



**CITY COUNCIL MEETING  
MONDAY, FEBRUARY 5, 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 January 8, 2024 Budget Work Session.
  - b. Approve Minutes from the January 16, 2024 City Council meeting.
  - c. Approve Minutes from the January 22, 2024 Budget Work Session.
  - d. Approve Claims for February 5, 2024.
7. Presentations/Communications/Open Forum
  - Main Street West Branch 2023 Annual Report presented by Jessi Simon, Main Street West Branch Executive Director
8. Public Hearing/Non-Consent Agenda
  - a. **Resolution 2024-07** - Setting a Public Hearing Date (April 1, 2024) for the Maximum Proposed Property Tax Levy Rate for Fiscal Year 2025. / Move to action.
  - b. **Resolution 2024-08** – Approving the Revised Site Plan for Lot 9 Parkside Hills-Third Addition, West Branch, Iowa. / Move to action.
  - c. **Resolution 2024-09** – Approving the Final Plat of Parkside Hills – Third Addition, West Branch, Iowa. / Move to action.
  - d. **Resolution 2024-10** – Approving the Site Plan for Lot 1, Pedersen Valley Part 1, West Branch, Iowa. / Move to action.
9. Discussion – Council direction on Hotel Motel Tax Proceeds Policy
10. Discussion – Strategic Planning
11. City Administrator Report
12. City Attorney Report
13. City Engineer Report
14. City Staff Reports
15. Comments from Mayor and Council Members
16. 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** (vacant) • **Public Works Director** Matt Goodale • **Library Director** Jessica Schaffer

*(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  
Budget Work Session**

**January 8, 2024  
5:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 5:02 p.m.

Roll call: Council members present: Mike Horihan arrived at 5:08pm, Jerry Sexton, Tom Dean, Jodee Stoolman, and Nick Goodweiler. City Staff present: City Administrator Adam Kofoed, Finance Officer Heidi Van Auken, Sergeant Cathy Steen, Public Works Director Matt Goodale, Fire Chief Kevin Stoolman, and Interim Library Director Jessie Schafer.

### **FY 2025 Budget Work Session Discussion Topics**

Kofoed presented his FY25 budget assumption highlights as follows: six percent full-time employee wage increase, four percent inflation, four percent in health insurance increase, ten percent increase in fuel, utilities, travel and equipment costs, an estimated twenty-thousand-dollar tax revenue cut due to changes in the state's rollback, and adjusted water/sewer revenue as the rates and number of buildings has increased. Kofoed reiterated that these are just 'assumptions' as the budget is still a work in progress. Kofoed went on to show the City's current reserve requirements (as recommended by the state). He also highlighted some of the progress the City has made with prior Council goals. Kofoed said highlights for 2023 were; water tower painting, small cuts to parks and rec programs not breaking even, east side water main phase I completion, more sustainable approach to Hoover's Hometown Days, Cedar Johnson roundabout completion, Town Hall fee increases for sustainability, continuing work with flood mitigation, planning for upgrades to the east side water main phase II, improving fund reserves during times of financial uncertainty to prepare for emergency spending, if it arises.

Kofoed asked the Council to consider several items:

Expenses

- Increase Police Department to allow for five full time officers and ILEA training, equipment, and uniforms for four new officers.
- Minor increases to clerk and treasurer to add training and wages for Deputy Clerk position.

Cuts

- Cut full time Parks and Rec Director position and creating a Deputy Clerk/Recreation Coordinator position.
- Reducing West Branch Public Library support.
- Eliminating home rebate program.

Laughlin asked about how property tax levy will be affected with the new valuations. Sexton asked about Road Use Tax revenue, Kofoed explained the state sets the formula to cities and it's only increasing by \$1 per resident a year. Goodweiler suggested that is less than 1%. Sexton mentioned considering a city run trash and recycling program, planning for the City Clerk retirement, and Greenview Water loop. Stoolman asked about Public Works equipment, how utility rates are impacting revenue and residents, and asked if road use tax would be able to pay for large street projects. Goodale explained that larger street projects would have to be funded through bonds and the road use tax run is only enough to fund operations. Horihan asked about fire training and Chief Stoolman said that yes and it is in their requested budget.

### **ADJOURNMENT**

Motion to adjourn by Dean, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 6:44 p.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**

**January 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 present: Mike Horihan, Jerry Sexton, Tom Dean, Jodee Stoolman, and Nick Goodweiler. City Staff present: City Administrator Adam Kofoed. City Staff attending via Zoom: Sergeant Cathy Steen, Public Works Director Matt Goodale and Interim Library Director Jessie Schafer and Finance Officer Heidi Van Auken.

**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 January 2, 2024 City Council meeting.  
Approve claims for January 16, 2024.

**EXPENDITURES 1/16/2024**

ASCAP	MUSIC LICENSE FEE	434.00
BAKER & TAYLOR	BOOKS	44.46
BEAN & BEAN	GRAVE OPENINGS	1,950.00
BROWN'S WEST BRANCH FORD	TRUCK REPAIR PART-PW	152.33
CEDAR CO SHERIFF'S OFFICE	PATROL RESERVES	1,680.00
CEDAR COUNTY RECORDER	RECORDING FEES	78.00
ELDON C STUTSMAN	BRINE SETUP PARTS-PW	716.90
HAWKINS	CHEMICALS	3,644.59
HI-LINE	SHOP SUPPLIES	362.14
HIAWATHA PUBLIC LIBRARY	REPLACEMENT BOOK FEE	25.00
HUNTZMAN ENTERPRISES	UNIFORM SHOULDER PATCH-PD	525.00
IMWCA	IMWCA FY24 INSTALLMENT 7	2,836.00
IOWA CODIFICATION	DEC 2023 SUPPLEMENT	393.00
IA LAW ENFORCEMENT ACADEMY	MMPI-2 EVAL - POLICE	150.00
KANOPY	ON DEMAND VIDEO SERVICE	17.00
LINN COUNTY R.E.C.	STREET LIGHTS	294.03
MENARDS	BRINE TRUCK SETUP MTRLS	31.96
MOPPY MO'S	JANITORIAL SERVICES	700.00
MPEC	VEHICLE MAINT PARTS-PW	4.08
OLSON, KEVIN D	LEGAL SERVICES-JAN 2024	1,500.00
OMNISITE	LIFT STATION AUTOMATIC DIALER	378.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	377.87
PARKSIDE SERVICE	F550 TIRES - PW	1,856.64
QUILL CORP.	STORAGE BOXES-POLICE	43.39
STANARD & ASSOCIATES	POST EXAMINER'S MANUAL-PD	32.00
TRUCK EQUIPMENT	TRUCK BOX - PW	1,550.00
VEENSTRA & KIMM	VARIOUS PROJECTS	37,906.23
<b>TOTAL</b>		<b>57,682.62</b>

**PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS 1/5/2024 45,458.56**

**PAID BETWEEN MEETINGS**

SISCO	HEALTH CLAIMS 12/26/2023	1,184.04
SISCO	HEALTH CLAIMS 1/2/2024	491.85
UMB BANK	GO BONDS FEES	1,250.00
AMAZON.COM	VARIOUS ITEMS FOR LIBRARY	182.11
AT&T MOBILITY	WIRELESS SERVICE	314.96
BAKER & TAYLOR	BOOKS	727.27
CAPITAL ONE	VARIOUS ITEMS FOR LIBRARY	260.84
DAVE'S WELDING & REPAIR	TRUCK BRAKE REPAIR	285.00
DREAMHOST WEBHOSTING	LIBRARY WEBSITE HOSTING	155.88
GRIEBANH INDUSTRIES	NAME PLATE - COUNCIL	25.00
HI-LINE	SHOP SUPPLIES	127.00
IOWA DNR	OPERATOR CERTIFICATE FEE	80.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	76.50

