



**CITY COUNCIL MEETING
MONDAY, JANUARY 6, 2025 - 7:00 P.M.
CITY COUNCIL CHAMBERS
110 N. POPLAR STREET, WEST BRANCH, IOWA**

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

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

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda. /Move to action.
6. Approve Consent Agenda/Move to action.
 - a. Approve minutes from the December 16, 2024 City Council meeting.
 - b. Approve Mayor's Annual Appointments.
 - c. Approve Appointments / Reappointments to various Boards and Commissions.
 - d. Approve West Branch Fire Department appointments.
 - e. Approve LL Pelling's 2025 Sealcoat pricing.
 - f. Monthly Financial Report for November 2024.
 - g. Claims for January 6, 2025.
7. Presentations/Communications/Open Forum
8. Public Hearing/Non-Consent Agenda
 - a. **Third Reading Ordinance 821** – Amending Chapter 165 – Zoning Regulations. / Move to action.
 - b. **Resolution 2025-01** – Authorizing the Finance Officer or City Clerk to pay certain bills prior to the City Council's approval. / Move to action.
 - c. **Resolution 2025-02** - Approve invoice #13-35922 in the amount of \$210.00 to Eocene (formerly known as Impact7G) for the Wapsi Creek Widening SRF Sponsored Project. / Move to action.
9. City Administrator Report
10. City Attorney Report
11. City Engineer Report
12. City Staff Reports
13. Comments from Mayor and Council Members
14. Motion to adjourn.

Mayor: Roger Laughlin • **Council Members:** Colton Miller, Jodee Stoolman, Tom Dean, Jerry Sexton, Mike Horihan
City Administrator Adam Kofoed • **City Clerk** Leslie Brick • **Finance Officer** Heidi Van Auken • **Police Chief** Greg Hall •
Fire Chief Kevin Stoolman • **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
Town Hall**

**City Council
Special Meeting
Strategic Planning session**

**December 16, 2024
6:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council special meeting to order at 6:00 p.m.
Roll call: Council members Jerry Sexton, Colton Miller, Mike Horihan, Jodee Stoolman and Tom Dean.
Staff present: City Administrator Adam Kofoed, Finance Officer Heidi Van Auken, Deputy Clerk Jessica Brown, Police Chief Greg Hall, Public Works Director Matt Goodale, Parks & Rec Director Erin Laughlin, Library Director Jessie Schafer, Building Inspector Terry Goerdt and City Attorney Kevin Olson.

City Council Strategic Planning Work Session

Kofoed lead the planning session where the Council discussed several possible city projects. The Council then voted on their priorities which will be tabulated and shared at a future City Council meeting.

ADJOURNMENT

Motion to adjourn by Dean, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 6:47 p.m.

**West Branch, Iowa
Council Chambers**

**City Council
Regular Meeting**

**December 16, 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 Jerry Sexton, Colton Miller, Mike Horihan, Jodee Stoolman and Tom Dean.
City Staff present: City Administrator Adam Kofoed, Finance Officer Heidi Van Auken, Deputy Clerk Jessica Brown, Police Chief Greg Hall, Public Works Director Matt Goodale, Park & Recreation Director Erin Laughlin, Library Director Jessie Schafer, City Engineer Dave Schechinger and City Attorney Kevin Olson.

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve minutes from the December 2, 2024 City Council meeting.
Approve Claims for December 16, 2024.

EXPENDITURES	12/16/2024	
ADVANTAGE RENTALS	ADVANTAGE RENTALS TIF REBATE 1	4,099.53
AERO RENTAL	BOOM LIFT RENTAL-LIGHTS	980.50
AMAZON.COM	BOOKS	80.64
CAPITAL ONE	BLDG SUPPLIES-LIBRARY	12.96
CASEYS GENERAL STORES	CASEY'S TIF REBATE #11	23,165.00
CEDAR COUNTY RECORDER	RECORDING FEES	257.00
CEDAR COUNTY TRANSFER	TRASH DISPOSAL	40.00
CJ COOPER & ASSOCIATES	DOT DRUG TESTING-PW	210.00
DORSEY & WHITNEY	EASTSIDE WATER PH2 LEGAL SRF	9,500.00
ELITE HOLDING	SS HATS-P&R	407.00
EMV HOLDINGS	EMV HOLDINGS TIF REBATE #7	7,500.00
EOCENE ENVIRONMENTAL	WIDENING WAPSI CREEK	592.55
HAWKINS	CHEMICALS	3,062.74
HI-LINE	SHOP SUPPLIES-PW	330.30
HOTSY CLEANING SYSTEMS	POWER WASHER SOAP & WAX	516.11
IMWCA	IMWCA FY25 INSTALLMENT 6	2,747.00
IOWA CITY TIRE & SERVICE	TIRES FOR DURANGO-PD	988.20
IOWA POLICE CHIEFS ASSN	MEMBERSHIP RENEWAL 2025	125.00
KANOPI	ON DEMAND VIDEO SERVICE	31.00
LINN COUNTY REC	STREET LIGHTS	311.54
LRS HOLDINGS	TRASH & RECYCLING NOV 2024	18,817.25

MAINSTAY SYSTEMS OF IOWA	SECURITY CAMERAS UPDATE-LIB	4,712.00
MENARDS	BLGD SUPPLIES-PW, CITY, PD	574.47
MOPPY MO'S	CLEANING SERVICES-CITY, TH	752.50
OASIS ELECTRIC	RETROFIT LIGHT FIXTURES-LIB	508.80
OVERDRIVE	DIGITAL & AUDIO BOOKS	562.44
PLUNKETT'S PEST CONTROL	PEST CONTROL - CITY OFFICE, TH	60.10
PROTECT YOUTH SPORTS	BACKGROUND CHECKS-P&R	45.50
PYRAMID SERVICES	EQUIP MAINT SUPPLIES-PW	149.45
QUILL	OFFICE SUPPLIES-CITY	21.07
RALLY APPRAISAL	BERANEK DR ROW APPRAISAL	2,500.00
SCHAFFER, JESSICA	MILEAGE REIMBURSEMENT-SCHAFFER	22.51
SINCLAIR TRACTOR	SKIDLOADER	59,475.00
STATE HYGIENIC LAB	LAB ANALYSIS	43.50
U.S. POSTAL SERVICE	LIB ANNUAL PO BOX RENTAL	110.00
UNIVERSITY OF IOWA HEALTH	DRUG TESTS-PD, PW	56.00
VEENSTRA & KIMM	VARIOUS PROJECTS	24,038.45
WEST BRANCH REPAIRS	VEHICLE REPAIR-PD, FIRE	142.90
WEST BRANCH TIMES	LEGAL PUBLICATIONS	1,186.17
TOTAL		168,735.18
REGULAR PAYROLL		64,149.73
COUNCIL ANNUAL PAYROLL		9,321.95
FIRE ANNUAL PAYROLL		34,781.74
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	12/6/2024	108,253.42
PAID BETWEEN MEETINGS		
SISCO	HEALTH CLAIMS 12/9/2024	3,412.23
ARNOLD MOTOR SUPPLY	SHOP STOCK-PW	304.67
AT&T MOBILITY	WIRELESS SERVICE	594.79
BAKER & TAYLOR	BOOKS	227.16
LL PELLING	COLD PATCH MATERIALS	2,100.00
LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	142.02
LYNCH'S EXCAVATING	MAIN & 2ND SAWING MAIN REPAIR	513.50
MIDWEST FRAME & AXLE	PLOW PARTS	831.92
PITNEY BOWES GLOBAL FINANCIAL	POSTAGE METER LEASE-LIBRARY	77.37
WEX BANK	VEHICLE FUEL	1,159.40
VARIOUS VENDORS	UB REFUNDS	185.80
SISCO	HEALTH CLAIMS 12/2/2024	34.92
SISCO	HEALTH CLAIMS 11/27/2024	2.18
UMB BANK	GO BONDS INTEREST	103,995.00
TOTAL		113,580.96
GRAND TOTAL EXPENDITURES		390,569.56
FUND TOTALS		
001 GENERAL FUND	119,064.32	
022 CIVIC CENTER	240.05	
031 LIBRARY	10,697.86	
110 ROAD USE TAX	28,548.41	
112 TRUST AND AGENCY	20,949.94	
125 T I F	34,764.53	
226 DEBT SERVICE	103,995.00	
321 WIDENING WAPSI CREEK	3,811.09	
324 WW TREATMENT FACILITY	133.50	
330 EASTSIDE WATER MAIN PH 2	13,512.81	
331 CEDAR JOHNSON RD RECON	14,124.80	
600 WATER FUND	11,053.68	
610 SEWER FUND	29,176.41	
740 STORM WATER UTILITY	497.16	
GRAND FUND TOTAL	390,569.56	

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE

PUBLIC HEARING / NON-CONSENT AGENDA

Public Hearing – Proposal to Vacate an Official Plat of Auditor’s Parcel N as described in Book L, Page 55, records of Cedar County.

Laughlin opened the public hearing at 7:01. There were no public comments. Laughlin closed the public hearing at 7:02.

Third Reading Ordinance 820 – Amending Chapter 47 – Municipal Park Policies and Regulations. / Move to action.

ORDINANCE 820

AN ORDINANCE AMENDING CHAPTER 47 – MUNICIPAL PARK POLICIES AND REGULATIONS.

WHEREAS, the City Administration has recommended updating the City’s Municipal Park Policies and Regulations; and
WHEREAS, the City Administrator and Parks & Recreation Director have proposed a total revision to the existing Chapter 47 of the Code of Ordinances.

