until a regulatory floodway is designated, no development may increase the Base Flood Elevation more than one (1) foot. The applicant will be responsible for providing the Department of Natural Resources with sufficient technical information to make such determination.
7. Amend CH 160.07 (2) (D) (3) by deleting it in its entirety and replace with the following provision:  
New and substantially improved structures shall be constructed with electric meter, electrical service panel box, hot water heater, heating, air conditioning, ventilation equipment (including ductwork), and other similar machinery and equipment elevated (or in the case on non-residential structures, optionally floodproofed to) a minimum of one (1) foot above the base flood elevation.
8. Amend CH 160.07 (2) (D) by incorporating the following provision:  
(4) New and substantially improved structures shall be constructed with plumbing, gas lines, water/gas meters and other similar service utilities either elevated (or in the case of non-

residential structures, optionally floodproofed to) a minimum of one (1) foot above the base flood elevation or designed to be watertight and withstand inundation to such a level.

**SECTION 2. REPEALER.** All ordinance or parts thereof in conflict with the provisions of this ordinance are hereby repealed.

**SECTION 3. SEVERABILITY CLAUSE.** If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**SECTION 4. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed and approved this \_\_\_\_ day of May, 2024.

First Reading: April 15, 2024  
Second Reading:  
Third Reading:

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

ATTEST:

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

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> April 15, 2024
-------------------------------------

<b>AGENDA ITEM:</b> Resolution 2024-34 - Promoting Andrew Finnegan as the Lead Water / Sewer Operator for the City of West Branch and setting the salary for fiscal year 2024/2025.
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<b>PREPARED BY:</b> Public Works Director, Matt Goodale
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<b>DATE:</b> April 9, 2024
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### BACKGROUND:

This position is filling the vacancy created by the resignation of the previous lead water/wastewater operator. The position was posted and received nine applicants. Interviews were offered to the four applicants with certifications.

Administrator Kofoed, Mayor Laughlin, council persons Stoolman and Goodweiler as well as PW Director Goodale attended the interviews and Drew was unanimously chosen from the pool of applicants. Drew has been with the city for nearly a year and a half. In that time, he has worked to increase efficiencies in the mowing of all city properties. He has received his Grade I certifications in Water Treatment and Distribution and is currently preparing for his Grade I Wastewater exam. He has been the back up for the previous water/wastewater operator when needed and will serve the city well in this position.

**RESOLUTION 2024-34**

**A RESOLUTION PROMOTING ANDREW FINNEGAN AS THE LEAD WATER / SEWER OPERATOR FOR THE CITY OF WEST BRANCH AND SETTING THE SALARY FOR FISCAL YEAR 2024/2025.**

WHEREAS, the City of West Branch is interested in promoting Andrew (Drew) Finnegan as Lead Water / Wastewater Operator.

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

Section 1. That the City of West Branch, Iowa will promote Andrew (Drew) Finnegan to the Lead Water/Wastewater Operator position which includes additional duties as assigned.

Section 2. Employee salary increase will be effective April 22, 2024.

Section 3. The following person and position named shall be paid the hourly wage indicated and the Finance Officer or City Clerk is authorized to issue warrants/checks, less legally required or authorized deductions for the amounts set out below, and make such contributions to IPERS and Social Security or other purposes as required by law or authorization of the Council:

Position	Name	Wage	Basic Hours
Lead Water / Wastewater Operator	Andrew (Drew) Finnegan	\$28.52/hour	40/week

Section 4. The above named employee is subject to the City of West Branch Personnel Policies and Procedures applicable to their department.

Section 5. This resolution will be effective upon final passage of the City Council.

Passed and approved this 15th day of April, 2024.

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

ATTEST:

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> April 15, 2024
-------------------------------------

<b>AGENDA ITEM:</b> Resolution 2024-35- Intent to dispose of Auditor’s Parcel “O” located west of and adjacent to Lot 1, Heritage Hills, West Branch.
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<b>PREPARED BY:</b> City Clerk, Leslie Brick
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<b>DATE:</b> April 11, 2024
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### SUMMARY:

Heritage Hill has requested the use of Auditor’s Parcel O to construct a detention basin for storm water for their development. Heritage Hill be required to maintain the detention basin and therefore it is in the City’s best interest to dispose of the property to the Heritage Hill development for the use of storm water detention.

A public hearing is set for May 6, 2024 at 7:00 p.m. pursuant to Section 364.7 of the Code of Iowa.

**RESOLUTION 2024-35**

**RESOLUTION OF INTENT TO DISPOSE OF AUDITOR’S PARCEL “O” LOCATED WEST OF AND ADJACENT TO LOT 1, HERITAGE HILLS, WEST BRANCH, IOWA.**

WHEREAS, the City Council has heretofore found that it is necessary and desirable to dispose of Auditor’s Parcel “O” to BBCO, LLC, to be used in the Heritage Hills subdivision as stormwater management; and

WHEREAS, prior to disposing of any real property, the City is required to hold a public hearing pursuant to Section 364.7 of the Code of Iowa.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa that a public hearing on the proposal to dispose of the City’s interest in Auditor’s Parcel “O” is hereby set for 7:00 p.m. on May 6, 2024 at the Council Chambers in City Hall, West Branch, Iowa. Further, the City Clerk is hereby directed to publish notice of said hearing in accordance with applicable law.

Passed and approved this 15th day of April, 2024.