JOHN DEERE FINANCIAL	UNIFORMS-PW	287.78
LEAF CAPITAL FUNDING	COPIER LEASES-CITY, LIBRARY	538.02
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,553.53
LYNCH'S PLUMBING	SEWER LINE REPAIR-LAREW	225.00
OFFICE OF AUDITOR OF STATE	AUDIT FY22 FILING FEE	425.00
PITNEY BOWES GLOBAL FINANCIAL	POSTAGE METER LEASE-LIBRARY	77.37
PITNEY BOWES PURCHASE POWER	REPLINISH POSTAGE-LIBRARY	50.00
QUILL	OFFICE & BLDG SUPPLIES	100.75
SINCLAIR TRACTOR	MOWER PARTS	246.69
STATE INDUSTRIAL PRODUCTS	CHEMICALS & SUPPLIES	1,484.40
THE HOME DEPOT PRO	BLDG SUPPLIES-LIBRARY	102.14
USA BLUE BOOK	WATER TESTING SUPPLIES	416.23
VERIZON WIRELESS	VERIZON WIRELESS	371.37
FELDMAN PERFORMANCE	FELDMAN PERFORMANCE	44.35
BRIAN LUMPA	TREE REMOVAL & STUMP GRIND	500.00
DES MOINES STAMP	SELF-INKING STAMPS	105.00
JOHNSON COUNTY AUDITOR	CITY/SCHOOL ELECTION FEES	824.52
LRS HOLDINGS	GARBAGE STICKERS	285.00
MACQUEEN EQUIPMENT	2023 BONNELL PRO LEAF LOADER	76,525.00
MEDIACOM	CABLE SERVICE	41.90
PLUNKETT'S PEST CONTROL	PEST CONTROL - CITY, TOWN HALL	57.78
METLIFE	INSURANCE	1,248.68
SISCO	INSURANCE	11,430.75
BOOMERANG	WW TREATMENT PAY ESTIMATE 14	328,409.30
SISCO	HEALTH CLAIMS 12/18/2023	20.71
ALLIANT ENERGY	ALLIANT ENERGY	10,532.37
CEDAR COUNTY COOPERATIVE	FUEL-FIRE	977.50
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	29.99
LYNCH'S EXCAVATING	OLIPHANT WATER MAIN REPAIR	4,205.52
MPEC	SUPPLIES-FIRE	131.12
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	5,519.07
WEST BRANCH REPAIRS	GENERATOR SERVICE-FIRE	252.50

**TOTAL** 452,179.79

**GRAND TOTAL EXPENDITURES** 555,320.97

FUND TOTALS	
001 GENERAL FUND	56,027.86
022 CIVIC CENTER	667.08
031 LIBRARY	10,204.34
036 TORT LIABILITY	2,673.62
110 ROAD USE TAX	28,277.00
112 TRUST AND AGENCY	16,857.44
226 DEBT SERVICE	1,250.00
319 RELOCATING WATER & SEWER	239.65
321 WIDENING WAPSI CREEK	13,443.00
324 WW TREATMENT FACILITY	340,438.39
329 EASTSIDE WATER MAIN PH1	2,743.39
330 EASTSIDE WATER MAIN PH2	7,990.47
600 WATER FUND	43,619.66
610 SEWER FUND	30,356.77
740 STORM WATER UTILITY	532.30

**GRAND FUND TOTAL** 555,320.97

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

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

None

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

Second Reading Ordinance 812 - Amending the Code of Ordinance of the City of West Branch, as previously amended, by Changing Sewer Rates. / Move to action.

Motion by Sexton, second by Goodweiler to approve the Second Reading of Ordinance 812. AYES: Sexton, Horihan, Stoolman, Dean, Goodweiler. NAYS: None. Absent: Motion carried.



Third Reading Ordinance 812 - Amending the Code of Ordinance of the City of West Branch, as previously amended, by Changing Sewer Rates. / Move to action.

Motion by Dean, second by Horihan to approve the Third Reading of Ordinance 812. AYES: Sexton, Horihan, Stoolman, Goodweiler, Dean. NAYS: None. Absent: Motion carried.

ORDINANCE 812

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

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

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

Section 1. Amendment. Section 99.02 of the Code of Ordinances of the City of West Branch, Iowa is hereby amended by deleting "Effective the first day of January each year, beginning in 2024, the customer monthly rates as set forth in Sections 99.01, 99.03, and 99.04 of this chapter, shall increase by 2% from the prior year. The City shall review the rates every two years to ensure that the system generates adequate revenues to pay the costs of operation and maintenance, including replacement, and that the system continues to provide for proportional distribution of operation and maintenance, including replacement costs, among users and user classes."

And replacing with:

99.02 Annual Adjustment of Sewer Rates. Effective the first day of July each year, beginning in 2024, the customer monthly rates as set forth in Sections 99.01, 99.03, and 99.04 of this chapter, shall increase by 2% from the prior year. The City shall review the rates every two years to ensure that the system generates adequate revenues to pay the costs of operation and maintenance, including replacement, and that the system continues to provide for proportional distribution of operation and maintenance, including replacement costs, among users and user classes.

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

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

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

Passed and approved this 16th day of January, 2024.

First Reading: January 2, 2024  
Second Reading: January 16, 2024  
Third Reading: January 16, 2024

\_\_\_\_\_  
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

Resolution 2024-03 - Approving an Information Technology Support Contract with Mainstay Systems of Iowa LLC for the West Branch Police Department. / Move to action.

Laughlin asked if this was apart of the WBPD capital improvement plan. Kofoed responded with yes. Horihan mentioned the price was reasonable based on his prior police chief tenure.

Motion by Dean, second by Sexton to approve Resolution 2024-03. AYES: Dean, Sexton, Stoolman, Horihan. NAYS: None. Absent: Goodweiler. Motion carried.

Resolution 2024-04 - Rescinding Resolution 2023-73 (Amending the City of West Branch, IA Employee Handbook). / Move to action.

Kofoed explained WBPD was give 100% family paid insurance in lieu of raises. Council recently increased police wages so this rescinds the 100% family paid insurance making all departments equal. Kofoed reminded council a new 90% paid proposal will be coming out in the next council meeting as switching insurance brokers has saved the city and taxpayers roughly 15% per year.

Motion by Dean, second by Goodweiler to approve Resolution 2024-04. AYES: Dean, Sexton, Stoolman, Horihan, Goodweiler. NAYS: None. Motion carried.

Resolution 2024-05 - Approving Pay Estimate Number 15 in the amount of \$127,157.50 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. / Move to action.

Motion by Dean, second by Goodweiler to approve Resolution 2024-05. AYES: Dean, Sexton, Stoolman, Horihan, Goodweiler. NAYS: None. Motion carried.

Resolution 2024-06 – Ordering construction of certain public improvements, approving preliminary plans, and fixing a date for hearing thereon and taking of bids for improvements known as the East Side Water Main Replacement Phase II Project. / Move to action.

Motion by Sexton, second by Goodweiler to approve Resolution 2024-06. AYES: Dean, Sexton, Stoolman, Horihan, Goodweiler. NAYS: None. Motion carried.

**CITY ADMINISTRATOR REPORT**

Kofoed encouraged councilmembers to attend the upcoming Police Chief interviews.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Dean mentioned the WBFD received 35 calls for service in the last week. Dean and the rest of council thanked public works for their great work clearing the snow.

**ADJOURNMENT**

Motion to adjourn by Sexton, second by Dean. Motion carried on a voice vote. City Council meeting adjourned at 7:22 p.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  
Budget Work Session**

**January 22, 2024  
5:30 p.m.**

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 5:30 p.m.

Roll call: Council members present: Mike Horihan, Jerry Sexton, Tom Dean, Jodee Stoolman, and Nick Goodweiler. City Staff present: City Attorney Kevin Olson, City Administrator Adam Kofoed, Finance Officer Heidi Van Auken, Sergeant Cathy Steen, Interim Library Director Jessie Schafer. Attending on zoom was Public Works Director Matt Goodale

### **FY 2025 Budget Work Session Discussion Topics**

Interim Library Director Schafer provided council with the library budget. The budget calls for one less full-time employee which has freed some fund for Library Board to invest in more popular items such as digital e books, increase building maintenance such as sidewalk improvements, cleaning contracts, and collections. Mayor Laughlin asked secure the new outdoor charging station would work. Shafer explained they were well protected, can be locked, and are weather proof. Horihan asked about technology spending, Shafer explained the library is purchasing three Chromebook, one was for staff and the other two were for patron use.

City Administrator Kofoed gave council a rundown on the projected total property tax levy rate. The council engaged in some discussions on the capital improvement levy such as keeping it low for taxpayers but also considering to raise it so the city pays less interest on future projects.

Kofoed is projecting a 10% increase in liability insurance and briefly explained future trends indicate rates increases will outpace inflation. Attorney Kevin Olson stated some municipalities are seeing a 20%-30% increases.