NOW, THEREFORE, BE IT ORDAINED:

1. Amendment. Chapter 47 of the Code of Ordinances of the City of West Branch, Iowa, is hereby deleted in its entirety and replaced with the proposed Chapter 47 listed on Exhibit “A” attached hereto and incorporated into this Ordinance by this reference.
2. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.
3. Adjudication. If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.
4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.
Passed and approved this ____ day of _____, 2024.

First reading: November 18, 2024
Second reading: December 2, 2024
Third Reading: December 16, 2024

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

The Council had no comments.

Motion by Dean, second by Sexton to approve the third reading of Ordinance 820. AYES: Dean, Sexton, Horihan, Miller, Stoolman. NAYS: None. Motion carried.

Second Reading Ordinance 821 – Amending Chapter 165 – Zoning Regulations. / Move to action.

Olson noted a change to the ordinance that clarifies when the ordinance will expire as indicated in the first paragraph.

Motion by Dean, second by Sexton to approve the second reading of Ordinance 821. AYES: Dean, Sexton, Stoolman, Horihan, Miller. NAYS: None. Motion carried.

Resolution 2024-133 - Revising Resolution 2024-117 regarding the collection of funds to be used for low-to-moderate income housing assistance. / Move to action.

Olson clarified that the LMI will be collected on the Meadows Part 3 assisted living center since it will be considered residential.

Motion by Sexton, second by Miller to approve Resolution 2024-133. AYES: Sexton, Miller, Dean, Stoolman, Horihan. NAYS: None. Motion carried.

Resolution 2024-134 – Approving the Vacation of Auditor’s Parcel N, as recorded in Book L, Page 55, Records of the Cedar County Recorder’s Office. / Move to action.

Motion by Sexton, second by Dean to approve Resolution 2024-134. AYES: Sexton, Dean, Miller, Horihan, Stoolman. NAYS: None. Motion carried.

Resolution 2024-135 - Approving a Salary Adjustment for Library Director Jessie Schafer. / Move to action.

Motion by Dean, second by Horihan to approve Resolution 2024-135. AYES: Dean, Horihan, Sexton, Stoolman, Miller. NAYS: None. Motion carried.

Resolution 2024-136 - Amending the West Branch Parks and Recreation Facility, Park, Sports Field Use and Fees Policy. / Move to action.

Sexton said felt that some of the park & rec fees have always been a little low. Laughlin said when determining fees, other cities were looked at for consistency.

Motion by Sexton, second by Miller to approve Resolution 2024-136. AYES: Sexton, Miller, Dean, Stoolman, Horihan. NAYS: None. Motion carried.

Resolution 2024-137 - Approving a Contract with Willie Guy for Cubby Park Concession Sales and Management for 2025. / Move to action.

Laughlin stated that the contract was changed to ensure consist operation hours which Guy has agreed to. Motion by Dean, second by Sexton to approve Resolution 2024-137. AYES: Dean, Sexton, Horihan, Miller, Stoolman. NAYS: None. Motion carried.

CITY ADMINISTRATOR REPORT

Kofoed has scheduled the first FY26 budget work session for January 6, 2025.

CITY ATTORNEY REPORT

Olson said he is waiting on a response from Alliant Energy to review his draft ordinance for the gas and electric franchise fees.

CITY ENGINEER REPORT

Schechinger reported on comments received at the Cedar-Johnson Road reconstruction open house.

STAFF REPORTS

Schafer reported that security cameras at the library had been updated and said that classroom visits have resumed and after-school activities are well attended.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS - NONE

ADJOURNMENT

Motion to adjourn by Miller, second by Dean. Motion carried on a voice vote. City Council meeting adjourned at 7:45 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: January 6, 2025

AGENDA ITEM: Approve Mayor's Annual Appointments.
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PREPARED BY: City Clerk, Leslie Brick
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DATE: December 23, 2024

BACKGROUND/ SUMMARY:

Per Chapter 15 – Mayor, section (15.03): The Mayor shall appoint the following officials:

2025 Appointments:

Mayor Pro Tem: Tom Dean
Health Officer: Dr. Brad Heithoff

Other appointments:

Newspaper: West Branch Times
City Engineer: Veenstra & Kimm Inc.
Animal Control Facility: West Branch Animal Clinic



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: January 6, 2025

AGENDA ITEM: Appointments / Reappointments to various Boards and Commissions.
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PREPARED BY: City Clerk, Leslie Brick
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DATE: December 23, 2024

BACKGROUND/ SUMMARY:

The following residents have served on the City's Boards & Commissions and wish to continue their service for another term:

Animal Control Commission: Reappoint Alan Beyer and Ashley Wildman, term expiration 12/31/2027.

Historic Preservation Commission: Reappoint Dana Gafeller, term expiration 12/31/2027.

Parks & Recreation Commission: Reappoint Jenna Maxson and Adrienne Howard, term expiration 12/31/2027.

Planning & Zoning Commission: Reappoint Madison Conley and Ryan Foley, term expiration 12/31/2028.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: January 6, 2025

AGENDA ITEM: Approve West Branch Fire Department appointments.

PREPARED BY: Fire Chief, Kevin Stoolman
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DATE: December 17, 2024

BACKGROUND:

Motion to approve the following:

Keaton Norfleet – approved as a full member on December 11, 2024.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: January 6, 2025

AGENDA ITEM: Approve LL Pelling Sealcoat pricing for 2025
PREPARED BY: Public Works Director, Matt Goodale
DATE: December 23, 2024

BACKGROUND: This the price per square yard for the year and does not hold the city to completing any work. Quantities and locations will be decided upon after a thorough street inspection in the spring.

Summary of costs for last 3 years:

	2023	2024	2025
Base repair and single seal coat:	\$4.25 SY	\$4.65 SY	\$4.90 SY
Single seal coat, power broom, seal coat of MC-3000 asphalt:	\$3.10 SY	\$3.45 SY	\$3.55 SY
Cold mix patch material	\$300/ton	\$285/ton	\$350/ton

PROPOSAL



City of West Branch (PG)
P.O. Box 218
West Branch, IA 52358-0218

WWW.LLPELLING.COM

1425 W. Penn Street P.O. Box 230 North Liberty, Iowa 52317

(319) 626-4600 FAX (319) 626-4605

WE PROPOSE TO DO THE FOLLOWING WORK AND/OR FURNISH THE MATERIALS AT THE UNIT PRICE QUOTED BELOW:

RE: 2025 Sealcoat Work

November, 2024

Description of Work:

Type A Work (Option 1)

Unit Price

A. Base repair and single seal coat consisting of:

Scarify and pulverize existing street surface

Furnish water as required for compaction, reshape and recompact.

Furnish and apply single seal coat of MC-3000 asphalt

Furnish, spread and roll Pea Gravel.

\$ 4.90 SY

OR

Type B Work (Option 2)

B. Single seal coat consisting of:

Power broom streets

Furnish and apply single seal coat of MC-3000 asphalt

Furnish, spread and roll Pea Gravel.

\$ 3.55 SY

Cold Mix Patch Material (15 tons or less)

\$ 350.⁰⁰ TON

NOTES:

1. Billing on final units completed.
2. Cold Mix Patching amount is an *estimated* quantity. Invoice will be on actual tons placed.
3. Prices for 2025 Construction Season, if accepted and mailed back by January 30th, 2025.

*Is this project tax exempt? Yes No . If you checked yes, please send the Iowa Construction Sales Tax Form with your signed proposal.

Authorized Signature

Darrin Tippie

Note: This proposal may be withdrawn if not accepted within 60 days.

All work & materials will be according to specifications submitted or per standard practices. Any alteration or deviation from the above specifications involving extra cost will become an extra charge over and above the estimate. Items bid per Unit of Measure are based on estimated quantities, and payment will be based on actual quantities placed. Payment is due upon receipt of invoice. 1 3/4% Service Fee will be charged on all past due accounts (21% per annum). Any expense incurred to collect past due accounts, including attorney fees, will be reimbursed by owner.

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be due upon receipt of invoice. I will retain the white copy for my records and return the yellow copy for authorization to schedule work.

Signature _____ Date _____

Signature _____ Date _____

“Committed to Excellence since 1948”



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: January 6, 2025

AGENDA ITEM: November Monthly Financial Report

PREPARED BY: Heidi Van Auken

DATE: December 20, 2024

SUMMARY:

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

BANK TO BOOK RECONCILIATION				
11/30/2024				
BANK BALANCE @ _____				
	CASH - FIDELITY BANK & TRUST			\$ 8,525,485.29
	CASH - FIDELITY BANK & TRUST - PERPETUAL CARE FUND			\$ 35,490.60
	SUB TOTAL			\$ 8,560,975.89
ADD:	CD'S:	Bank/CD #	Maturity Date	
	ENLOW BUILDING CD	LIBERTY SAVINGS-10447	6/8/2025	\$ 11,602.53
	CEMETERY PERPETUAL CARE	HILLS BANK-30282503	2/11/2025	\$ 104,107.77
	LIBRARY-HANSEN DONATION CD	GREENSTATE-1037 (Old 1034)	8/4/2025	\$ 60,885.05
	LIBRARY-KROUTH PRINCIPAL CD	GREENSTATE-1038 (Old 1035)	9/2/2025	\$ 56,130.31
	LIBRARY-KROUTH INTEREST CD	GREENSTATE-1039 (Old 1036)	9/2/2025	\$ 26,313.41
	GEN FUND-STREETScape-ACCIONA DONATION CD	GREENSTATE-1033 (Old 1028)	12/6/2024	\$ 7,644.81
	SAVINGS ACCOUNTS			
	GENERAL FUND SAVINGS	GREENSTATE-0001		\$ 5.00
	LIBRARY - KROUTH INTEREST	FIDELITY-SAVINGS ACCOUNT		\$ 8,524.46
	LIBRARY - M GRAY SAVINGS	FIDELITY-SAVINGS ACCOUNT		\$ 16,357.35
	TOTAL CD'S & SAVINGS ACCOUNTS			
				\$ 291,570.69
	SUB TOTAL			
				\$ 8,852,546.58
PLUS	O/S DEPOSITS			\$ -
PLUS	ADJUSTMENTS			\$ -
LESS:	O/S CREDIT CARD			\$ -
LESS:	O/S CHECKS			\$ 7,413.81
	ENDING BOOK BALANCE			
				\$ 8,845,132.77
	NON-RECONCILIATION ITEM-CUBBY PARK CONCESSIONS			\$ 600.00