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

ATTEST:

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

# PLAT OF SURVEY AUDITOR'S PARCEL "O"

A TRACT OF LAND LOCATED IN THE SW 1/4 OF THE SW 1/4 OF SECTION 5, TOWNSHIP 79 NORTH, RANGE 4 WEST OF THE 5TH P.M., WEST BRANCH, CEDAR COUNTY, IOWA

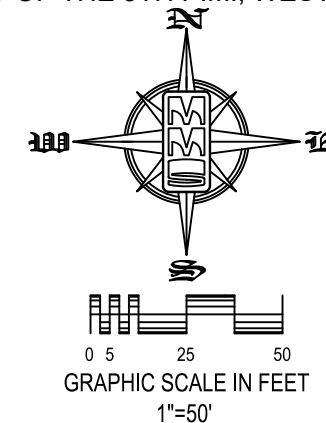


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(319) 351-8282

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LEGEND AND NOTES	
	CONGRESSIONAL CORNER, FOUND
	CONGRESSIONAL CORNER, REESTABLISHED
	CONGRESSIONAL CORNER, RECORDED LOCATION
	PROPERTY CORNER(S), FOUND (as noted)
	PROPERTY CORNERS SET (5/8" Iron Pin w/ yellow, plastic LS Cap embossed with "MMS")
	CUT "X"
	PROPERTY &/or BOUNDARY LINES
	CONGRESSIONAL SECTION LINES
	RIGHT-OF-WAY LINES
	CENTER LINES
	LOT LINES, INTERNAL
	LOT LINES, PLATTED OR BY DEED
	EASEMENT LINES, WIDTH & PURPOSE NOTED
	EXISTING EASEMENT LINES, PURPOSE NOTED
	RECORDED DIMENSIONS
	MEASURED DIMENSIONS
	CURVE SEGMENT NUMBER



LEGAL DESCRIPTION: AUDITOR'S PARCEL "O"  
A PORTION OF LAND IN THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 79 NORTH, RANGE 4 WEST OF THE 5TH PRINCIPAL MERIDIAN, WEST BRANCH, CEDAR COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:  
BEGINNING AT THE NORTHEAST CORNER OF A PLAT OF SURVEY, RECORDED IN BOOK 1, AT PAGE 257, IN THE OFFICE OF THE CEDAR COUNTY RECORDER; THENCE SOUTHEASTERLY 422.95 FEET, ALONG THE EASTERLY LINE OF SAID PLAT OF SURVEY AND ALSO THE ARC OF A 6527.00 FOOT RADIUS CURVE, CONCAVE NORTHEASTERLY, WHOSE CHORD BEARS S17°55'10"E, 422.88 FEET, TO THE SOUTHEAST CORNER OF SAID PLAT OF SURVEY, THENCE S70°12'37"W, ALONG SAID SOUTHERLY LINE OF SAID PLAT OF SURVEY, A DISTANCE OF 100.00 FEET TO A SOUTHERLY CORNER OF SAID PLAT OF SURVEY; THENCE N04°43'12"W, 437.71 FEET TO THE POINT OF BEGINNING. SAID PARCEL CONTAINS 0.46 ACRES AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

LOCATION: A PORTION OF SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 79 NORTH, RANGE 4 WEST, OF THE FIFTH PRINCIPAL MERIDIAN, WEST BRANCH, CEDAR COUNTY, IOWA	SUBDIVIDER: BBCO LLC C/O BARRY FRANTZ CONSTRUCTION INC. PO BOX 277 WEST LIBERTY, IOWA, 52776
LAND SURVEYOR: RICHARD R. NOWOTNY P.L.S. MMS CONSULTANTS INC. 1917 SOUTH GILBERT STREET IOWA CITY, IOWA, 52240 PHONE: 319-351-8282	SUBDIVIDER'S ATTORNEY: JAMES D. HOUGHTON 216 STEVENS DRIVE IOWA CITY, IOWA 52240
DATE OF SURVEY: 05-16-2022	PROPRIETOR OR OWNER: CITY OF WEST BRANCH E COLLEGE STREET WEST BRANCH, IOWA, 52358
DOCUMENT RETURN INFORMATION: ATTORNEY	PROPRIETOR OR OWNER: BBCO LLC C/O BARRY FRANTZ CONSTRUCTION INC. PO BOX 277 WEST LIBERTY, IOWA, 52776

Date	Revision
10-03-2022	PER CO. AUDITOR REVIEW - LSS

SEAL

I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

\_\_\_\_\_, 20\_\_\_\_

RICHARD R. NOWOTNY  
P.L.S. Iowa Lic. No. 17916  
My license renewal date is December 31, 20\_\_\_\_.