Iowa league of cities projects a 10% increase in local option sales tax as people continue to pay online. TIF rebates and debt was discussed in greater detail. Administrator Kofoed shared his solar research and how that could impact the budget.

Kofoed asked the Council to complete a strategic planning worksheet in preparation of the February 5, 2024 council meeting.

### **ADJOURNMENT**

Motion to adjourn by Dean, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 6:33 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> February 5, 2024
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<b>AGENDA ITEM:</b> Claims for February 5, 2024
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<b>PREPARED BY:</b> Heidi Van Auken, Finance Officer
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<b>DATE:</b> January 31, 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****2/5/2024**

AMAZON.COM	VARIOUS ITEMS	111.34
AT & T MOBILITY	WIRELESS SERVICE	314.99
BAKER & TAYLOR	BOOKS	79.53
BMI	ANNUAL MUSIC LICENSE	435.00
CITY OF MOUNT VERNON	LEAF VACUUM RENTAL	910.00
IA LAW ENFORCEMENT ACADEMY	MMPI-2 EVAL-POLICE	150.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	41.40
KOCH OFFICE GROUP	COPIER MAINTENANCE-CITY	130.76
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,546.48
LYNCH'S PLUMBING	TOILET REPAIR-CITY OFFICE	111.50
MAIN STREET WEST BRANCH	FY24 MAIN ST DUES	15,000.00
MAINSTAY SYSTEMS OF IOWA	SERVER INSTALL, LICENSES-POLIC	13,098.00
NASRO	NASRO MEMBERSHIP-STEEN	50.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	241.49
SINCLAIR TRACTOR	QUICK HITCH SNOW BLOWER	3,360.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	250.38
UNIFORM DEN	UNIFORMS-PW	160.00
VEENSTRA & KIMM	VARIOUS PROJECTS	17,789.17
<b>TOTAL</b>		<b>53,780.04</b>

**PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS****2/2/2024****42,704.92****PAID BETWEEN MEETINGS**

GLOBAL PAYMENTS	NOVEMBER 2023 CREDIT CARD FEES	1,283.57
GLOBAL PAYMENTS	DECEMBER 2023 CREDIT CARD FEES	444.72
SISCO	HEALTH CLAIMS 1/22/2024	896.72
ISMU	QUARTERLY SAFETY TRAINING DUES	950.00
JOHN DEERE FINANCIAL	SHOP SUPPLIES-PW	1,662.73
LRS HOLDINGS	TRASH & RECYCLING FOR NOV & DEC	39,945.50
LYNCH'S PLUMBING	BRINE PARTS-PW	123.00
MEDIACOM	CABLE SERVICE	41.90
MENARDS	SHOP SUPPLIES-PW	17.20
QC ANALYTICAL SERVICES	LAB ANALYSIS	741.75
STATE HYGENIC LAB	LAB ANALYSIS	43.50
VERIZON WIRELESS	VERIZON WIRELESS	434.93
METLIFE	INSURANCE	1,084.43
SISCO	INSURANCE	9,828.21
ALLIANT ENERGY	ALLIANT ENERGY	10,962.54
BAKER & TAYLOR	BOOKS	351.32
CAPITAL ONE	YOUTH PROGRAM SNACKS-LIBRARY	61.77
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	51.47
JOCO AMBULANCE SERVICE	MEDICAL SUPPLIES	87.02

JOURNEYED COM	MICROSOFT LICENSES-LIBRARY	106.14
KOCH OFFICE GROUP	COPIER MAINTENANCE-LIBRARY	171.75
LYNCH'S PLUMBING	TOILET REPLACEMENT-FIRE	307.00
MID-STATES ORGANIZED CRIME	MOCIC 2024 MEMBERSHIP	100.00
MOORE'S WELDING	BRINE TANK PARTS	109.07
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-LIBRARY	192.99
QUILL	ENVELOPES-LIBRARY	12.57
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	3,156.88
WEST BRANCH TIMES	LEGAL PUBLICATIONS	472.67
WEX BANK	VEHICLE FUEL	866.66
SISCO	HEALTH CLAIMS 1/16/2024	1,243.15
SISCO	HEALTH CLAIMS 1/8/2024	3,100.80
BOOMERANG	WW TREATMENT PAY ESTIMATE 15	127,157.50
<b>TOTAL</b>		<b>206,009.46</b>
<b>GRAND TOTAL EXPENDITURES</b>		<b>302,494.42</b>
<b>FUND TOTALS</b>		
001 GENERAL FUND		99,450.30
022 CIVIC CENTER		535.11
031 LIBRARY		6,418.88
110 ROAD USE TAX		10,356.55
112 TRUST AND AGENCY		16,188.07
321 WIDENING WAPSI CREEK		3,256.00
324 WW TREATMENT FACILITY		136,365.86
330 EASTSIDE WATER MAIN PH2		4,202.54
600 WATER FUND		1,197.2
610 SEWER FUND		13,194.66
740 STORM WATER UTILITY		548.25
<b>GRAND FUND TOTAL</b>		<b>302,494.42</b>

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	IOWA LAW ENFORCEMENT ACADEMY	MMPI-2 EVAL-POLICE	150.00
		UNIFORM DEN INC.	UNIFORMS-PW	160.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	294.77
		NATIONAL ASSOCIATION OF SCHOOL RESOURC	NASRO MEMBERSHIP-STEEN	50.00
		AT & T MOBILITY	WIRELESS SERVICE	314.99
		MAINSTAY SYSTEMS OF IOWA LLC	SERVER INSTALL-POLICE	10,362.00
			SERVER INSTALL-POLICE	1,836.00
			IT SUPPORT - POLICE	900.00
		TOTAL:	14,067.76	
FIRE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	90.04
			TOTAL:	90.04
ROADS AND STREETS	GENERAL FUND	CITY OF MOUNT VERNON	LEAF VAC RENTAL	910.00
			TOTAL:	910.00
PARK & RECREATION	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	281.56
			TOTAL:	281.56
CEMETERY	GENERAL FUND	SINCLAIR TRACTOR	QUICK HITCH SNOW BLOWER	680.00
			TOTAL:	680.00
COMM & CULTURAL DEVEL	GENERAL FUND	BMI	ANNUAL MUSIC LICENSE	435.00
			TOTAL:	435.00
ECONOMIC DEVELOPMENT	GENERAL FUND	MAIN STREET WEST BRANCH	FY24 MAIN ST DUES	15,000.00
			TOTAL:	15,000.00
CLERK & TREASURER	GENERAL FUND	LYNCH'S PLUMBING INC KOCH OFFICE GROUP LIBERTY COMMUNICATIONS	TOILET REPAIR-CITY OFFICE	111.50
			COPIER MAINTENANCE-CITY	130.76
			TELEPHONE SERVICE	411.88
			TOTAL:	654.14
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	64.95
			TOTAL:	64.95
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	MEADOWS PT 6 REVIEW	1,122.27
			TOTAL:	1,122.27
TOWN HALL	CIVIC CENTER	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	45.22
			TOTAL:	45.22
LIBRARY	LIBRARY	OVERDRIVE INC  BAKER & TAYLOR INC. LIBERTY COMMUNICATIONS AMAZON.COM.CA., INC.	DIGITAL & AUDIO BOKS	311.49
			DIGITAL & AUDIO BOKS CM	70.00-
			BOOKS	79.53
			TELEPHONE SERVICE	238.79
			WATER FOUNTAIN FILTER-LIB	69.38
			BOOKS-LIBRARY	56.62
			PROGRAM PRIZES - LIBRARY	20.71
			OFFICE SUPPLIES REFUND-LIB	35.37-
			TOTAL:	671.15
ROADS & STREETS	ROAD USE TAX	LIBERTY COMMUNICATIONS SINCLAIR TRACTOR	TELEPHONE SERVICE	39.76
			QUICK HITCH SNOW BLOWER	2,000.00
			TOTAL:	2,039.76