CLERK'S REPORT FOR THE MONTH OF NOVEMBER 2024

DESCRIPTION	CHECKING	INVESTMENT	BEGINNING		TRANSFER		TRANSFER OUT	NET CHANGE LIABILITIES	CLERK'S BALANCE
			BALANCE	RECEIPTS	IN	DISBURSED			
GENERAL									
*(001) GENERAL OPERATING FUND	\$ 2,921,806.22	\$ 5.00	\$ 2,921,811.22	\$ 107,195.56		\$ 120,721.92			\$ 2,908,284.86
** FIRE APPARATUS RESERVE	\$ 44,811.50	\$ -	\$ 44,811.50						\$ 44,811.50
POLICE APPARATUS RESERVE	\$ 123,178.95	\$ -	\$ 123,178.95						\$ 123,178.95
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	\$ -	\$ 7,644.81	\$ 7,644.81						\$ 7,644.81
PARK EQUIPMENT/RESERVE	\$ 18,000.00	\$ -	\$ 18,000.00						\$ 18,000.00
(022) CIVIC CENTER	\$ 42,119.94	\$ -	\$ 42,119.94	\$ 400.00		\$ 525.22			\$ 41,994.72
(027) MEMORIAL GARDEN PROJECT	\$ 414.00	\$ -	\$ 414.00						\$ 414.00
(028) SPLASH PAD RESERVE	\$ 100.00	\$ -	\$ 100.00						\$ 100.00
(031) LIBRARY	\$ 47,182.23	\$ 97,093.82	\$ 144,276.05	\$ 450.82		\$ 11,018.21			\$ 133,708.66
(036) TORT LIABILITY	\$ (13,634.10)	\$ -	\$ (13,634.10)	\$ 1,580.68		\$ 22,894.00			\$ (34,947.42)
SPECIAL REVENUE									
(110) ROAD USE TAX	\$ 234,167.70	\$ -	\$ 234,167.70	\$ 29,914.39		\$ 18,747.69			\$ 245,334.40
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	\$ 549,999.68	\$ -	\$ 549,999.68	\$ 16,116.38		\$ 32,697.90			\$ 533,418.16
(119) EMERGENCY TAX FUND	\$ 6,985.02	\$ -	\$ 6,985.02						\$ 6,985.02
(121) LOCAL OPTION SALES TAX	\$ 532,302.26	\$ -	\$ 532,302.26	\$ 23,664.56					\$ 555,966.82
(125) TIF	\$ 428,685.57	\$ -	\$ 428,685.57	\$ 11,357.91					\$ 440,043.48
(126) TIF LMI MEADOWS PT 4	\$ 83,542.25	\$ -	\$ 83,542.25						\$ 83,542.25
(160) REVOLVING LOAN FUND	\$ 137,082.45	\$ -	\$ 137,082.45						\$ 137,082.45
DEBT SERVICE									
(226) DEBT SERVICE	\$ 467,505.73	\$ -	\$ 467,505.73	\$ 7,669.96		\$ 103,995.00			\$ 371,180.69
CAPITAL PROJECTS									
(300) CAPITAL IMPROVEMENT RESERVE	\$ 262,544.80	\$ -	\$ 262,544.80	\$ 2,107.53					\$ 264,652.33
(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	\$ 172,412.82	\$ -	\$ 172,412.82						\$ 172,412.82
(319) RELOCATION OF WATER & SEWER LINES	\$ (365,572.60)	\$ -	\$ (365,572.60)						\$ (365,572.60)
(321) WIDENING WAPSI CREEK @ BERANEK PARK	\$ 66,716.56	\$ -	\$ 66,716.56			\$ 10,195.87			\$ 56,520.69
(322) SPLASH PAD	\$ -	\$ -	\$ -						\$ -
(323) I-80 WEST, WATER MAIN RELOCATE	\$ (24,271.48)	\$ -	\$ (24,271.48)						\$ (24,271.48)
(324) WW TREATMT FAC IMP 2021	\$ 80,000.00	\$ -	\$ 80,000.00			\$ 2,280.00			\$ 77,720.00
(326) ROUNDABOUT MAIN & CEDAR	\$ 156,500.72	\$ -	\$ 156,500.72						\$ 156,500.72
(327) SPONSORED WATER QUALITY IMPE 2021	\$ (20,000.00)	\$ -	\$ (20,000.00)						\$ (20,000.00)
(329) EASTSIDE WATER MAINS PH1	\$ 320,331.70	\$ -	\$ 320,331.70						\$ 320,331.70
(330) EASTSIDE WATER MAINS PH2	\$ -	\$ -	\$ -			\$ 122,242.15			\$ (122,242.15)
(331) CEDAR JOHNSON RD RECONSTRUCT	\$ (65,515.76)	\$ -	\$ (65,515.76)			\$ 43,725.85			\$ (109,241.61)
PERMANENT									
(500) CEMETERY PERPETUAL FUND	\$ 35,610.60	\$ 104,107.77	\$ 139,718.37						\$ 139,718.37
(501) KROUTH PRINCIPAL FUND	\$ (0.00)	\$ 56,156.91	\$ 56,156.91						\$ 56,156.91
(502) KROUTH INTEREST FUND	\$ -	\$ 26,313.41	\$ 26,313.41						\$ 26,313.41
ENTERPRISE									
(600) WATER FUND	\$ 470,704.69	\$ -	\$ 470,704.69	\$ 82,322.75		\$ 73,569.54	\$ 10,817.65		\$ 468,640.25
(603) WATER SINKING FUND	\$ 48,508.95	\$ -	\$ 48,508.95	\$ -	\$ 10,817.65				\$ 59,326.60
(610) SEWER FUND	\$ 935,844.36	\$ -	\$ 935,844.36	\$ 96,257.49		\$ 63,914.57	\$ 53,438.47		\$ 914,748.81
(611) SEWER FUND SPECIAL	\$ 841,622.16	\$ -	\$ 841,622.16	\$ -	\$ 53,438.47				\$ 895,060.63
(614) WASTEWATER LIFT STATION	\$ -	\$ -	\$ -						\$ -
(740) STORM WATER UTILITY	\$ 200,239.33	\$ -	\$ 200,239.33	\$ 6,111.20		\$ 1,564.10			\$ 204,786.43
TOTAL	\$ 8,796,753.84	\$ 291,321.72	\$ 9,088,075.56	\$ 385,149.23	\$ 64,256.12	\$ 628,092.02	\$ 64,256.12	\$ -	\$ 8,845,132.77
O/S CHECKS			\$13,516.33						\$7,413.81
ADJUSTMENTS			\$0.00						\$0.00
O/S DEPOSIT			\$0.00						\$0.00
O/S CREDIT CARD			\$0.00						\$0.00
BANK STATEMENT BALANCE			\$9,101,591.89						\$8,852,546.58

CITY OF WEST BRANCH
 MTD TREASURERS REPORT
 AS OF: NOVEMBER 30TH, 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	3,147,446.87	107,195.56	120,721.92	3,133,920.51	0.00	0.00	3,133,920.51
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	42,119.94	400.00	525.22	41,994.72	0.00	0.00	41,994.72
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	144,276.05	450.82	11,018.21	133,708.66	0.00	0.00	133,708.66
036-TORT LIABILITY	(13,634.10)	1,580.68	22,894.00	(34,947.42)	0.00	0.00	(34,947.42)
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	234,167.70	29,914.39	18,747.69	245,334.40	0.00	0.00	245,334.40
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	549,999.68	16,116.38	32,697.90	533,418.16	0.00	0.00	533,418.16
119-EMERGENCY TAX FUND	6,985.02	0.00	0.00	6,985.02	0.00	0.00	6,985.02
121-OPTION TAX	532,302.26	23,664.56	0.00	555,966.82	0.00	0.00	555,966.82
125-T I F	428,685.57	11,357.91	0.00	440,043.48	0.00	0.00	440,043.48
126-TIF LMI MEADOWS PT 4	83,542.25	0.00	0.00	83,542.25	0.00	0.00	83,542.25
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	467,505.73	7,669.96	103,995.00	371,180.69	0.00	0.00	371,180.69
300-CAPITAL IMPROV. RESERVE	262,544.80	2,107.53	0.00	264,652.33	0.00	0.00	264,652.33
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	172,412.82	0.00	0.00	172,412.82	0.00	0.00	172,412.82
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	66,716.56	0.00	10,195.87	56,520.69	0.00	0.00	56,520.69
322-SPLASH PAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
323-I-80 WEST, WATER MAIN REL	(24,271.48)	0.00	0.00	(24,271.48)	0.00	0.00	(24,271.48)
324-WW TREATMT FAC IMP 2021	80,000.00	0.00	2,280.00	77,720.00	0.00	0.00	77,720.00
326-ROUNDBOUT MAIN & CEDAR-J	156,500.72	0.00	0.00	156,500.72	0.00	0.00	156,500.72
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: NOVEMBER 30TH, 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	320,331.70	0.00	0.00	320,331.70	0.00	0.00	320,331.70
330-EASTSIDE WATER MAIN PH2	0.00	0.00	122,242.15	(122,242.15)	0.00	0.00	(122,242.15)
331-CEDAR JOHNSON RD RECONS	(65,515.76)	0.00	43,725.85	(109,241.61)	0.00	0.00	(109,241.61)
500-CEMETERY PERPETUAL FUND	139,718.37	0.00	0.00	139,718.37	0.00	0.00	139,718.37
501-KROUTH PRINCIPAL FUND	56,156.91	0.00	0.00	56,156.91	0.00	0.00	56,156.91
502-KROUTH INTEREST FUND	26,313.41	0.00	0.00	26,313.41	0.00	0.00	26,313.41
600-WATER FUND	470,704.69	82,322.75	84,387.19	468,640.25	0.00	0.00	468,640.25
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	48,508.95	10,817.65	0.00	59,326.60	0.00	0.00	59,326.60
610-SEWER FUND	935,844.36	96,257.49	117,353.04	914,748.81	0.00	0.00	914,748.81
611-SEWER FUND SPECIAL	841,622.16	53,438.47	0.00	895,060.63	0.00	0.00	895,060.63
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	200,239.33	6,111.20	1,564.10	204,786.43	0.00	0.00	204,786.43
950-BC/BS FLEXIBLE BENEFIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL	9,088,075.56	449,405.35	692,348.14	8,845,132.77	0.00	0.00	8,845,132.77