Pages or sheets covered by this seal: \_\_\_\_\_

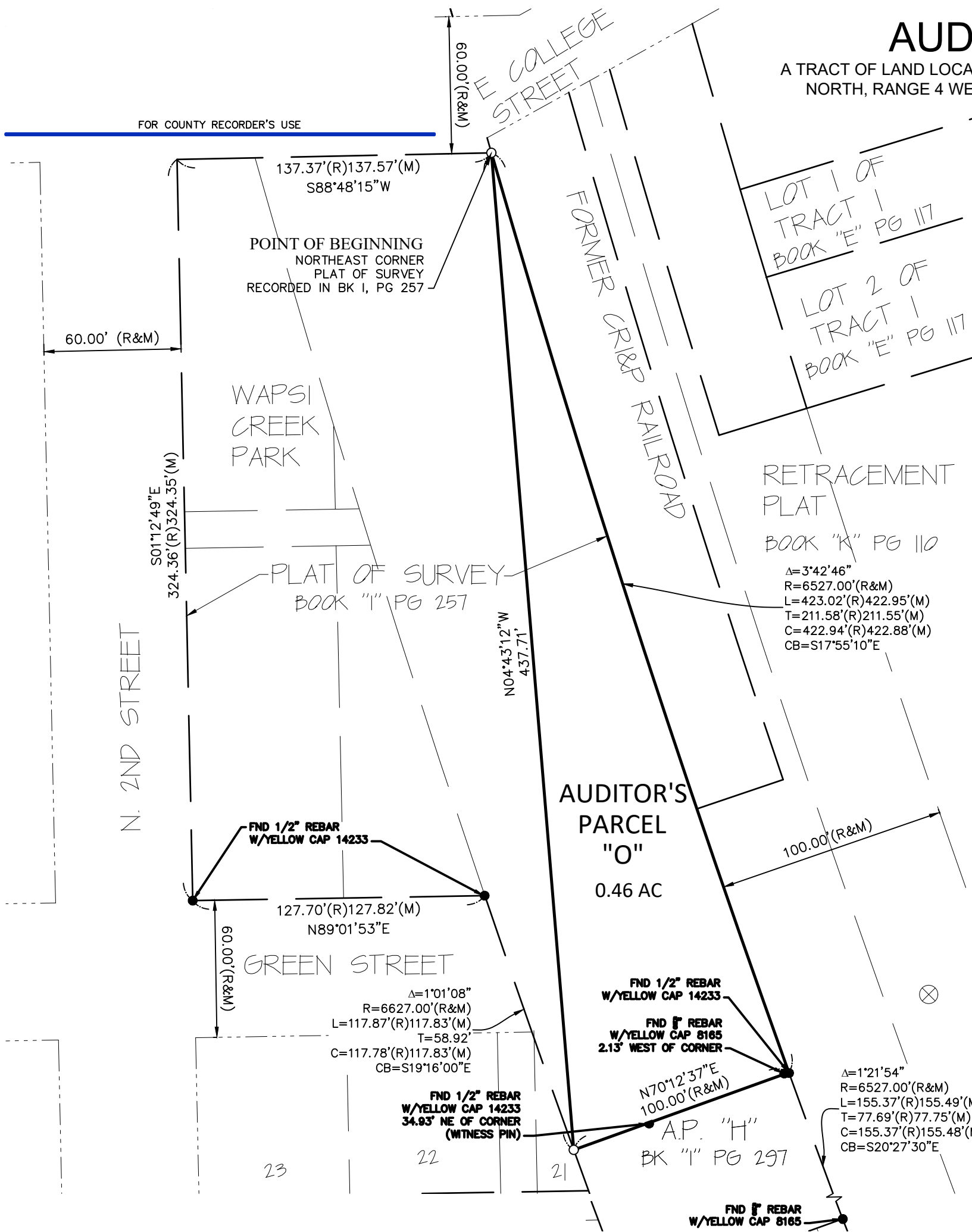
Signed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public, in and for the State of Iowa.

## AUDITORS PARCEL "O"

A PORTION OF THE SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 79 NORTH, RANGE 4 WEST, OF THE FIFTH PRINCIPAL MERIDIAN  
WEST BRANCH, CEDAR COUNTY, IOWA  
**MMS CONSULTANTS, INC.**

Date:	08/04/22
Designed by:	Field Book No:
DMW	1343, PG 39
Drawn by:	Scale:
TAV	1"=50'
Checked by:	Sheet No:
RNN	1
Project No:	of:
11186-002	1



**RESOLUTION 2024-36**

**RESOLUTION OF SUPPORT OF THE APPLICATION OF BBCO, LLC FOR FUNDING VIA THE WORKFORCE HOUSING TAX CREDIT PROGRAM AND PLEDGING CITY MONIES FOR THE SAME.**

**WHEREAS**, BBCO, LLC has heretofore made application to the Iowa Economic Development Authority (IDEA) for funding for a housing project located at the “Old Croell Site” in West Branch via the Workforce Housing Tax Credit Program; and

**WHEREAS**, as part of the application process, the City Council is required to provide a resolution of support for the application; and

**WHEREAS**, the City will provide a monetary or in-kind support of \$1,000 per residential unit for a four-phased 110-unit infill housing project, if each application is approved, and

**WHEREAS**, the City assistance will come from the East Side Redevelopment fund for the assistance of purchasing and demolishing the “Herring Property” as approved by in the development agreement.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of West Branch, Cedar County, Iowa, that the City of West Branch fully supports the application of BBCO, LLC to obtain funding via the Workforce Housing Tax Program.

**BE IT FURTHER RESOLVED**, that the City Council will contribute to the Project in the amount of \$1,000 per unit if said application is approved by the IEDA.

**Passed and approved this 15<sup>th</sup> day of April, 2024.**

---

Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> April 15, 2024
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<b>AGENDA ITEM:</b> Resolution 2024-37 - Regarding a Residential Stormwater Appeal from the Property Owner of 212 W. Main Street.
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<b>PREPARED BY:</b> City Administrator, Adam Kofoed
---

<b>DATE:</b> April 10, 2024
-----------------------------

### SUMMARY:

Mr. Bickford purchased the property in 2023. Mr. Bickford's goal was to move the yellow "Hoover Foundation House" to the property. In addition, Mr. Bickford wished to split the lots north and south. The yellow house would be placed on the north lot and the south lot would be used to construct a new duplex.

In order to prevent increased water runoff to adjoining properties by adding two properties, the best recommendation was to require the developer to add soil quality restoration practices. Mr. Bickford is appealing the city administrator and engineer's soil quality restoration requirement.

### RECOMMENDATION:

To deny for the following reasons.