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
CAPITAL PROJECT	WIDENING WAPSI CRE	VEENSTRA & KIMM INC.	CHANNEL WIDENING FLOOR IMP	3,256.00
			TOTAL:	3,256.00
CAPITAL PROJECT	WW TREATMT FAC IMP	VEENSTRA & KIMM INC.	WW TREATMENT FACILITY	6,840.00
			WW TREATMENT FACILITY	2,368.36
			TOTAL:	9,208.36
CAPITAL PROJECT	EASTSIDE WATER MAI	VEENSTRA & KIMM INC.	EAST SIDE WATER MAINS PH2	4,202.54
			TOTAL:	4,202.54
WATER OPERATING	WATER FUND	IOWA ONE CALL	UTILITY LOCATION SERVICE	20.70
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	39.76
			TOTAL:	60.46
SEWER OPERATING	SEWER FUND	IOWA ONE CALL	UTILITY LOCATION SERVICE	20.70
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	39.75
		STATE INDUSTRIAL PRODUCTS	CHEMICALS	250.38
		SINCLAIR TRACTOR	QUICK HITCH SNOW BLOWER	680.00
			TOTAL:	990.83

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

001	GENERAL FUND	33,305.72
022	CIVIC CENTER	45.22
031	LIBRARY	671.15
110	ROAD USE TAX	2,039.76
321	WIDENING WAPSI CREEK @ BE	3,256.00
324	WW TREATMT FAC IMP 2021	9,208.36
330	EASTSIDE WATER MAIN PH2	4,202.54
600	WATER FUND	60.46
610	SEWER FUND	990.83
-----		
	GRAND TOTAL:	53,780.04
-----		



# Who is Main Street?



Main Street is a Nationwide, grass roots movement that blends preservation, activation, and coordination to harness the power of **Character-Based Economic Growth.**

West Branch has been a state and nationally accredited Main Street community since 2006.

*Our Home. Our History. Our Future.*

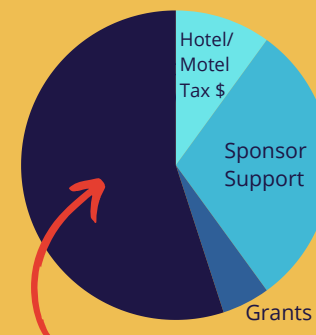


The Main Street way is to inspire and engage the property owners, business owners, leaders, friends and neighbors to create a shared value in the character of the community. **Imagine having people believe their place matters.** That is true community support. That is what Main Street is all about.

## It's Simple. It's People loving their Place.

Main Street West Branch is a non-profit volunteer-driven organization working through the combination of public, private, and commercial interests to strengthen our historic Main Street district for the benefit of our community as a whole. **Your support is crucial to this success!**

### MSWB BUDGET:



Charitable Donations & Fundraising Events



**1,675**  
Volunteer Hours  
Recorded in 2023

**7,650**  
Event Attendees  
in 2023

**\$294,560**  
Grant Funding Secured  
since 2020



# Main Street Alive

OUR STRATEGIC EVENTS BRING VIBRANCY TO THE COMMUNITY & DISTRICT

“Our most profitable days of the year align with Main Street events! The opportunity to engage new customers is so valuable as a small business.”

-Tiffany Frederick  
Owner, The Honey Den

## MAIN STREET REACH

# 8

Major Community Events in 2023

# 7,650

Est. Event Attendees



OUR EVENTS SUPPORT BUSINESS, SHAPE PERCEPTIONS, & MAKE PEOPLE FALL IN LOVE WITH DOWNTOWN





# We are Main Street

Our volunteer Board of Directors drives our organization in making meaningful change in our historic downtown district



MAIN STREET  
WEST BRANCH  
**BOARD OF  
DIRECTORS**



**MAIN STREET  
WEST BRANCH**



**NICKI BRICK**  
Board President



**STEVEN GRACE**  
VP & Organization Chair



**CAROLYN ANDERSON**  
Treasurer



**PAULA ROGERS**  
Secretary



**STACY WATERS**  
Promotions Chair



**JOHN FULLER**  
Board Member



**MANDA FRAUENHOLZ**  
Board Member



**JENNIFER WALKER**  
Economic Vitality  
Co-Chair



**JUSTIN STINSON**  
Board Member



**ANTHONY "TJ" CAPPEL**  
Economic Vitality  
Co-Chair



**SAM DRELLA**  
Board Member



**SCOTT THOMA**  
Board Member

# We are Main Street

Our Advisory Board includes key community leaders who support the Main Street mission through guidance and collaboration.



MAIN STREET  
WEST BRANCH  
**ADVISORY  
BOARD**



**MAIN STREET  
WEST BRANCH**



**JESSI SIMON**  
Main Street  
Executive Director



**ROGER LAUGHLIN**  
City of West Branch  
Mayor



**PETE SWISHER**  
National Park Service  
Superintendent



**MUNDI MCCARTY**  
Hoover Presidential  
Foundation



**AARON SHINEBLAUM**  
Hoover Presidential  
Library & Museum





# What's the Plan?

Main Street is  
results oriented  
with a  
multi-layered  
approach to  
economic  
sustainability



MAIN STREET  
WEST BRANCH

## Our Vision

West Branch will thrive with an eclectic mix of old and new as a desirable visitor's destination and a place of hometown pride that shows in the vibrant downtown & unique offerings.

## Our Mission

To improve the social and economic well being of our community & the historic downtown by:

- Preserving and sharing our history and unique identity.
- Attracting and supporting small businesses.
- Engaging and connecting the community.

## Our Top Strategies

**Strategy 1-** Downtown will be celebrated as a **multigenerational-friendly** hub and heart of the community. Enhancing family-oriented events and activities, strengthening collaborations with local businesses to cater to the needs of family members at all ages, and maintaining our unique heritage will help create and sustain an inviting and inclusive environment for people of all ages to live and work.

**Strategy 2-** Attract and engage **visitors and tourist**. We aim to establish West Branch as a destination to eat, shop & explore with a focus on increasing traffic to Main Street. This requires consistent collaboration with other local partners including the Hoover campus, school and City.

## Big Ideas

- As our community grows it's crucial to create meaningful opportunities for family members of all ages to feel welcome, engaged, contented and entertained in order to build and sustain deep roots in West Branch.
- West Branch has potential to attract more visitors by combining efforts to promote our 3 major attractions: the National Park, the Presidential Museum and the historic Main Street district.
- Main Street West Branch plays a valuable role in economic development and community building. Our organization's operations are expanding and support, funding and volunteerism must also grow.

## Main Street Four Point Approach

DESIGN

ECONOMIC VITALITY

ORGANIZATION

PROMOTION

## Action-Oriented Work Plans

# Why Main Street?

Be a part of the difference. We are the people who make the place better.



## IMPACT SPOTLIGHT



*"We could not have done this project without the help of Main Street West Branch"*

**-- JENNIFER WALKER,  
OWNER OF THE SERVING CAFE**

## Project Highlight

In 2023 Main Street West Branch helped The Serving Cafe secure major funding via two Main Street Iowa grants. The Challenge Grant provided \$100,000 to assist with the transformation of a long-time vacant building, previously a gas station and auto shop, into a beautiful full-service cafe and coffeeshop to better serve our community and visitors. The Open 4 Business Grant provided an additional \$10,000 to assist with The Serving Cafe's expansion by offsetting expenses related to equipment, inventory and marketing.

This project demonstrates the impact of powerful partnerships and aligns with MSWB's mission. This investment has had a significant economic impact within our district and we were thrilled to partner with the property owners, Jennifer and Todd Walker, to bring this project to life.

### Social Connection



**76,507**  
Facebook Reach  
@mainstreetwb



**+216**  
NEW Instagram Followers  
@mainstreetwestbranch

### Volunteer Connection



**1,675**  
Volunteer Hours in 2023



**\$53,265**  
Volunteer Value in 2023

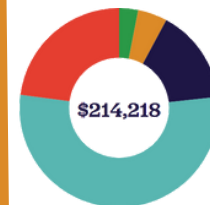


**\$1.4M**  
Volunteer Value Program to Date

### In the Numbers

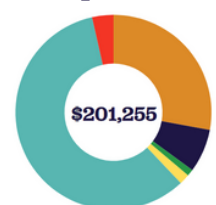


#### Income



- Grant Funding
- Fundraising Events
- Event Sponsors
- City Support (Hotel/Motel Tax)
- Individual Donations

#### Expenses



- Grant Projects (Building Restoration, Biz Expansion, Placemaking)
- Program Operations
- Community Events
- Fundraising Expenses
- Business Support
- Downtown Beautification

**RESOLUTION 2024-07**

**A RESOLUTION SETTING A PUBLIC HEARING DATE FOR THE MAXIMUM PROPOSED PROPERTY TAX LEVY RATE FOR FISCAL YEAR 2025**

WHEREAS, The State of Iowa law now requires all cities to pass a resolution establishing their maximum property tax dollars to certify for levy, post notification and hold a public hearing and vote; and

WHEREAS, the notice of public hearing and proposed maximum property tax dollars is required to be published no less than ten (10) but no more than twenty (20) days prior to the date of the hearing.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, hereby orders a public hearing and notice thereof to be held on **April 1, 2024** at 7:00 p.m. at 110 N. Poplar Street, West Branch, Iowa on the Fiscal Year 2025 maximum proposed property tax levy rate.