*** END OF REPORT ***

CITY OF WEST BRANCH
YTD TREASURERS REPORT
AS OF: NOVEMBER 30TH, 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	2,554,262.88	1,234,294.29	654,636.66	3,133,920.51	0.00	0.00	3,133,920.51
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	47,975.35	2,689.33	8,669.96	41,994.72	0.00	0.00	41,994.72
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	181,478.37	18,731.22	66,500.93	133,708.66	0.00	0.00	133,708.66
036-TORT LIABILITY	5,437.40	40,652.58	81,037.40	(34,947.42)	0.00	0.00	(34,947.42)
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	226,098.00	152,775.61	133,539.21	245,334.40	0.00	0.00	245,334.40
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	463,701.01	244,330.74	174,613.59	533,418.16	0.00	0.00	533,418.16
119-EMERGENCY TAX FUND	6,876.38	108.64	0.00	6,985.02	0.00	0.00	6,985.02
121-OPTION TAX	427,055.46	128,911.36	0.00	555,966.82	0.00	0.00	555,966.82
125-T I F	87,104.96	352,938.52	0.00	440,043.48	0.00	0.00	440,043.48
126-TIF LMI MEADOWS PT 4	83,542.25	0.00	0.00	83,542.25	0.00	0.00	83,542.25
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	281,930.83	193,844.86	104,595.00	371,180.69	0.00	0.00	371,180.69
300-CAPITAL IMPROV. RESERVE	210,510.63	54,141.70	0.00	264,652.33	0.00	0.00	264,652.33
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	172,412.82	0.00	0.00	172,412.82	0.00	0.00	172,412.82
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	92,690.89	0.00	36,170.20	56,520.69	0.00	0.00	56,520.69
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	62,720.45	106,781.31	91,781.76	77,720.00	0.00	0.00	77,720.00
326-ROUNDAABOUT MAIN & CEDAR-J	160,820.72	0.00	4,320.00	156,500.72	0.00	0.00	156,500.72
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: NOVEMBER 30TH, 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	320,331.70	0.00	0.00	320,331.70	0.00	0.00	320,331.70
330-EASTSIDE WATER MAIN PH2	(9,093.42)	326,511.91	439,660.64	(122,242.15)	0.00	0.00	(122,242.15)
331-CEDAR JOHNSON RD RECONS	0.00	0.00	109,241.61	(109,241.61)	0.00	0.00	(109,241.61)
500-CEMETERY PERPETUAL FUND	136,532.41	3,185.96	0.00	139,718.37	0.00	0.00	139,718.37
501-KROUTH PRINCIPAL FUND	55,415.55	741.36	0.00	56,156.91	0.00	0.00	56,156.91
502-KROUTH INTEREST FUND	25,966.83	346.58	0.00	26,313.41	0.00	0.00	26,313.41
600-WATER FUND	437,396.52	391,864.23	360,620.50	468,640.25	0.00	0.00	468,640.25
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	5,238.35	54,088.25	0.00	59,326.60	0.00	0.00	59,326.60
610-SEWER FUND	912,224.35	455,849.60	453,325.14	914,748.81	0.00	0.00	914,748.81
611-SEWER FUND SPECIAL	627,868.28	267,192.35	0.00	895,060.63	0.00	0.00	895,060.63
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	221,295.70	29,809.64	46,318.91	204,786.43	0.00	0.00	204,786.43
950-BC/BS FLEXIBLE BENEFIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL	7,550,374.24	4,059,790.04	2,765,031.51	8,845,132.77	0.00	0.00	8,845,132.77

*** END OF REPORT ***

PROGRAM EXPENDITURES FOR THE MONTH OF NOVEMBER 2024

41.67%

FUNCTIONS	BUDGET EXP	MTD EXP	YTD EXP	REMAINING BALANCE	PERCENT OF EXPENSES
PUBLIC SAFETY					
POLICE DEPARTMENT					
GENERAL FUND	\$ 740,370.00	\$ 35,518.20	\$ 212,242.70	\$ 528,127.30	28.67%
TORT LIABILITY	\$ 13,659.00	\$ -	\$ 12,804.44	\$ 854.56	93.74%
TRUST & AGENCY	\$ 146,830.00	\$ 12,973.20	\$ 65,529.85	\$ 81,300.15	44.63%
FIRE DEPARTMENT					
GENERAL FUND	\$ 284,250.00	\$ 14,064.26	\$ 37,864.14	\$ 246,385.86	13.32%
TORT LIABILITY	\$ 22,000.00	\$ 22,894.00	\$ 28,531.17	\$ (6,531.17)	129.69%
TRUST & AGENCY	\$ 67,901.00	\$ 3,142.42	\$ 18,012.19	\$ 49,888.81	26.53%
BUILDING INSPECTIONS				\$ -	#DIV/0!
GENERAL FUND	\$ 52,990.00	\$ 3,731.64	\$ 20,175.10	\$ 32,814.90	38.07%
TRUST & AGENCY	\$ 12,387.00	\$ 1,193.75	\$ 6,220.41	\$ 6,166.59	50.22%
ANIMAL CONTROL	\$ 4,050.00	\$ -	\$ -	\$ 4,050.00	0.00%
TOTAL PUBLIC SAFETY	\$ 1,344,437.00	\$ 93,517.47	\$ 401,380.00	\$ 943,057.00	29.85%
PUBLIC WORKS					
ROADS & STREETS					
GENERAL FUND	\$ 43,250.00	\$ -	\$ 30,748.50	\$ 12,501.50	71.09%
TORT LIABILITY	\$ 17,181.00	\$ -	\$ 16,106.20	\$ 1,074.80	93.74%
ROAD USE TAX FUND	\$ 325,174.00	\$ 18,747.69	\$ 133,539.21	\$ 191,634.79	41.07%
TRUST & AGENCY	\$ 67,038.00	\$ 4,545.75	\$ 27,746.14	\$ 39,291.86	41.39%
STREET LIGHTING - GENERAL FUND	\$ 41,000.00	\$ 3,036.80	\$ 14,623.83	\$ 26,376.17	35.67%
SOLID WASTE - GENERAL FUND	\$ 297,028.00	\$ 18,488.00	\$ 108,252.57	\$ 188,775.43	36.45%
TOTAL PUBLIC WORKS	\$ 790,671.00	\$ 44,818.24	\$ 331,016.45	\$ 459,654.55	41.87%
TOTAL HEALTH & SOCIAL SERVICES	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CULTURE & RECREATION					
LIBRARY					
GENERAL FUND	\$ 201,215.00	\$ 11,018.21	\$ 66,500.93	\$ 134,714.07	33.05%
TORT LIABILITY	\$ 5,040.00	\$ -	\$ 7,086.73	\$ (2,046.73)	140.61%
TRUST & AGENCY	\$ 41,151.00	\$ 3,077.97	\$ 16,625.96	\$ 24,525.04	40.40%
PARKS & RECREATION				\$ -	
GENERAL FUND	\$ 235,033.00	\$ 16,185.01	\$ 78,562.48	\$ 156,470.52	33.43%
TORT LIABILITY	\$ 5,000.00	\$ -	\$ 6,200.88	\$ (1,200.88)	124.02%
TRUST & AGENCY	\$ 32,744.00	\$ 2,865.87	\$ 14,764.74	\$ 17,979.26	45.09%
CEMETERY					