1. There will be adverse impacts to neighboring properties and public infrastructure.
2. The developer has not provided an adequate alternative that would achieve the project objectives while minimizing stormwater impacts in accordance with city regulations.
3. When allowed by case law, the city should protect property owners from adverse conditions.
4. There is valid neighborhood opposition to relaxing the city's stormwater regulations.
5. If council approves the appeal, city council members and city taxpayers will be liable for any lawsuits and damages for overriding its city engineer's recommendation.

### PICTURES

I'm attaching photos to show the flooding that occurs on Wetherell Street and the lot in question when it rains 3-4" in a short period of time. These photos are from June 2018, the last time it happened. (This has happened twice since the homeowners moved to this house in 2009, and both times we also had water in the basement).











The following documents are the appeal letter sent to Mr. Bickford and other information Mr. Bickford requested the City Council to review.



Date: March 26, 2024

To: Norm Bickford

CC: Kevin Olson Attorney, Mayor Roger Laughlin, Dave Schechinger Engineer, Terry Goerdts Building Inspector, Matt Goodale Public Works Director, Leslie Brick City Clerk

Dear Mr. Bickford,

Subject: Denial of Stormwater Variance Request 212 W. Main Street

I hope this letter finds you well. We appreciate the effort you have invested in submitting your stormwater variance request to the City of West Branch. After thorough review and consideration of your application, we regret to inform you that your request for a stormwater variance has been denied.

The decision to deny your variance request was based on the following reasons:

**Failure to Meet Criteria:** Our engineer has attached the resolution adopting the residential site plan requirement, the building permit application indicating the residential site plan is to be provided, excerpts from the City's ordinance relating to stormwater that give the City review authority, excerpts from the City's Design Standards (SUDAS) that relate to stormwater management, and the front end of SUDAS as well as the stormwater chapters that are part of the City's design standards.

**Potential Environmental Impact:** Upon review of the project plans and environmental assessments, it was determined that granting the variance could potentially result in adverse impacts on neighboring properties and public infrastructure. Ensuring environmental protection and compliance with stormwater management regulations is paramount in our decision-making process.

**Insufficient Alternatives:** The application did not adequately explore or present alternatives to the requested variance that would achieve the project objectives while minimizing stormwater impacts in accordance with city regulations.

Please note the highlighted portion of the attached summary word document under SUDAS that specifically calls out the requirement to mitigate impacts that may make downstream problems worse. The language is as follows:



b) Physically inspect the drainage system at the project site and downstream of it. During the inspection, investigate any problems or areas of concern that were noted during the review of resources. Identify any existing or potential capacity problems in the drainage system, flood-prone areas, areas of channel destruction, erosion and sediment problems, or areas of significant destruction of natural habitat.

c) Analyze the information gathered during the review of resources and field inspection, to determine if the project will create any drainage problems downstream or will make any existing problems worse. Note there are situations that even when minimum design standards are met the project will still have negative downstream impacts. Whenever this situation occurs, mitigation measures must be included in the project to correct for the impacts.

APPEAL:

I was incorrect in stating your variance request must go to the Board of Adjustment. Chapter 102 of our stormwater ordinances specifically states the City Administrator or his/her designee is responsible for ensuring guidelines our followed. If there are any appeals to our decision-making process, it must be appealed to the City Council.

You have until April 26, 2024 to appeal this decision. If you choose to appeal, please indicate which council meeting you would like to attend.

\_\_\_\_\_ April 15, 2024

\_\_\_\_\_ May 6, 2024

\_\_\_\_\_ May 20, 2024

If there are any documents you want in the council meeting of your choosing, documents must be submitted by the Wednesday before the meeting at noon. You may schedule your hearing with our City Clerk. [Leslie@westbranchiowa.org](mailto:Leslie@westbranchiowa.org) or (319) 643-5888.

Thank you for your understanding and cooperation in this matter.

Sincerely,

A handwritten signature in black ink, appearing to be "A. Kofoed", written over a horizontal line.

Adam Kofoed  
City Administrator  
City of West Branch  
(319) 643-5888  
[adam@westbranchiowa.org](mailto:adam@westbranchiowa.org)



## City Code Sections relating to Stormwater Management

### 50.02 NUISANCES ENUMERATED

4. Impeding Passage of Navigable or Natural Water Ways. Obstructing or impeding without legal authority the passage of any navigable river, harbor, natural drainage way, storm water drainage way, stream, creek, any retention/detention ponds or drainage areas, or collection of water. All storm water drainage issues between developed properties must be resolved by the use of an approved drainage system that either collects, directs or re directs stormwater to a natural, or, a man-made drainage area. Storm water conducted from roofs or other impervious areas shall be dispersed entirely upon the grounds of the owner of the contributing property or it shall be drained or conducted into ditches, storm drains or gutters where available on public property or easements legally usable for that purpose, or into public streams. The depositing of storm water, either permanently or temporarily, onto an abutting property, City right-of-way, or upon any City street, road or alley is prohibited unless a storm water management plan has been submitted, reviewed and approved by the office of the City Engineer.

### 102.01 PURPOSE.

1. The purpose of this chapter is to establish a policy and procedure for managing and controlling the quantity and quality of stormwater runoff, within the City limits. The management shall include the establishment of a stormwater utility to provide revenues for whatever aspects of this requirement are deemed appropriate by the City.