Roll Call Vote:

Mike Horihan	– AYE / NAY / ABSENT
Jodee Stoolman	– AYE / NAY / ABSENT
Nick Goodweiler	– AYE / NAY / ABSENT
Tom Dean	– AYE / NAY / ABSENT
Jerry Sexton	– AYE / NAY / ABSENT

Passed and approved this 5th day of February, 2024.

---

Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> February 5, 2024
---------------------------------------

<b>AGENDA ITEM:</b> Resolution 2024-08 and 2024-09 Parkside Hills, Lot 9 Revised Site Plan and Final Plat
<b>PREPARED BY:</b> Adam Kofoed, City Administrator
<b>DATE:</b> January 31, 2024

### **SUMMARY:**

Advantage Development is making changes to Lot 9 in Parkside Hills Third Addition. They are looking to split each lot so that when the buildings are developed they can receive secondary mortgage backed FHA loans.

It does not change the number of units or the private HOA. It just allows new buyers access to better interest rate for more attainable/affordable housing.

### **RECOMMENDATION:**

Planning and Zoning passed these changes by a 6-0 vote. Attorney Kevin Olson and Engineer Dave Schechinger also approved the changes.



**RESOLUTION 2024-08**

**RESOLUTION APPROVING THE REVISED SITE PLAN FOR LOT 9 PARKSIDE HILLS-THIRD ADDITION, WEST BRANCH, IOWA.**

WHEREAS, Advantage Development, Inc. (“Advantage”), is the owner of Lot 9, Parkside Hills-Third Addition, West Branch, Iowa (the “Property”); and

WHEREAS, Advantage has submitted a proposed Site Plan for the Property; and

WHEREAS, the City Engineer and Planning and Zoning Commission has reviewed said Site Plan and recommended approval of the same; and

WHEREAS, said Site Plan complies with the requirements of Chapter 167 of the Code of Ordinances of the City of West Branch.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the site plan from Advantage Development, Inc. for Lot 9, Parkside Hills-Third Addition, West Branch, Iowa, is hereby approved.

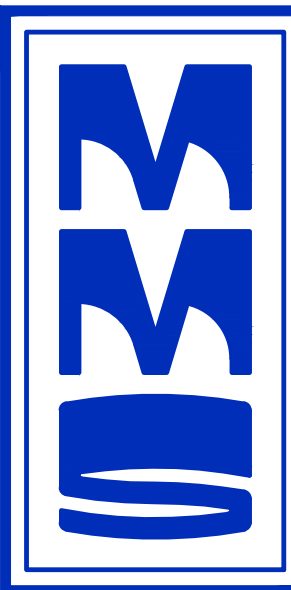
Passed and approved this 5th day of February, 2024.

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

ATTEST:

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





CIVIL ENGINEERS  
LAND PLANNERS  
LAND SURVEYORS  
LANDSCAPE ARCHITECTS  
ENVIRONMENTAL SPECIALISTS

1917 S. GILBERT ST.  
IOWA CITY, IOWA 52240  
(319) 351-8282  
www.mmsconsultants.net

Date	Revision
12-21-21	CHANGES PER ASBUILT SOUTH PAVING
11-21-23	LOT EXHIBIT CREATED

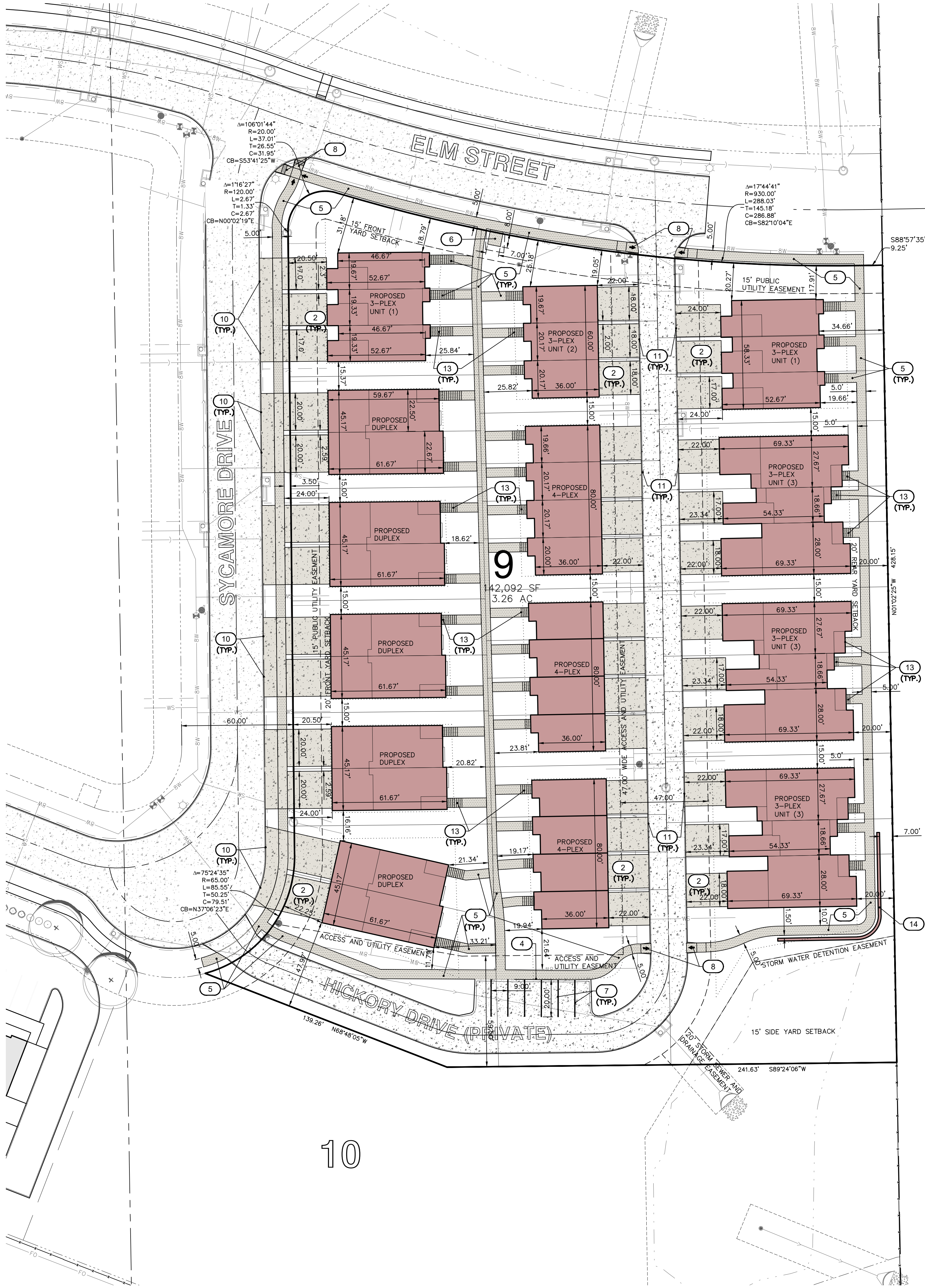
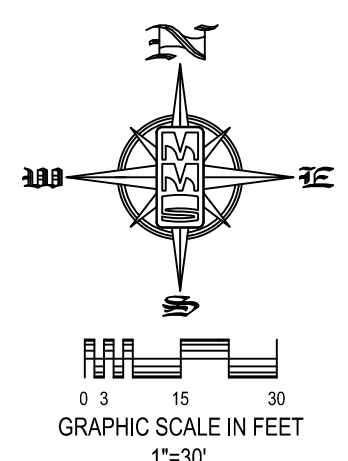
# SITE PLAN PARKSIDE HILLS - THIRD ADDITION WEST BRANCH, IOWA