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
GENERAL FUND	\$ 93,458.00	\$ 4,326.36	\$ 30,195.10	\$ 63,262.90	32.31%
TORT LIABILITY	\$ 1,547.00	\$ -	\$ 2,174.34	\$ (627.34)	140.55%
TRUST & AGENCY	\$ 27,881.00	\$ 1,589.07	\$ 8,358.70	\$ 19,522.30	29.98%
CIVIC CENTER				\$ -	
GENERAL FUND	\$ 20,900.00	\$ 525.22	\$ 8,669.96	\$ 12,230.04	41.48%
TRUST & AGENCY	\$ -	\$ -	\$ -	\$ -	#DIV/0!
COMMUNITY & CULTURAL DEV.	\$ 12,500.00	\$ 123.84	\$ 587.00	\$ 11,913.00	4.70%
LOCAL CABLE ACCESS	\$ 24,395.00	\$ 212.85	\$ 14,706.36	\$ 9,688.64	60.28%
HISTORIC PRESERVATION	\$ 750.00	\$ -	\$ 337.42	\$ 412.58	44.99%
TOTAL CULTURE & RECREATION	\$ 701,614.00	\$ 39,924.40	\$ 254,770.60	\$ 446,843.40	36.31%
COMMUNITY & ECONOMIC DEV.					
ECONOMIC DEVELOPMENT	\$ 40,500.00	\$ -	\$ 3,675.00	\$ 36,825.00	9.07%
PLANNING & ZONING	\$ 20,000.00	\$ 237.00	\$ 2,238.66	\$ 17,761.34	11.19%
REVOLVING LOAN FUND	\$ -	\$ -	\$ -	\$ -	
TIF DEBT SERVICE	\$ 154,887.00	\$ -	\$ -	\$ 154,887.00	0.00%
TOTAL COMMUNITY & E.D.	\$ 215,387.00	\$ 237.00	\$ 5,913.66	\$ 209,473.34	2.75%
GENERAL GOVERNMENT					
MAYOR & COUNCIL					
GENERAL FUND	\$ 21,500.00	\$ 435.19	\$ 2,199.93	\$ 19,300.07	10.23%
TRUST & AGENCY	\$ 2,906.00	\$ 47.39	\$ 236.95	\$ 2,669.05	8.15%
CLERK & TREASURER					
GENERAL FUND	\$ 202,420.00	\$ 21,948.06	\$ 88,388.92	\$ 114,031.08	43.67%
TORT LIABILITY	\$ 5,785.00	\$ -	\$ 8,133.64	\$ (2,348.64)	140.60%
TRUST & AGENCY	\$ 48,187.00	\$ 3,262.48	\$ 17,118.65	\$ 31,068.35	35.53%
LEGAL SERVICES	\$ 27,000.00	\$ 2,414.71	\$ 9,838.95	\$ 17,161.05	36.44%
TOTAL GENERAL GOVERNMENT	\$ 307,798.00	\$ 28,107.83	\$ 125,917.04	\$ 181,880.96	40.91%
GO DEBT SERVICE	\$ 1,326,991.00	\$ 103,995.00	\$ 104,595.00	\$ 1,222,396.00	7.88%
CAPITAL PROJECTS					
(308) PARK IMPROVEMENTS	\$ 14,827.00	\$ -	\$ -	\$ 14,827.00	0.00%
(321) WIDENING WAPSI CREEK	\$ 800,000.00	\$ 10,195.87	\$ 36,170.20	\$ 763,829.80	4.52%
(324) WW TREATMENT FACILITY 2021	\$ 1,100,000.00	\$ 2,280.00	\$ 91,781.76	\$ 1,008,218.24	8.34%
(326) ROUNDABOUT MAIN & CEDAR	\$ -	\$ -	\$ 4,320.00	\$ (4,320.00)	#DIV/0!
(330) EASTSIDE WATER MAINS PHASE 2	\$ 1,200,000.00	\$ 122,242.15	\$ 439,660.64	\$ 760,339.36	36.64%
(331) CEDAR JOHNSON RD RECON	\$ -	\$ 43,725.85	\$ 109,241.61	\$ (109,241.61)	#DIV/0!

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
TOTAL CAPITAL PROJECTS	\$ 3,114,827.00	\$ 178,443.87	\$ 681,174.21	\$ 2,433,652.79	21.87%
BUSINESS TYPE ACTIVITIES					
WATER FUND	\$ 561,244.00	\$ 73,569.54	\$ 306,532.25	\$ 254,711.75	54.62%
WATER SINKING FUND	\$ 62,870.00	\$ -	\$ -	\$ 62,870.00	0.00%
SEWER FUND	\$ 417,142.00	\$ 63,914.57	\$ 186,132.79	\$ 231,009.21	44.62%
SEWER FUND SPECIAL	\$ 641,261.00	\$ -	\$ -	\$ 641,261.00	0.00%
STORM WATER UTILITY	\$ 42,326.00	\$ 1,564.10	\$ 46,318.91	\$ (3,992.91)	109.43%
TOTAL BUSINESS TYPE ACTIVITIES	\$ 1,724,843.00	\$ 139,048.21	\$ 538,983.95	\$ 1,185,859.05	31.25%
NON-DEPARTMENTAL TRANSFERS					
GENERAL FUND	\$ 188,877.00	\$ -	\$ -	\$ 188,877.00	0.00%
ROAD USE TAX	\$ -	\$ -	\$ -	\$ -	#DIV/0!
TRUST AND AGENCY	\$ -	\$ -	\$ -	\$ -	#DIV/0!
EMERGENCY TAX FUND	\$ -	\$ -	\$ -	\$ -	#DIV/0!
LOCAL OPTION SALES TAX	\$ 238,863.00	\$ -	\$ -	\$ 238,863.00	0.00%
TIF	\$ 514,722.00	\$ -	\$ -	\$ 514,722.00	0.00%
WATER FUND	\$ 208,288.00	\$ 10,817.65	\$ 54,088.25	\$ 154,199.75	25.97%
SEWER FUND	\$ 710,805.00	\$ 53,438.47	\$ 267,192.35	\$ 443,612.65	37.59%
SEWER FUND SPECIAL	\$ -	\$ -	\$ -	\$ -	#DIV/0!
STORM WATER UTILITY	\$ -	\$ -	\$ -	\$ -	#DIV/0!
TOTAL NON-DEPARTMENTAL TRANSFERS	\$ 1,861,555.00	\$ 64,256.12	\$ 321,280.60	\$ 1,540,274.40	17.26%
TOTAL FOR ALL FUNCTIONS	\$ 11,388,123.00	\$ 692,348.14	\$ 2,765,031.51	\$ 8,623,091.49	24.28%

CITY OF WEST BRANCH
 EXPENDITURES BY ACTIVITY (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2024

001-GENERAL FUND

41.67% OF FISCAL YEAR

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL NON-PROGRAM	1,861,555.00	64,256.12	321,280.60	17.26	1,540,274.40
TOTAL PUBLIC SAFETY	1,344,437.00	93,517.47	401,380.00	29.85	943,057.00
TOTAL PUBLIC WORKS	790,671.00	44,818.24	331,016.45	41.87	459,654.55
TOTAL HEALTH & SOCIAL SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	701,614.00	39,924.40	254,770.60	36.31	446,843.40
TOTAL COMMUNITY & ECON DEVELOP	215,387.00	237.00	5,913.66	2.75	209,473.34
TOTAL GENERAL GOVERNMENT	307,798.00	28,107.83	125,917.04	40.91	181,880.96
TOTAL DEBT SERVICE	1,326,991.00	103,995.00	104,595.00	7.88	1,222,396.00
TOTAL CAPITAL PROJECTS	3,114,827.00	178,443.87	681,174.21	21.87	2,433,652.79
TOTAL BUSINESS TYPE/ENTERPRISE	1,724,843.00	139,048.21	538,983.95	31.25	1,185,859.05
TOTAL EXPENDITURES	11,388,123.00	692,348.14	2,765,031.51	24.28	8,623,091.49



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: January 6, 2025

AGENDA ITEM: Claims for January 6, 2025
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PREPARED BY: Heidi Van Auken, Finance Officer
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DATE: January 2, 2025

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**1/6/2025**

AMAZON.COM	BOOKS-LIBRARY	93.17
ASCAP	MUSIC LICENSE FEE	445.00
BAKER & TAYLOR	BOOKS	120.70
ELECTRIC PUMP	LIFT STATION REPAIR	447.00
HI-LINE INC	SHOP SUPPLIES-PW	244.73
MUNICIPAL SUPPLY	METERS & PARTS	6,330.66
OLSON, KEVIN D	LEGAL SERVICES-DECEMBER 2024	1,500.00
PUTNAM MUSEUM	LIBRARY ANNUAL MEMBERSHIP	100.00
QUILL	OFFICE SUPPLIES-CITY OFFICE	55.91
SPEER FINANCIAL	TIF REPORT DELIVERY	375.00
STERICYCLE	SHREDDING SERVICES	90.28
VEENSTRA & KIMM	VARIOUS PROJECTS	32,072.67
WHITE CAP	SAFETY GEAR - WATER TOWERS	842.23
TOTAL		42,717.35

PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS**1/3/2025****64,664.92****PAID BETWEEN MEETINGS**

ALLIANT ENERGY	ALLIANT ENERGY	16,048.30
ARNOLD MOTOR SUPPLY	AIR HOSE & ENDS-FIRE	87.58
BOUND TREE MEDICAL	MEDICAL SUPPLIES-FIRE	163.63
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	74.23
DAN'S OVERHEAD DOORS	DOOR REPAIRS-FIRE	779.12
ECONO SIGNS	STREET SIGNS-PW	5,019.60
FIRE SERVICE TRAINING BUREAU	TRAINING-FIRE	100.00
HEIMAN FIRE EQUIPMENT	PANTS & COATS-FIRE	7,864.94
HOTSY CLEANING SYSTEMS	SOAP-FIRE	420.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,602.26
MARTIN AGENCY INSURANCE	FIRE DEPT INSURANCE AMEND	1,681.00
MOPPY MO'S	JANITORIAL SERVICES-FIRE	17.50
PITNEY BOWES	POSTAGE METER INK-RED	63.90
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-LIBRARY	100.00
WEST BRANCH REPAIRS	#195 REPAIR-FIRE	1,131.92
WHITE CAP	SHOP SUPPLIES	91.99
SISCO	HEALTH CLAIMS 12/16/2024	1,173.73
METLIFE	INSURANCE PREMIUM	2,389.08
SISCO	INSURANCE PREMIUM	18,672.83
SISCO	HEALTH CLAIMS 12/23/2024	176.57
UMB	GO BOND FEES	1,250.00
JOHN DEERE FINANCIAL	TOOLS, SUPPLIES, UNIFORMS	1,694.82
MEDIACOM	CABLE SERVICE	41.90
STATE INDUSTRIAL PRODUCTS	CHEMICALS	1,271.15