### 102.04 POWERS OF THE UTILITY.

The storm water management utility shall have the following powers, duties and responsibilities:

1. Prepare ordinances as needed to implement this division and place them for consideration and adoption by the City Council, and adopt such regulations and procedures as are required to implement this chapter and carry out its duties and responsibilities.
2. Administer the design, construction, maintenance, and operation of the utility system, including capital improvements designated in the comprehensive drainage plan.
3. Administer and enforce this chapter and all ordinances, regulations, and procedures related to design, construction, maintenance, operation, and alteration of the utility system, including, but not limited to the quantity, quality, or velocity of the storm water conveyed hereby.
4. Inspect private systems as necessary to determine the compliance of such systems with this chapter and any ordinances or regulations adopted by this chapter.
5. Prepare and revise a comprehensive drainage and flood protection plan for periodic review and adoption by the City Council.
6. Review plans, approve or deny, inspect and accept extensions to the storm water drainage system.
7. Annually analyze the cost of services and benefits provided, and the system and structure of fees, charges, fines, and other revenues of the utility, and to make recommendations regarding adjustment to such fees, charges, fines, and other revenues.
8. Prepare and file an annual operating budget for the utility and make recommendations regarding the financing of the cost of extending and replacing portions of the system.

### 102.12 REQUIREMENTS FOR ON-SITE STORMWATER SYSTEMS, ENFORCEMENT AND INSPECTIONS.

1. All property owners and developers of developed real property within the shall provide, manage, maintain, and operate on-site stormwater systems sufficient to collect, convey, detain, and discharge stormwater in a safe manner consistent with all City, State, and federal laws and regulations.
2. Pursuant to *Code of Iowa* Section 364.12(3) or successor section of the State Code, any failure to meet this obligation may constitute a nuisance and may be subject to an abatement action filed by the City. In the event a nuisance is found to exist, which the owner fails to properly abate within such reasonable time as allowed by the City, the City may enter upon the property and cause such work as is

reasonably necessary to be performed, with the actual cost thereof assessed against the owner in the same manner as a tax levied against the property. The City shall have the right, pursuant to the authority of this section, for its designated officers and employees to enter upon private and public property owned by entities other than the City, upon reasonable notice to the owner thereof, to inspect the property and conduct surveys and engineering tests thereon in order to assure compliance.

# SUDAS

Section 1B-1 Page 6

**7. Stormwater Management Facilities:** Stormwater management facilities are installed to mitigate the higher rate of stormwater runoff generated from development activities. In addition, specific requirements for improvement to stormwater quality may be required by the jurisdiction. Design considerations should be given to prevent damages to the development site, streams, drainage ways, streets, storm sewers, and downstream property. The stormwater management facilities should be designed to accommodate the jurisdiction's overall drainage system needs while meeting the jurisdiction's adopted design standards. The stormwater management facility may be developed on public (if approved) or private property. If the facility is on private property but maintained by the jurisdiction, an agreement must be executed that establishes responsibility for general maintenance of the basin as well as the maintenance of the stormwater elements of the basin. If the stormwater facility is to be maintained by a private entity, such as a homeowner's association, an agreement must be developed that addresses required maintenance activities and records of those activities. (See [Chapter 2](#) for details).

Construction Standard: SUDAS Specifications. Federal and Iowa DNR permit may be required

Section 1C-1 Page 1-3 (29-31)

## A. Construction Plans and Specifications Submittal Procedure

**1. General:** Project engineers and developers seeking approval and acceptance of civil engineering reports, construction plans, and site plans are required to follow the procedures as established by each jurisdiction. These procedures are generally outlined in this section. The adherence to these procedures will assist in an efficient review of engineering plans and reports. Each jurisdiction reserves the right to modify certain procedures to fit their unique situation.

**4. Engineering Review Objective:** The primary objective of the jurisdictional engineer is to ensure conformance with the adopted codes, standards, and master plans, as well as to ensure coordination with adjacent projects, developments, and landowners. The jurisdictional engineer also completes the initial review and issues comments according to the schedule prescribed by the jurisdiction to prevent delaying further review by other agencies or impact any other scheduling, such as subdivision platting.

## C. Submittal Checklist

At a minimum, the following documents should be submitted for review and approval when preparing final construction plans for public improvements or private improvements subject to approval by the jurisdiction.

1. Street plan and profile.
2. Storm sewer plan and profile, including details for all structures and material specifications.
3. Culvert plan, profile, and construction detail for structures.
4. Permanent traffic signing and striping plan.
5. Pavement design where required.

6. Grading and erosion control plan.
7. Sanitary sewer plan and profile including details for all structures, material specifications, and sewer treatment agreement with sewer capacity calculations. Completed permit forms.
8. Water construction plans as approved by the governing jurisdiction or utility with a water supply agreement and completed permit forms. If these plans represent lines to be installed with the proposed roadways, the plans must be approved by the jurisdictional engineer.
9. Plan for traffic control during construction.
10. Engineering review and approval fee, if required.
11. All appropriate permits from the jurisdiction and state and federal agencies.
12. Identification of right-of-way and permanent or temporary easements along with any conditions of use.
13. Stormwater management plan and SWPPP.
14. Geotechnical report.
15. Accessible pedestrian facility plans and documentation.
16. Design variance, if applicable.