**SHEET INDEX**  
 C120 SITE LAYOUT AND DIMENSION PLAN  
 C140 GRADING AND EROSION CONTROL PLAN AND SWPPP  
 C141 DETAILED GRADING PLAN - NW QUADRANT  
 C142 DETAILED GRADING PLAN - NE QUADRANT  
 C143 DETAILED GRADING PLAN - SW QUADRANT  
 C144 DETAILED GRADING PLAN - SE QUADRANT  
 C160 UTILITY PLAN  
 C500 GENERAL NOTES AND DETAILS  
 L100 LANDSCAPE PLAN

**PLAT PREPARED BY:**  
 MMS CONSULTANTS INC.  
 1917 S. GILBERT STREET  
 IOWA CITY, IA 52240

**OWNER/SUBDIVIDER:**  
 ADVANTAGE DEVELOPMENT  
 CO/CHAD KEUNE  
 760 LIBERTY WAY  
 NORTH LIBERTY, IA 52317

**SUBDIVIDER'S ATTORNEY:**  
 MATTHEW J. ADAM  
 1150 5TH STREET, SUITE 170  
 CORALVILLE, IA 52241



KEYNOTE	DETAIL
1	INSTALL PARKING (SEE PAVING LEGEND TABLE THIS SHEET FOR THICKNESS AND MATERIAL)
2	INSTALL DRIVEWAY (SEE PAVING LEGEND TABLE THIS SHEET FOR THICKNESS AND MATERIAL)
3	INSTALL STANDARD 6" CURB AND GUTTER
4	INSTALL THICKENED EDGE SIDEWALK
5	INSTALL 4" PCC SIDEWALK
6	MAILBOX CLUSTER
7	INSTALL 4" WIDE PAVEMENT MARKINGS (TYP)
8	INSTALL ADA RAMP
9	TRANSITION 6" CURB TO 3" CURB
10	GRIND EXISTING 6" CURB TO ZERO.
11	CONNECT TO 3" ROLL CURB
12	MATCH EXISTING CURB AND GUTTER
13	INSTALL CONCRETE STEPS
14	INSTALL SEGMENTED BLOCK RETAINING WALL.

**LEGAL:**  
 LOT 9 OF PARKSIDE HILLS, IN ACCORDANCE WITH THE PLAT THEREOF RECORDED IN BOOK 1622 AT PAGES 81-120 OF THE RECORDS OF THE CEDAR COUNTY RECORDER'S OFFICE, SAID TRACT OF LAND CONTAINS 3.26 ACRES, AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

**SITE DEVELOPMENT SUMMARY:**  
 ZONING: PUD  
 SQUARE FOOTAGE: 142,006 SF  
 PROPOSED USE: RESIDENTIAL

**DEVELOPMENT CHARACTERISTICS:**  
 PARKSIDE HILLS - LOT 9 ON SYCAMORE DRIVE IS TO BE A 3.26 ACRE. THE PLAN WILL CONSIST OF 5 (FIVE) PROPOSED DUPLEX BUILDINGS, 6 (SIX) PROPOSED 3-PLEX BUILDINGS OF THREE DIFFERENT DESIGNS, AND (THREE) 4-PLEX BUILDINGS. IN ALL THERE WILL BE 40 UNITS.

**DEVELOPMENT SCHEDULE**  
 APPLICANT PLANS TO BEGIN CONSTRUCTION ON SUMMER 2024, WITH AN ESTIMATED COMPLETION DATE IN SUMMER 2025.

**PUD SITE CHARACTERISTICS:**

TOTAL LOT AREA	142,006 S.F. (100%)
PROPOSED BUILDING AREA	44,183 S.F. (31.1%)
PROPOSED PAVING AREA	25,007 S.F. (17.6%)
TOTAL IMPERVIOUS AREA	69,190 S.F. (48.7%)
TOTAL OPEN AREA	72,816 S.F. (51.3%)

**PROPOSED LOT REQUIREMENTS:**

FRONT YARD SETBACK (PUBLIC) - SYCAMORE DRIVE	20 FEET
FRONT YARD SETBACK (PUBLIC) - ELM STREET	15 FEET
FRONT YARD SETBACK (PRIVATE) - HICKORY DRIVE	15 FEET*
CORNER SIDE YARD (PRIVATE) - HICKORY DRIVE	20 FEET*
SIDE YARD SETBACK	7 FEET
REAR YARD SETBACK	20 FEET

\*MEASURED FROM TOP OF CURB, BACK OF SLAB  
**PROPOSED MINIMUM REQUIREMENTS:**  
 MINIMUM LOT SIZE 1,888 SF/DU  
 LOT FRONTAGE 18 FEET  
 LOT WIDTH 18 FEET

**PARKING REQUIREMENTS:**

2 SPACES PER UNIT/ 40 UNITS (112 BEDROOM TOTAL)
DUPLEX UNITS: 10 UNITS WITH 4 BEDROOMS/UNIT = 40 BEDROOMS
3-PLEX UNITS (1 & 2): 9 UNITS WITH 2 BEDROOMS/UNIT = 18 BEDROOMS
3-PLEX UNITS(3): 6 UNITS WITH 4 BEDROOMS/UNIT = 24 BEDROOMS
3 UNITS WITH 2 BEDROOMS/UNIT = 6 BEDROOMS
4-PLEX UNITS: 12 UNITS WITH 2 BEDROOMS/UNIT = 24 BEDROOMS
24(40) = 80 SPACES
TOTAL PARKING REQUIRED = 80 SPACES
TOTAL PARKING PROVIDED = 149 SPACES (7 PARKING SPACES + 71 GARAGE STALLS & 80 DRIVEWAY SPACES)

SITE LIGHTING SHALL BE PROVIDED ON THE SIDES OF THE BUILDING.

**BENCHMARK INFORMATION**

POINT	ELEVATION	DATUM	DESCRIPTION
NO. 1	768.968	NAVD88	BOLT ARROW HEAD FOUND AT NORTHING 614460.67, EASTING 2228751.20. MMS POINT 14466.
NO. 2	751.157	NAVD88	BOLT ARROW HEAD FOUND AT NORTHING 6144271.10, EASTING 2229386.31. MMS POINT 15466.

**HORIZONTAL CONTROL**

POINT	NORTHING	EASTING	DESCRIPTION
H1	614604.59	2228636.17	DOT ALUM PIN ON EAST SIDE OF PARKSIDE DRIVE APPROX. 82 FEET EAST OF 401 PARKSIDE DRIVE ENTRANCE. MMS POINT 140000.