AMAZON.COM	BOOKS	66.75
BAKER & TAYLOR	BOOKS	272.33
CEDAR COUNTY COOP	FUEL-PW	1,359.00
EASTERN IOWA YOUTH BB	4TH GRADE BB REGISTRATION	480.00
GRIEBAHN INDUSTRIES	NAME PLATE-P&R COMMISSION	26.00
IOWA ONE CALL	UTILITY LOCATIONS SERVICE	33.30
MENARDS	SHOP TOOLS-PW	237.40
PANTHER UNIFORMS	UNIFORMS-POLICE	1,142.09
QUILL	OFFICE SUPPLIES-CITY OFFICE	126.10
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	846.99
USA BLUE BOOK	SEWER SAMPLING EQUIPMENT	1,477.79
VERIZON WIRELESS	VERIZON WIRELESS	454.71
VARIOUS VENDORS	UB REFUNDS	224.10
TOTAL		68,662.61

GRAND TOTAL EXPENDITURES 176,044.88

FUND TOTALS

001 GENERAL FUND	51,325.19
022 CIVIC CENTER	258.09
031 LIBRARY	5,995.07
036 TORT LIABILITY	1,681.00
110 ROAD USE TAX	13,641.82
112 TRUST AND AGENCY	28,410.24
226 DEBT SERVICE	1,250.00
321 WIDENING WAPSI CREEK	14,670.00
330 EASTSIDE WATER MAINS PH2	407.50
331 CEDAR JOHNSON RD RECON	16,995.17
600 WATER FUND	21,564.98
610 SEWER FUND	19,185.19
740 STORM WATER UTILITY	660.63

GRAND FUND TOTAL 176,044.88

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
COMM & CULTURAL DEVEL	GENERAL FUND	ASCAP	MUSIC LICENSE FEE	445.00
			TOTAL:	445.00
CLERK & TREASURER	GENERAL FUND	QUILL CORP SPEER FINANCIAL INC STERICYCLE, INC.	OFFICE SUPPLIES-CITY OFFIC	55.91
			TIF REPORT DELIVERY	375.00
			SHREDDING SERVICES	90.28
			TOTAL:	521.19
LEGAL SERVICES	GENERAL FUND	OLSON, KEVIN D	LEGAL SERVICES-DECEMBER 20	1,500.00
			TOTAL:	1,500.00
LIBRARY	LIBRARY	BAKER & TAYLOR INC. PUTNAM MUSEUM & IMAX THEATRE AMAZON.COM.CA., INC.	BOOKS	120.70
			LIBRARY ANNUAL MEMBERSHIP	100.00
			BOOKS-LIBRARY	27.85
			BOOK-LIBRARY	14.95
			BOOKS-LIBRARY	30.42
			DVD-LIBRARY	19.95
			TOTAL:	313.87
CAPITAL PROJECT	WIDENING WAPSI CRE	VEENSTRA & KIMM INC.	CHANNEL WIDENING FLOOD IMP	14,670.00
			TOTAL:	14,670.00
CAPITAL PROJECT	EASTSIDE WATER MAI	VEENSTRA & KIMM INC.	EAST SIDE WATER MAINS PH2	229.00
			EAST SIDE WATER MAINS PH2	45.00
			EAST SIDE WATER MAINS PH2	133.50
			TOTAL:	407.50
CAPITAL PROJECT	CEDAR JOHNSON RD R	VEENSTRA & KIMM INC.	CEDAR JOHNSON RD RECON	16,995.17
			TOTAL:	16,995.17
WATER OPERATING	WATER FUND	MUNICIPAL SUPPLY INC. WHITE CAP L.P.	METERS & PARTS	6,330.66
			SAFETY GEAR - WATER TOWERS	842.23
			TOTAL:	7,172.89
SEWER OPERATING	SEWER FUND	ELECTRIC PUMP INC HI-LINE INC	LIFT STATION REPAIR	447.00
			SHOP SUPPLIES-PW	244.73
			TOTAL:	691.73

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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===== FUND TOTALS =====
001 GENERAL FUND                2,466.19
031 LIBRARY                      313.87
321 WIDENING WAPSI CREEK @ BE   14,670.00
330 EASTSIDE WATER MAIN PH2     407.50
331 CEDAR JOHNSON RD RECONS    16,995.17
600 WATER FUND                  7,172.89
610 SEWER FUND                   691.73
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GRAND TOTAL:                    42,717.35
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TOTAL PAGES: 2



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: January 6, 2025

AGENDA ITEM: Third Reading Ordinance 821 – Amending Chapter 165 – Zoning Regulations. / Move to action.

PREPARED BY: Adam Kofoed, City Administrator

DATE: January 2, 2025

SUMMARY

Since 2021, West Branch Main Street has been inquiring about city ordinances that can enhance the built environment. For example, the city does not have an ordinance that would protect Main Street from certain types of businesses, signage, and aesthetic requirements.

Starting on May 6th 2024, City Administrator, Adam Kofoed contacted Decorah’s City Manager on ideas for preserving and enhancing downtown districts. Since then, Kofoed has been in contact with Main Street Director Jessi Simon on design guideline ideas, signage requirements, and prime businesses Main Street would like to have in the district.

In addition, to Main Street, the 2016 Historic Preservation plan encourages the city to seek new historic properties, establish a historic neighborhood district, and the Planning and Zoning Commission has expressed a keen interest on the matter.

Main Street, Historic Preservation Commission, and Planning and Zoning Commissions are requesting the City of West Branch to protect, preserve, and enhance the Main Street district.

PURPOSE

1. Establish a temporary overlay district for three years, as the City of West Branch seeks its to complete a comprehensive plan.
2. Study the proper size of an overlay district, solicit feedback, observe what changes could be made, and adopt a permanent district.
3. Prohibit signs, businesses, new buildings, and building expansions that are not compatible with Main Street Iowa Design Guidelines.
4. Ensure new commercial growth is visually appealing and constructed with sound materials.

ORDINANCE 821

AN ORDINANCE AMENDING CHAPTER 165 – ZONING REGULATIONS

Section 1: Amendment. This ordinance shall be in full force and effect as of January 16, 2025 and shall expire without further action of the City Council on January 16, 2028. However, the expiration date may be extended after a public hearing by approval of the City Council.

(Insert after current subsection)

165. 37 - Prosperity Pathway Interim Development Overlay District

1. Purpose: The purpose of the Prosperity Pathway Interim Development Overlay (IDO) is to temporarily regulate the establishment of uses, construction of new buildings and demolition or alteration of existing structures in the Prosperity Pathway where potential development could be detrimental or have adverse impacts on current planning, land use or zoning studies underway.
2. Applicability: The Prosperity Pathway IDO is adopted as an amendment to the Zoning Code and shall be illustrated on the Zoning Map and applied to the base district designation. Where inconsistencies exist between the Prosperity Pathway IDO regulations and other provisions of the Municipal Code, the Prosperity Pathway IDO regulations shall apply. The Prosperity Pathway IDO incorporates the Sub-boundaries of the Main Street Sub-District and the Historic District. Both districts will have additional review processes outlined within this ordinance and said sub-district boundaries shall be shown on the Zoning Map and applied to the base district designation.
3. District and Sub-district boundaries:
See Exhibit "i-iii"
4. Definition: "Substantial improvement" includes the following:
 - a. Any new building construction within the Prosperity Pathway IDO or any renovation of an existing structure that involves any modification of the exterior appearance of the structure by virtue of adding or removing exterior windows or doors or altering the color or exterior materials of existing walls.
 - b. All facade improvements, changes, alterations, modifications or replacement of existing facade materials will be considered a substantial improvement.
 - c. A substantial improvement also includes any increase or decrease in existing building height and/or alteration of the existing roof pitch or appearance.
 - d. Routine repair or replacement of existing roof materials that do not materially change the appearance, shape or configuration of the existing roof will not be considered a "substantial improvement". If the entire roof will be replaced, a review will be required.

- e. Owner-occupied detached single-family residences will not be subject to these regulations.
- f. Within the Main Street Sub-District "substantial improvement" also Includes:
 - i. New, modified or replacement awning structures or similar material extensions over the public sidewalk area.
 - ii. Demolition or Removal of any portion of a building otherwise not specified by these regulations.
 - iii. New, modified or replacement of permanent signage.

5. Land Uses:

- a. Permitted Uses: Allowable uses within the Prosperity Pathway Interim Development Overlay District include; commercial, professional office and service-oriented businesses, uses or facilities, including hotels and lodging facilities and, all such uses currently allowed in the RB-1 Neighborhood Commercial, CB-1 and CB-2 Commercial Business District Commercial unless herein limited.
- b. If the underlying zoning district is more restrictive than the CB-1 and CB-2 Commercial Business Commercial district, then only those uses permitted in the more restrictive district shall be allowed.
- c. No residential or storage use may be established on the ground floor of any store front or shop front located within the area zoned CB-1 and CB-2, Commercial Business District Commercial. Residential uses are encouraged to be established in upper levels of commercial facilities.