## 2A-4 – Project Drainage Report (5)

### **e. Storm Drainage Outlets and Downstream Analysis:**

- 1) Discuss soil types, permissible and calculated velocity at outlets, energy dissipater design, and drainage impacts on downstream lands. Provide calculations for the energy dissipater dimensions, size, and thickness of rip rap revetment (or other material) and filter layer.
- 2) Include a plan and cross-sections of the drainage way downstream of the outlet, indicating the flow line slope and bank side slopes. Identify soil types on the plan.
- 3) Perform downstream analysis. The downstream analysis will show what impacts, if any, a project will have on the drainage systems downstream of the project site. The analysis consists of three elements: review of resources, inspection of the affected area, and analysis of downstream effects.
  - a) During the review of resources, review any existing data concerning drainage of the project area. This data will commonly include area maps, floodplain maps, wetland inventories, stream surveys, habitat surveys, engineering reports concerning the entire drainage basin, known drainage problems, and previously completed downstream analyses.
  - b) Physically inspect the drainage system at the project site and downstream of it. During the inspection, investigate any problems or areas of concern that were noted during the review of resources. Identify any existing or potential capacity problems in the drainage system, flood-prone areas, areas of channel destruction, erosion and sediment problems, or areas of significant destruction of natural habitat.
  - c) Analyze the information gathered during the review of resources and field inspection, to determine if the project will create any drainage problems downstream or will make any existing problems worse. Note there are situations that even when minimum design standards are met the project will still have negative downstream impacts. Whenever this situation occurs, mitigation measures must be included in the project to correct for the impacts.



# City of West Branch

# INVOICE

**City of West Branch - Subdivision Fees**

110 N Poplar St  
PO Box 218  
West Branch, IA 52358  
Phone 319.643.5888 Fax 319.643.2305

**DATE:** 11/06/23  
**INVOICE #** 7046FY24  
**FOR:** Engineer Review Fees

**INVOICE DUE:** **12/6/2023**

**Bill To:**

Norm Bickford  
5732 350th St NE  
West Branch IA 52358

DESCRIPTION	Project	Invoice	AMOUNT
Engineering services for Residential Lot Site Plan Review Professional Services September 17, 2023 to October 14, 2023  212 W Main St. West Branch	368242	37	\$ 550.00
<b>PAST DUE</b>			
<b>TOTAL</b>			<b>\$ 550.00</b>

Make all checks payable to: **City of West Branch**

If you have any questions concerning this invoice, contact City Clerk Leslie Brick at 319-643-5888  
or email: [leslie@westbranchiowa.org](mailto:leslie@westbranchiowa.org)

## CHAPTER 167

# SITE PLAN REQUIREMENTS

167.01 Title	167.08 Fees
167.02 Purpose and Application	167.09 Validity of Approval
167.03 Design Standards	167.10 Site Plan Amendment
167.04 Required Information	167.11 Applicability to Existing Development
167.05 Procedure	167.12 Enforcement
167.06 Open Space, Landscaping, Parking and Architectural Requirements	167.13 Changes and Amendments
167.07 Zoning Permits	167.14 Maintenance Bonds

**167.01 TITLE.** This chapter shall be known, cited and referred to as “Site Plan Regulations of the City of West Branch, Iowa.”

**167.02 PURPOSE AND APPLICATION.** It is the intent and purpose of this chapter to establish a procedure which will enable the City to review certain proposed improvements to property within specified zoning districts of the City to insure compliance with all applicable zoning, subdivision and building regulations. Site plans shall only be required whenever any person proposes to place any structure for which a building permit is required under any other section of this code, on any tract or parcel of land within any district of the West Branch Zoning Ordinance, and for any use, except one and two family dwellings.

**167.03 DESIGN STANDARDS.** The standards of design provided herein are necessary to insure the orderly and harmonious development of property in such manner as will safeguard the public’s health, safety and general welfare.

1. The design of the proposed improvements shall make adequate provisions for surface and subsurface drainage, for connections to water and sanitary sewer lines, each so designed as to neither overload existing public utility lines nor increase the danger of erosion, flooding, landslide, or other endangerment of adjoining or surrounding property.
2. The proposed improvements shall be designed and located within the property in such manner as not to unduly diminish or impair the use and enjoyment of adjoining property and to this end shall minimize the adverse effects on such adjoining property from automobile headlights, illumination of required perimeter yards, refuse containers, and impairment of light and air. For the purpose of this section, the term “use and enjoyment of adjoining property” shall mean the use and enjoyment presently being made of such adjoining property, unless such property is vacant. If vacant, the term “use and enjoyment of adjoining property” shall mean those uses permitted under the zoning districts in which such adjoining property is located.
3. The proposed development shall have such entrances and exits upon adjacent streets and such internal traffic circulation pattern as will not unduly increase congestion on adjacent or surrounding public streets.
4. To such end as may be necessary and proper to accomplish the standards in Subsections 1, 2, and 3 above, the proposed development shall provide fences, walls, screening, landscaping, erosion control or other improvements.



5. The proposed development shall conform to all applicable provisions of the *Code of Iowa*, as amended, Iowa Statewide Urban Design and Specifications (SUDAS), Iowa Stormwater Management Manual and all applicable provisions of the Code of Ordinances of the City of West Branch, as amended.

**167.04 REQUIRED INFORMATION.** All site plans required under Section 167.02, unless waived by the City Council, shall be prepared by a licensed Engineer or Land Surveyor, and shall include as a minimum the following information:

1. Date of preparation, north point and scale.
2. Legal description and address of the property to be developed.
3. Name and address of the record property owner, the applicant, and the person or firm preparing the site plan.
4. The existing and proposed zoning.
5. The existing topography with a maximum of two foot contour intervals. Where existing ground is on a slope of less than two percent, either one foot contours or spot elevations where necessary but not more than 50 feet apart in both directions, shall be indicated on site plan.
6. Existing and proposed utility lines and easements in accordance with Iowa Statewide Urban Design and Specifications (SUDAS) and City of West Branch Subdivision Regulations.
7. Total number and type of dwelling units proposed; proposed uses for all buildings; total floor area of each building; estimated number of employees for each proposed use where applicable; and any other information, including peak demand, which may be necessary to determine the number of off-street parking spaces and loading spaces required by the Zoning Ordinance.
8. Location, shape, and all exterior elevation views of all proposed buildings, for the purpose of understanding the structures and building materials to be used, the location of windows, doors, overhangs, projection height, etc. and the grade relationship to floor elevation, and the number of stories of each existing building to be retained and of each proposed building.
9. Property lines and all required yard setbacks.
10. Location, grade and dimensions of all existing and proposed paved surfaces and all abutting streets.
11. Complete traffic circulation and parking plan, showing the location and dimensions of all existing and proposed parking stalls, loading areas, entrance and exit drives, sidewalks, dividers, planters, and other similar permanent improvements.
12. Location and type of existing or proposed signs and of any existing or proposed lighting on the property which illuminates any part of any required yard.
13. Location of existing trees six inches or larger in diameter, landslide areas, springs and streams and other bodies of water, and any area subject to flooding by a 100 year storm on site and downstream off site.
14. Location, amount and type of any proposed landscaping. Location of proposed plantings, fences, walls, or other screening as required by the zoning regulations and the design standards set forth in Section 167.03.

RESOLUTION NO. 1577

A RESOLUTION ADOPTING RESIDENTIAL INDIVIDUAL LOT SITE PLAN REQUIREMENTS

WHEREAS, the City Council of the City of West Branch, Iowa wishes to avoid future issues with drainage, disputes over land use, and costly additional work if construction is completed incorrectly; and

WHEREAS, the Planning and Zoning Commission has unanimously recommended adoption of Residential Individual Lot Site Plan Requirements; and


WHEREAS, the site plan that would be generated as a result of these requirements will also be reviewed post construction to confirm the project was built as it was designed so the homeowner, neighbors, and the City can ensure all interests are protected; and

WHEREAS, the Residential Individual Lot Site Plan Requirements, which will provide the aforementioned benefits, has also been reviewed by the city engineer and city staff and now requires the approval of the City Council.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of West Branch, Cedar County, Iowa, adopts the Residential Individual Lot Site Plan Requirements attached as Exhibit A.

\*\*\*\*\*

Passed and approved this 6th day of March, 2017.

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

ATTEST:

  
\_\_\_\_\_  
Matt Muckler, City Administrator/Clerk

# Residential Individual Lot Site Plan Requirements



110 N. Poplar Street | West Branch, Iowa 52358  
319.643.5888 | www.westbranchiowa.org

Subdivision Name / Lot # _____		Owner _____
1 <sup>st</sup> Review _____	2 <sup>nd</sup> Review _____	Date Approved _____
Project Name _____		Project Location / Address _____
Reviewer _____	Designer _____	
Contact _____	Phone _____	Fax _____
* This section to be filled in by the City of West Branch Building Department		

## What is a site plan?

- A site plan is a scaled drawing or map showing what improvements you intend to make on your property. A site plan is required for the city to review proposed work and evaluate possible impacts to other residents or city property. Site plans should be in a minimum 1"-20' scale.

## Do I need to submit a site plan?

- Review the checklist on the opposite side of this page with city staff and check the fields that apply to your project. If you fall into tier 0, no site plan is required. Tier 1 will require a site plan that you may be able to prepare yourself. Tier 2 will likely require the assistance of an engineer to develop a site plan.

## Where can I get help developing a site plan?

- If you fall into tier 1, talk with city staff if you do not understand what you need to provide on your site plan.
- If you fall into tier 2, consult with the project designer or builder to see if they have a civil engineer they work with regularly. You can also search for local consultants with experience in residential site plans. City staff may be able to provide a listing of consultants that have previously worked on similar projects.

## How does a site plan help me?

- A detailed site plan will show the city and your neighbors what you intend to build within your lot. Site plan reviews can help avoid future issues with drainage, disputes over land use, and avoid costly re-work if the construction is completed incorrectly. A site plan will be reviewed post construction to confirm the project was built as it was designed so the homeowner, neighbors, and the city can ensure all interests are protected.

## Residential Site Plan Tier Description and Requirements

### Tier 0 – No site plan required: criteria (no requirements – no plan)

- Landscaping work that does not change the direction, speed or location of water flow within a property. (ex. gardens, plantings, playground equipment)

### Tier 1 – Site plan required, homeowner can prepare: criteria

- Landscaping work that changes the direction, speed or location of water flow within a property with no offsite impact.(ex. retaining walls within property, storm water BMP's, patio, driveway or sidewalk paving)
- Building or deck construction that does not change the direction, speed or location of the water leaving a site. (ex. interior renovations, any addition with gutters that drain to existing downspouts and no change on grading, deck addition or renovation in existing location with no grading changes)
- A new structure that is not installed in a drainage way, utility easement, or lot setback and will not affect drainage (direction, speed or location) within a property. (ex. shed, pool, fence)
- A new structure that impacts a drainage direction, speed or location within a site, utility easement, or lot setback with no offsite impact. (ex. building addition across current drainage way within site, shed with re-grading, building addition that adds downspouts but does not change the general drainage direction)

#### Tier 1 Requirements:

- Site Diagram or sketch showing proposed work.
- Address, lot number, subdivision name
- North arrow, street names, locations of ROW
- General drainage direction and slope post construction
- Locations of effected utilities, easements and setbacks
- Proposed new work within the site with critical elevations called out.