6. Prohibited Uses. These prohibited uses are incompatible with the historic, commercial, and aesthetic goals of the Prosperity Pathway IDO, which prioritizes preserving the character of West Branch's downtown as a vibrant, service-oriented area. In furthering the goals of the Prosperity Pathway Interim Development Overlay District, the following uses shall be prohibited in the Main Street Sub-District on the first-floor commercial storefronts:

- a. Storage: No first-floor commercial storefront may be used primarily or exclusively for storage of goods, materials, equipment, or any other non-retail items, except as incidental to an active, permitted commercial use.
- b. Residential: No first-floor commercial storefront may be converted to or used for residential purposes, including but not limited to apartments, condos, or other living spaces.
- c. Mechanic Shops
- d. Recreational Drug Stores, including liquor, tobacco, marijuana and other recreation drugs
- e. Gas Stations
- f. Pawn Shops
- g. Lumber Yards
- h. Building or construction supply business

- i. Truck Terminals
 - j. Boat Sales
 - k. Vehicle Sales
 - l. Pre-Assembly Yards
 - m. Light manufacturing
 - n. Firework Sales
7. Conditional Uses: All Conditional Use Site and Building Plans shall be reviewed by the Planning and Zoning Commission and City Council prior to proceeding to the Zoning Board of Adjustment for consideration.
8. Site and Building Plan Review Process: No person who proposes to substantially improved or new building structure or development, shall be issued a building permit or certificate of occupancy, as the case may be until said person submits a detailed site plan, building plan and color renderings for review as established below:
 - a. Prosperity Pathway IDO Review: Any proposed substantial improvement or new building structure located in the Prosperity Pathway IDO, including proposed residential facilities, must submit a detailed site plan and building plan for review and approval by the Planning and Zoning Commission and the City Council.
 - b. Main Street Sub-District: Any proposed substantial improved or new building structure located within the Main Street West Branch Sub- district, including proposed residential facilities, must submit a detailed site plan and building plan for review and recommendation by the Main Street West Branch Board of Directors or their designee for consistency with the Iowa Main Street program. Design Guidelines prior to the project being reviewed by the Planning and Zoning Commission and City Council.
 - c. Historic District Review: Any proposed substantial improvement or new building structure located within the Historic District, shall be reviewed by the Historic Preservation Commission, or their designee, and a report provided to determine whether the project would be consistent with the Historic District. Any substantial improvement or new building structure located within the Historic District that is determined to detract from the Historic District shall be denied.
9. Site and Building Design Considerations:
 - a. Elements to be considered in this review process are proposed use, proposed building improvements or new structural elements, with particular attention to exterior building design elements, landscaping and how the proposed improvement or development will complement existing and proposed uses and building design elements.
 - b. The upcoming comprehensive plan will be considered during this review process. In the event the City Council determines that the proposed project is not consistent with the direction of the comprehensive plan, the project may be delayed until such time the plan is complete.

- c. Paramount in this review will include consideration of, exterior building materials on all sides, coloration of materials, building height, roof line, size and location of windows and doors, roof mounted appurtenances, and facades.

10. Design Elements:

- a. Proportion: The relationship of width and height of the front elevations of adjacent buildings shall be considered in the construction or alteration of a building. The relationship of width and height of windows and doors of adjacent buildings shall be considered in the construction or alteration of a building. Particular attention must be given to the scale of street level doors, walls and windows. Large expanses of blank wall spaces at street level are to be discouraged, unless utilized for approved public art installation.
- b. Color: Building colors should emphasize light and muted colors, with earth tones dominant. Saturated hues and bright colors except for use in small areas is not encouraged.
- c. Architectural features: Architectural features including but not limited to cornices, entablatures, doors, windows, shutters, fanlights and other elements prevailing in the area shall be considered in the construction or alteration of a building. For properties outside the Historic District, it is not intended that the details of existing buildings be duplicated precisely, but those features should be suggestive of the extent, nature and scale of details that would be appropriate on new buildings or associated with building alterations.
- d. Materials and Texture: Architectural design within this area shall recognize the importance of material strength and permanency through the selection of building materials and the principle of structural strength and permanency shall dominate the structural and exterior materials and components. The primary material shall constitute at least 25% of the wall area, excluding glass. The primary exterior material shall consist of a combination of brick, architectural concrete panels, textured concrete block, or architectural steel, or stone panels.
- e. No wood, Masonite, asphaltic exterior wall or roof material, aluminum or steel siding, non-architectural sheet metal, non-textured concrete block, stucco, vinyl, E.I.F.S. (Exterior Insulation and Finish Systems) or other similar materials shall constitute any portion of any building, except as trim.
- f. In the Main Street Sub-District and Historic District, the Main Street Design Guidelines shall regulate Material and Texture.

11. Emergency Repairs:

- a. In the case of emergency repairs of no more than 65% of the building's assessed value is needed as the result of unanticipated building or facade damages due to events such as fire, vandalism, or weather-related damages, site plan review will not be required, provided that the needed repairs do not alter the appearance of the structure prior to the event causing the unanticipated damages.

12. Signage: Signage within the Main Street and Historic District should align with the aesthetic goals of the district, with size and placement ensuring visual harmony. Businesses are encouraged to utilize traditional materials such as wood or metal for signage to maintain historical continuity. All signage shall conform to requirements of the Chapter 165.42 Signs, except as provided for below:

- a. Electronic Message Center Signs shall not be permitted within the Prosperity Pathway IDO.
- b. In the Main Street West Branch Sub-District and the Historic District signage shall be reviewed by the City Administrator and Historic Preservation Chair

13. Exterior Lighting: All lighting within the West Branch Main Street District must provide warm white of up to 2,900 Kelvin degrees.

Renumber all remaining sections after these changes.

Section 1. Time Frame: This Ordinance shall be of no further force or effective thirty-six (36) months after adoption unless prior to that date, after a public hearing, the City Council by majority vote extends the Prosperity Pathway IDO Overlay District.

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

Section 3. Adjudication. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof no adjudged invalid or unconstitutional.

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

Passed and approved this 6th day of January, 2025.

First Reading: December 2, 2024
Second Reading: December 16, 2024
Third Reading: January 6, 2025

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, 2025.