### Tier 2 – Site plan required, engineer should prepare: criteria

- Landscaping work that changes direction, speed or location of water flow leaving a property (ex. Retaining wall near property line, storm water BMP near property line, paving with slope changes near property lines, grading within setbacks)
- A new structure that impacts drainage direction speed or location leaving a property (ex. New construction, addition requiring re-grading in setbacks, deck or patio construction that changes direction, speed or location of drainage on an adjacent property)

#### Tier 2 Requirements:

- All Tier 1 criteria.
- Scaled drawing with lot dimensions and impermeable/ permeable areas
- Show all utility easements, existing utilities and connections including storm water exit points from the site
- Show flow arrows, slopes, FFE, bench marks, flood plains, and MLO's that apply
- Retaining wall details and designs that apply
- Tree locations & impacts that apply, new plantings

Property Lines



East Property Line



Northwest Property Line



Southwest Property Line



Southwest Property Line

Wetherall Street Drainage  
Wetherall Street Drainage





**WEST BRANCH, Iowa** - One eastern Iowa town is cleaning up after flooding from heavy rain this weekend.

Knee-deep muddy water flooded parts of West Branch, about 10 miles east of Iowa City, reports KCRG TV 9 in Cedar Rapids.

A Mexican restaurant was filled with standing water. Across the street from the restaurant, the West Branch Police and Fire Departments also had to deal with significant flooding.

Between recovery efforts, as the roads outside were knee deep in some areas, emergency vehicles were moved out.

"It was pretty impressive to see all the firemen and the police officers coming out and helping and to prevent what could have been terrible damage," said Chief Mike Horihan of the West Branch Police Department, which shares the building with the Fire Department.

City leaders said the significant and rapid flooding served as an important sign to invest in mitigation for the city.

"There are some things that we can do to alleviate flooding," said Roger Laughlin, Mayor of West Branch. "It takes some money and resources."



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City leaders said the significant and rapid flooding served as an important sign to invest in mitigation for the city.

"There are some things that we can do to alleviate flooding," said Roger Laughlin, Mayor of West Branch. "It takes some money and resources."

Mayor Laughlin said he and the city council have discussed and conducted studies to determine the best way to add flood mitigation, but there is no timetable on when they could see progress—that all depends on when money is available. City officials debated if it was even worth it to immediately provide recovery efforts, anticipating more rain the following days.

River Flood Warnings and Flood Watches are posted for several rivers in Central and East Central Iowa.

A Flood Warning is posted for the English River at Kalona through Thursday, with moderate flooding.

A Flood Warning is posted for the Iowa River at Iowa City for today, with minor flooding.

A Flood Watch continues for the Cedar River at Cedar Rapids until further notice.

Flood Watches are also posted for parts of the Iowa River...Cedar River...Black Hawk Creek...Des Moines River...West Fork Des Moines River...Raccoon River...North Raccoon River.

**[CLICK HERE for detailed Iowa flood information and maps.](#)**

**[CLICK HERE for USGS interactive Iowa flood gauges and current river flood levels](#)**



# INSTRUCTIONS FOR RESIDENTIAL BUILDING PERMITS

1. Confirming property lines, buried utilities, easements, restrictive covenants, or association requirements are strictly the responsibility of the owner and/or contractor. It is the responsibility of the owner and/or contractor to locate and be able to substantiate exact locations of lot pins.
2. IOWA ONE CALL (811 or 800-292-8989) must be notified prior to excavation of any kind.
3. Every *permit* issued shall become invalid unless the work authorized by such *permit* is commenced within 180 days after its issuance, or if the work authorized by such *permit* is suspended or abandoned for a period of 180 days after the time the work is commenced.
4. **Required Information: submit to the City Office, 110 N. Poplar or email to: [leslie@westbranchiowa.org](mailto:leslie@westbranchiowa.org)**
  - Complete building permit application (signed and dated)
  - Residential Site Plan prepared by an engineer – checklist must be reviewed and completed with permit. Tier 2 requirements for all new construction on undeveloped lots.
  - 2 sets of building plans, no larger than 11x17, or Pdf
  - Erosion control in place and maintained during construction – permits will not be issued until an initial inspection of the site is conducted and required controls are in place.
  - Energy audit
5. **Required Inspections:** the yellow inspection sheets must be displayed in a conspicuous place on the jobsite
  - **Footings** - must be inspected prior to being poured.
  - **Underslab plumbing** - must be inspected prior to backfilling trenches.
  - **Water & Sewer connections**
  - **Electric & Gas Service**
  - **Rough in** - inspection of rough plumbing, electrical, mechanical and framing must be done prior to the installation of insulation or drywall.
  - **Sidewalks** - must be installed according to Chapter 136.07 West Branch Code of Ordinances.
  - **Final** – final inspection must be passed before a certificate of occupancy will be issued. All inspection fees must be paid prior to issuance of Certificate of Occupancy.
6. **Contact the Zoning Administrator / Building Inspector at 319-330-9806 at least 48 hours in advance of an inspection request.**





**RESOLUTION 2024-37**

**RESOLUTION REGARDING A RESIDENTIAL STORMWATER APPEAL FROM  
THE PROPERTY OWNER OF 212 W. MAIN STREET.**

WHEREAS, the owner of the property at 212 W. Main Street (the “Property”), Norman and Patricia Bickford, have filed notice of appeal with the City Clerk to appeal the City Administrator’s decision to deny a residential stormwater variance at 212 W. Main Street; and

WHEREAS, the Council has heard presentations from the property owner and the city staff; and

WHEREAS, it is now necessary to rule on the appeal.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, Iowa, that the aforementioned appeal is hereby:

\_\_\_\_\_ Denied.

\_\_\_\_\_ Granted.

Passed and approved this 15<sup>th</sup> day of April, 2024.

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

ATTEST:

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