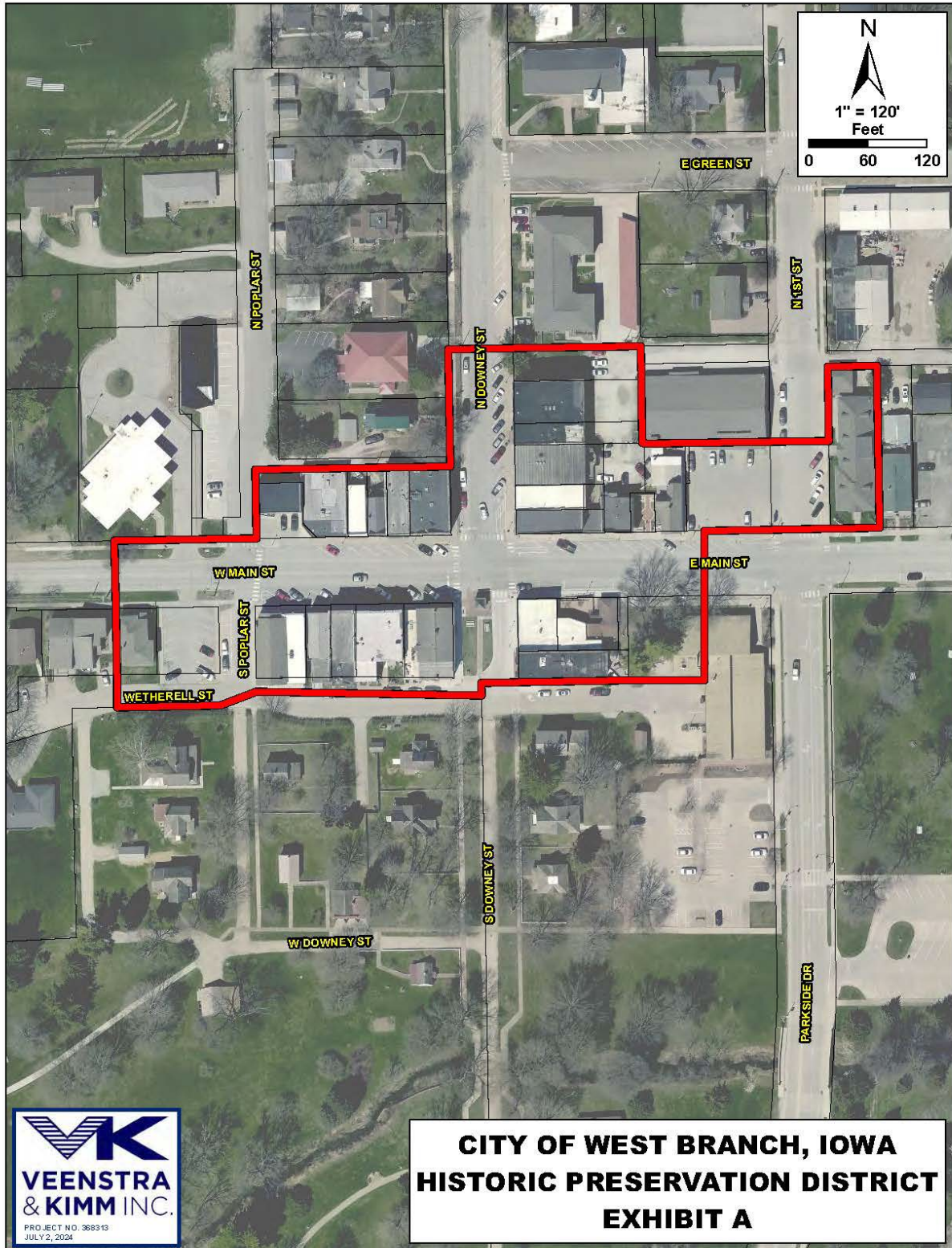
City Clerk

Exhibits

Prosperity Pathway Interim Development Ordinance

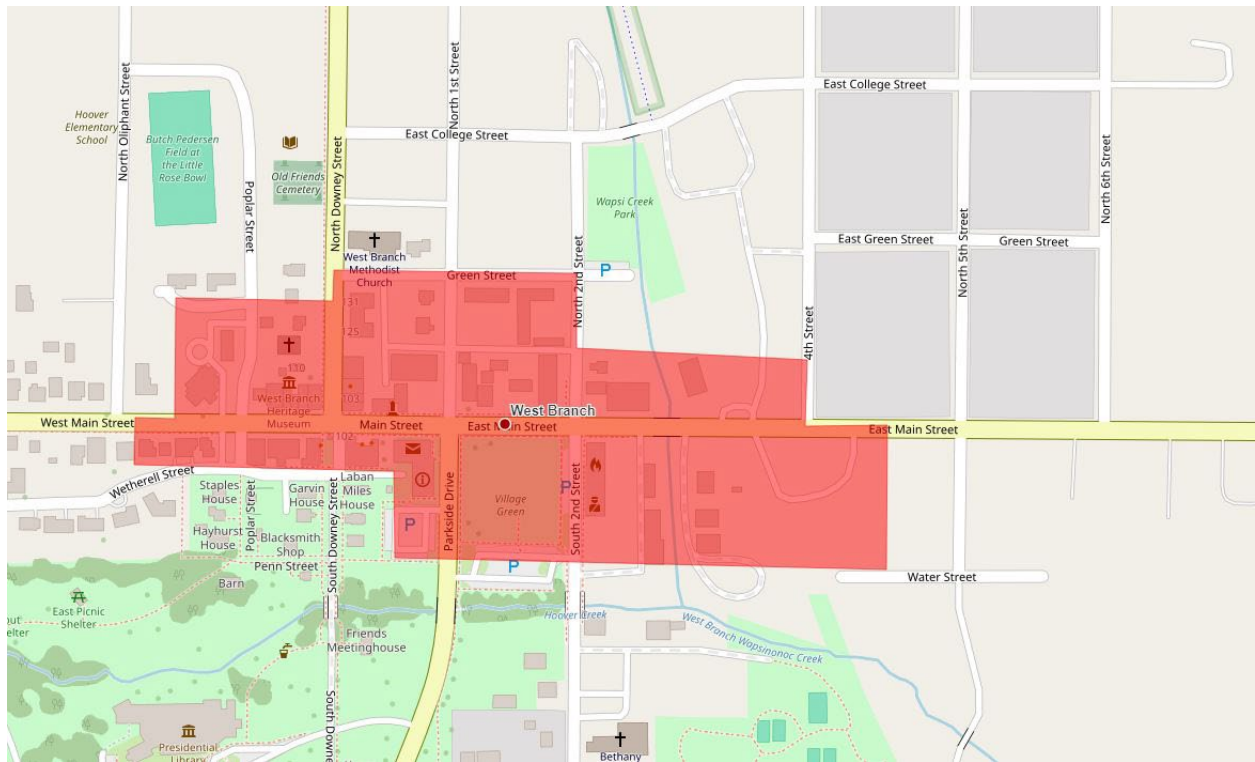
- i. Historic District.
- ii. Main Street Sub-district
- iii. Prosperity Pathway Interim Dev. Overlay Dist.

Historic District



**CITY OF WEST BRANCH, IOWA
HISTORIC PRESERVATION DISTRICT
EXHIBIT A**

Main Street Sub-District



Prosperity Pathway Interim Development Overlay District





REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: January 6, 2025

AGENDA ITEM: Resolution 2025-01 - Authorizing the Finance Officer or City Clerk to pay certain bills prior to the City Council's approval.

PREPARED BY: City Clerk, Leslie Brick
--

DATE: December 23, 2024

BACKGROUND/ SUMMARY:

This is the annual resolution authorizing the Finance Officer or City Clerk to pay certain bills prior to City Council approval.

RESOLUTION 2025-01

**A RESOLUTION AUTHORIZING THE FINANCE OFFICER OR CITY CLERK TO
PAY CERTAIN BILLS PRIOR TO THE CITY COUNCIL'S APPROVAL.**

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

Section 1. The City Council hereby authorizes the Finance Officer or City Clerk to pay the following bills prior to the City Council's approval:

- Utility Deposit Refunds
- Payroll
 - Payroll taxes and other checks relative to the Payroll (such as garnishments, insurance, etc.)
- Postage
- Library bills approved by the Library Board of Trustees
- Trash & Recycling fees
- Conference Expenses
 - Registration fees, mileage, meals, books and lodging
- Employee Reimbursements
- Recording and Filing Fees
- Loan and Bond Payments
- Authorize the Finance Officer or City Clerk to issue checks for immediate payment of amounts due, which if not paid promptly would result in loss of discount, penalty for late fee or additional interest cost.

Section 2. All Resolutions or parts of Resolutions in conflict with the provisions of this resolution are hereby repealed.

PASSED AND APPROVED, this 6th day of January 2025.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: January 6, 2025
AGENDA ITEM: Resolution 2025-02 - Approve invoice #13-35922 in the amount of \$210.00 to Eocene (formerly known as Impact7G) for the Wapsi Creek Widening SRF Sponsored Project.
PREPARED BY: City Clerk, Leslie Brick
DATE: December 16, 2024

SUMMARY:

In October 2021, the City of West Branch was approved for Sponsored Project funds in the amount of \$719,000 associated with the Wastewater Treatment Facility Project

The City Council approved a Professional Services Agreement with Impact7G to assist Veenstra & Kimm with the design and construction of an SRF project (Wapsi Creek Widening) in an amount not to exceed \$164,300.

The City has received and paid the following invoices to Impact7G for the project to date:

Invoice	Amount	Purpose	Date
25942	\$20,782	Data collection	6/6/2022
26230	\$25,385	Data collection & planning & design	6/17/2022
25519	\$5,508	Data collection, design & funding mmgt.	6/24/2022
26665	\$9,768	Data collection & design	7/18/2022
26986	\$17,253	Data collection, design & funding mmgt.	8/19/2022
27315	\$4,802	Data collection, design & funding mmgt.	9/19/2022
27724	\$1,424	Data collection & design	11/7/2022
28474	\$6,456	Data collection, design & funding mmgt.	12/19/2022
28888	\$1,429	Funding mmgt & planning & design	2/6/2023
28265	\$1,267	Data collection, planning & design	2/21/2023
29216	\$7,056	Funding mmgt	2/21/2023
29478	\$5,210	Funding mmgt, planning & design	3/25/2023
29822	\$2,940	Funding mmgt	5/15/2023
31168	\$5,020	Funding mmgt	9/5/2023
31444	\$770.00	Funding mmgt	10/2/2023
33192	\$4970.00	Funding mmgt	2/20/2024
34364	\$382.50	Funding mmgt	7/1/2024
34618	\$5753.67	Public outreach	8/19/2024
34740	\$2852.50	Public outreach	9/3/2024
35132	\$2581.25	Public outreach	10/7/2024
13-35378	\$4,228.37	Public outreach	10/21/2024
13-35964	\$ 592.55	Public outreach	11/18/2024

\$136,430.84

RESOLUTION 2025-02

A RESOLUTION APPROVING INVOICE #13-35922 IN THE AMOUNT OF \$210.00 TO EOCENE (FORMERLY KNOWN AS IMPACT7G INC.) FOR THE WAPSI CREEK WIDENING – SRF SPONSORED PROJECT

WHEREAS, The City of West Branch Sponsored Project application associated with Clean Water SRF project CS1920982-01 has been approved by the Iowa Environmental Protection Commission for \$719,000; and

WHEREAS, the City of West Branch is utilizing these funds to implement a water quality improvement project within the West Branch Wapsinoc Creek Watershed based on the Watershed Assessment completed by Impact7G (now known as Eocene Environmental Group); and

WHEREAS, the proposed plan includes implementation of a series of water quality practices with and adjacent to the Wapsinoc Creek south of East Main Street; and

WHEREAS, the project includes in-stream practices, re-meandering reaches, reconnecting the floodplain, buffer restoration and the creation of oxbows; and

WHEREAS, Eocene Environmental Group (aka Impact7G) has been working closely with the City Engineer on the preliminary and final design; and

WHEREAS, it is now necessary to approve said invoice number 13-35922 in the amount of \$210.00.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned invoice is approved.

Passed and approved this 6th day of January, 2025.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



Eocene Environmental Group, Inc.
5930 Grand Ave
West Des Moines, IA 50266
888.972.5930

City of West Branch
110 N Poplar Street
PO Box 218
West Branch, IA 52358
Adam Kofoed

Invoice number 13-35922
Date 12/12/2024

Project 22003 WEST BRANCH WAPSI CREEK
SRF SPONSORED PROJECT

Eocene (P) 888.972.5930

Email Invoice to:
adam@westbranchiowa.org
accountspayable@westbranchiowa.org

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining Contract
Task 1 - Project & SRF Funding Management	29,400.00	97.44	28,438.43	210.00	751.57
Task 2 - Data Collection	64,400.00	100.00	64,400.00	0.00	0.00
Task 3 - Planning and Design	22,700.00	100.00	22,699.99	0.00	0.01
Task 4 - Public Outreach and Education	20,200.00	100.00	20,200.00	0.00	0.00
Total	136,700.00	99.45	135,738.42	210.00	751.58

Invoice total 210.00

Thank you for your business!