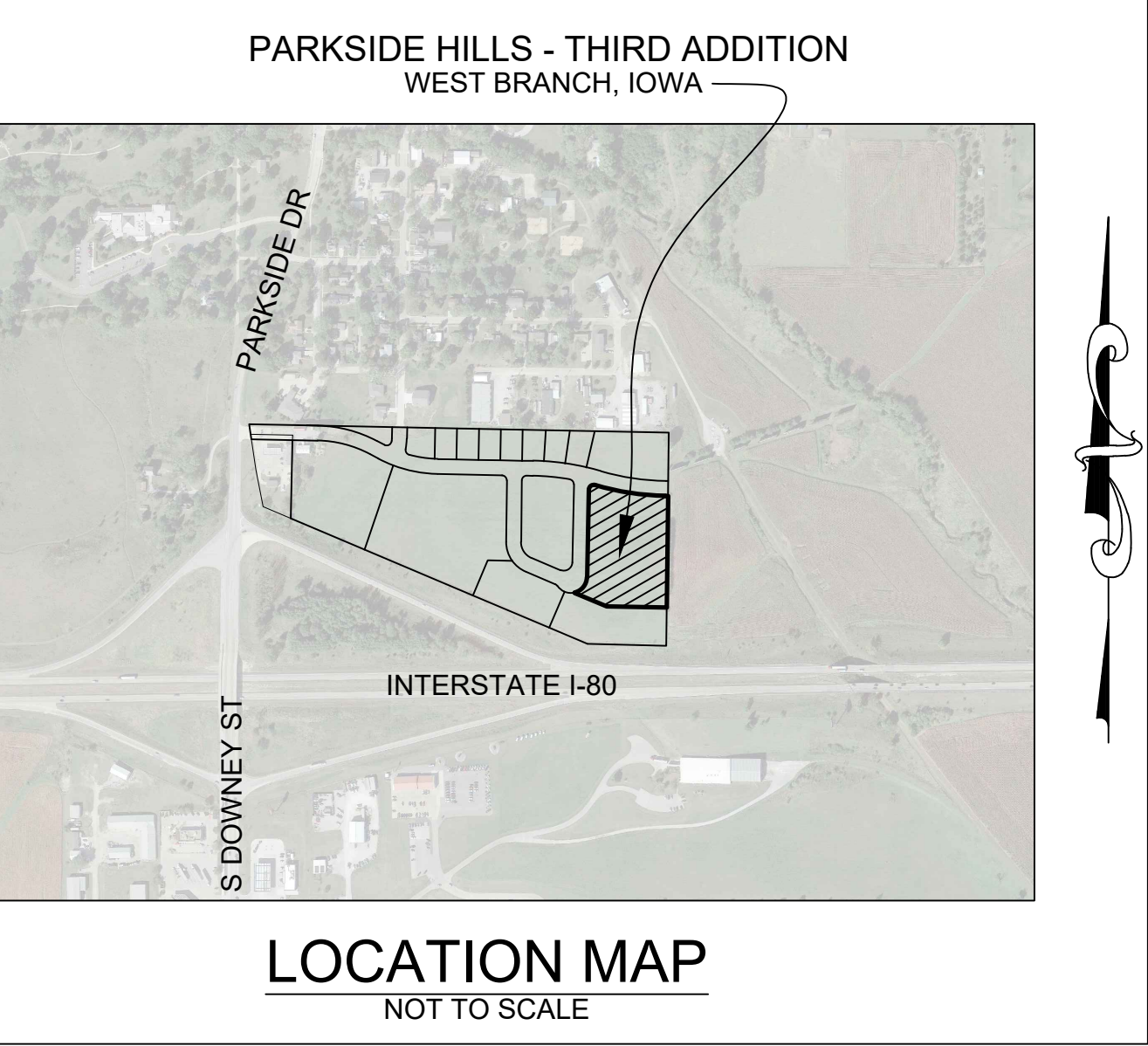
- PAVING CONSTRUCTION NOTES**
- PAVEMENT CONSTRUCTION SHALL BE IN ACCORDANCE WITH I.D.O.T. SPECIFICATION SECTION 2301.
  - I.D.O.T. CLASS C-3 CONCRETE SHALL BE USED, UNLESS NOTED OTHERWISE.
  - PAVEMENT JOINTS SHALL CONFORM TO I.D.O.T. STANDARD ROAD PLAN PV-101.
  - SUBGRADE UNDER PROPOSED PAVEMENT SHALL BE COMPACTED TO 95% STANDARD PROCTOR DENSITY, TO A DEPTH OF SIX (6) INCHES, UNLESS NOTED OTHERWISE.
  - ALL SAWED PAVEMENT JOINTS SHALL BE SEALED.

**PAVEMENT LEGEND**

MATERIAL	TOTAL*
6" PCC	2,368 SY
4" PCC	1,270 SY

\*TOTALS INCLUDE ALL SF OF MATERIAL, INCLUDING OUTSIDE OF PROPERTY LINE

- STANDARD LEGEND AND NOTES**
- PROPERTY &/or BOUNDARY LINES
  - CONGRESSIONAL SECTION LINES
  - RIGHT-OF-WAY LINES
  - EXISTING RIGHT-OF-WAY LINES
  - CENTER LINES
  - EXISTING CENTER LINES
  - LOT LINES, INTERNAL
  - LOT LINES, PLATTED OR BY DEED
  - PROPOSED EASEMENT LINES
  - EXISTING EASEMENT LINES
  - BENCHMARK
  - RECORDED DIMENSIONS
  - CURVE SEGMENT NUMBER
- UTILITIES**
- POWER POLE W/DROP
  - POWER POLE W/TRANS
  - POWER POLE W/LIGHT
  - GUY POLE
  - LIGHT POLE
  - SANITARY MANHOLE
  - FIRE HYDRANT
  - WATER VALVE
  - DRAINAGE MANHOLE
  - CURB INLET
  - FENCE LINE
  - EXISTING SANITARY SEWER
  - PROPOSED SANITARY SEWER
  - EXISTING STORM SEWER
  - PROPOSED STORM SEWER
  - WATER LINES
  - ELECTRICAL LINES
  - TELEPHONE LINES
  - GAS LINES
  - CONTOUR LINES (1' INTERVAL)
  - PROPOSED GROUND
  - EXISTING TREE LINE
  - EXISTING DECIDUOUS TREE & SHRUB
  - EXISTING EVERGREEN TREES & SHRUBS
- THE ACTUAL SIZE AND LOCATION OF ALL PROPOSED FACILITIES SHALL BE VERIFIED WITH CONSTRUCTION DOCUMENTS, WHICH ARE TO BE PREPARED AND SUBMITTED SUBSEQUENT TO THE APPROVAL OF THIS DOCUMENT.



**UTILITIES**  
 THE CONTRACTOR SHALL NOTIFY IOWA ONE CALL AT 811 OR 800/292-8889 NO LESS THAN 48 HRS. IN ADVANCE OF ANY DIGGING OR EXCAVATION.

WHERE PUBLIC UTILITY FIXTURES ARE SHOWN AS EXISTING ON THE PLANS OR ENCOUNTERED WITHIN THE CONSTRUCTION AREA, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE OWNERS OF THOSE UTILITIES PRIOR TO THE BEGINNING OF ANY CONSTRUCTION. THE CONTRACTOR SHALL AFFORD ACCESS TO THESE FACILITIES FOR NECESSARY MODIFICATION OF SERVICES. UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS, AND THEREFORE THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. IT IS POSSIBLE THERE MAY BE OTHERS, THE EXISTENCE OF WHICH IS PRESENTLY NOT KNOWN OR SHOWN. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THEIR EXISTENCE AND EXACT LOCATION AND TO AVOID DAMAGE THEREOF. NO CLAIMS FOR ADDITIONAL COMPENSATION WILL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY CAUSED BY SUCH WORK.



I hereby certify that this engineering document was prepared by me or under my direct supervision and I am a duly licensed Professional Engineer under the laws of the State of Iowa.

RONALD L. AMELON  
 P.E. Iowa Lic. No. 14201

Checked by: RLA  
 PVA/TAV  
 RLA

Project No: **C120**

6992-405 of 1

## SITE LAYOUT AND DIMENSION PLAN

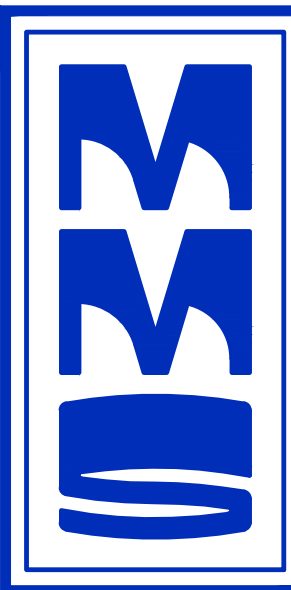
## PARKSIDE HILLS - THIRD ADDITION

WEST BRANCH, CEDAR COUNTY, IOWA

## MMS CONSULTANTS, INC.

Date: 11-01-21  
 Designed by: RLA Field Book No: 1273 pg. 47  
 Drawn by: PVA/TAV Scale: 1"=30'  
 Checked by: RLA Sheet No:  
 Project No: **C120**  
 6992-405 of 1





CIVIL ENGINEERS  
LAND PLANNERS  
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  - C500 GENERAL NOTES AND DETAILS
  - L100 LANDSCAPE PLAN

**STANDARD LEGEND AND NOTES**

- PROPERTY &/or BOUNDARY LINES
- CONGRESSIONAL SECTION LINES
- RIGHT-OF-WAY LINES
- EXISTING RIGHT-OF-WAY LINES
- CENTER LINES
- EXISTING CENTER LINES
- LOT LINES, INTERFERING BY DEED
- PROPOSED EASEMENT LINES
- EXISTING EASEMENT LINES
- BENCHMARK
- RECORDED DISTANCE
- CURVE SEGMENT NUMBER

**EXIST - PROP**

- POWER POLE
- POWER POLE W/TRANS
- POWER POLE W/TRANS
- POWER POLE W/TRANS
- GUY POLE
- LIGHT POLE
- SANITARY MANHOLE
- FIRE HYDRANT
- WATER VALVE
- DRAINAGE MANHOLE
- CURB INLET
- FENCE LINE
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
- EXISTING STORM SEWER
- PROPOSED STORM SEWER
- WATER LINES
- ELECTRICAL LINES
- TELEPHONE LINES
- GAS LINES
- CONTOUR LINES (1' INTERVAL)
- EXISTING TREE LINE
- EXISTING DECIDUOUS TREE & SHRUB
- EXISTING EVERGREEN TREES & SHRUBS

**GRADING AND EROSION CONTROL NOTES**

TOTAL SITE AREA: 3.26 ACRES  
TOTAL AREA TO BE DISTURBED: 3.00 ACRES

EROSION CONTROL MEASURES SHOWN SHALL BE USED DURING FILL ACTIVITIES. EROSION CONTROL MEASURES SHALL BE REEVALUATED AND MODIFIED, IF NECESSARY, AT THE TIME OF SITE DEVELOPMENT.

ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES THAT COULD BE USED ON SITE, IF NEEDED, CAN BE FOUND IN APPENDIX D OF THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) BINDER PREPARED FOR THE SITE. IF ADDITIONAL MEASURES ARE USED, INDICATE THE TYPE AND LOCATION OF SAID MEASURE ON THIS PLAN.

CONTRACTOR SHALL INSTALL A ROCK ENTRANCE AND PERFORM REGULAR CLEANING OF VEHICLES THAT LEAVE THE SITE.

FOLLOWING INSTALLATION OF PERIMETER SILT FENCE AND TEMPORARY CONSTRUCTION ENTRANCE THE CONTRACTOR SHALL CONTACT THE CITY INSPECTOR TO SCHEDULE A SITE INSPECTION PRIOR TO ANY SOIL DISTURBING ACTIVITIES.

THE CONTRACTOR SHALL FOLLOW THE NPDES PERMIT, SWPPP, AND THE CITY CSR REGULATIONS.

THE EROSION CONTROL CONTRACTOR SHALL INSTALL FILTER SOCKS OR OTHER APPROVED FORM OF INLET PROTECTION AT EACH STREET INTAKE ADJACENT TO THE SITE.

**NOTES:**

- TEMPORARY STABILIZATION IS REQUIRED ON DISTURBED AREAS AFTER THE 14TH DAY OF INACTIVITY.
- FINAL STABILIZATION SHALL BE IMPLEMENTED WITHIN 14 DAYS OF FINAL GRADING COMPLETION.

**UTILITIES**

THE CONTRACTOR SHALL NOTIFY IOWA ONE CALL AT 811 OR 800-292-8899 NO LESS THAN 48 HRS. IN ADVANCE OF ANY DIGGING OR EXCAVATION.

WHERE PUBLIC UTILITY FIXTURES ARE SHOWN AS EXISTING ON THE PLANS OR ENCOUNTERED WITHIN THE CONSTRUCTION AREA, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE OWNERS OF SUCH UTILITIES PRIOR TO THE BEGINNING OF ANY CONSTRUCTION. THE CONTRACTOR SHALL AFFORD ACCESS TO THESE FACILITIES FOR NECESSARY MODIFICATION OF SERVICES. UNDERGROUND FACILITIES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS, AND THEREFORE THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. IT IS POSSIBLE THERE MAY BE OTHERS, THE EXISTENCE OF WHICH IS PRESENTLY NOT KNOWN OR SHOWN. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THEIR EXISTENCE AND EXACT LOCATION AND TO AVOID DAMAGE THEREOF. NO CLAIMS FOR ADDITIONAL COMPENSATION WILL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY CAUSED BY SUCH WORK.



**SILT FENCE DETAIL**  
T.I.S.

**INSTALLATION**

- POSTS SHALL BE 1.33 POUNDS PER LINEAL FOOT STEEL WITH A MINIMUM LENGTH OF 5 FEET. STEEL POSTS SHALL HAVE PROJECTIONS FOR FASTENING WIRE TO THEM.
- SILT FENCE FABRIC SHALL CONFORM TO I.O.T. STANDARD SPECIFICATION SECTION 4198.01.A. SILT FENCING SHALL BE A MINIMUM OF 24" AND A MAXIMUM OF 36" HIGH WHEN COMPLETE.
- THE FILTER FABRIC SHALL BE PURCHASED IN A CONTINUOUS ROLL CUT TO THE LENGTH OF THE FENCE TO AVOID THE USE OF JOINTS. WHEN JOINTS ARE NECESSARY, THE FILTER CLOTH SHALL BE SPICED TOGETHER ONLY AT A SUPPORT POST, WITH A MINIMUM 6" OVERLAP, AND SECURELY SEALED.
- POSTS SHALL BE SPACED A MAXIMUM OF 8 FEET APART AND DRIVEN SECURELY INTO THE GROUND ALONG THE FENCE ALIGNMENT. POSTS SHALL BE DRIVEN INTO THE GROUND A MINIMUM OF 28".
- A TRENCH SHALL BE EXCAVATED APPROXIMATELY 4" WIDE BY 12" DEEP ALONG THE UPSLOPE SIDE OF THE POSTS.
- FILTER FABRIC SHALL BE STAPLED OR WIRED TO THE POSTS SUCH THAT THE FABRIC EXTENDS INTO THE TRENCH AS SHOWN ABOVE. THE FABRIC SHALL BE FASTENED A MINIMUM OF THREE INCHES ON EACH POST.
- THE TRENCH SHALL BE BACK FILLED WITH EXCAVATED MATERIAL AND THOROUGHLY COMPACTED.

**MAINTENANCE**

- SILT FENCES SHALL BE INSPECTED WEEKLY AND AFTER EACH RAINFALL EVENT OF 0.5 INCHES OR MORE. DURING PERIODS OF PROLONGED RAIN INSPECTIONS SHALL BE AT LEAST DAILY. ANY REPAIRS NEEDED TO MAINTAIN THE SILT FENCE'S EFFECTIVENESS SHALL BE MADE IMMEDIATELY.
- SHOULD THE FABRIC ON A SILT FENCE DECOMPOSE OR BECOME INEFFECTIVE PRIOR TO STABILIZING THE UPSLOPE AREAS THE FABRIC SHALL BE REPLACED PROMPTLY.
- SEDIMENT DEPOSITS SHOULD BE REMOVED AFTER EACH STORM EVENT. THEY MUST BE REMOVED WHEN THE DEPOSITS REACH APPROXIMATELY ONE-HALF THE HEIGHT OF THE FENCE. SILTS REMOVED SHALL BE PLACED IN A PROTECTED PLACE THAT WILL PREVENT THEIR ESCAPE FROM THE CONSTRUCTION SITE.
- ANY SEDIMENT DEPOSITS REMAINING IN PLACE AFTER THE SILT FENCE IS NO LONGER NEEDED SHALL BE DRESSED TO CONFORM WITH THE EXISTING GRADE, PREPARED AND SEEDED.
- SILT FENCE SHALL REMAIN IN PLACE UNTIL IT IS NO LONGER NEEDED AS DIRECTED BY THE POLLUTION PREVENTION PLAN. GENERALLY SILT FENCES SHALL REMAIN UNTIL THE UPSLOPE AREAS ARE STABILIZED WITH AN ESTABLISHED GRASS COVER AS A MINIMUM.

**GRADING NOTES**

- MAXIMUM SLOPE ON CUTS AND FILLS SHALL BE 3.5: HORIZONTAL TO 1: VERTICAL.
- NO EXCAVATION SHALL BE ALLOWED WITHIN 2' OF PROPERTY LINES.
- WHERE HEIGHT OF FILL IS GREATER THAN 30' AN INTERMEDIATE TERRACE OF AT LEAST 6' WIDE SHALL BE ESTABLISHED AT MID HEIGHT. SEE TYPICAL FILL SECTION.
- COMPACTION TO BE 90% MODIFIED PROCTOR WHERE > 6:1 SLOPE.
- ALL TREES OUTSIDE THE LIMITS OF GRADING OPERATIONS SHALL BE SAVED, UNLESS OTHERWISE INDICATED TO BE REMOVED. TREES NEAR THE EDGES OF GRADING LIMITS AND IN THE STORM WATER DETENTION BASIN AREAS SHALL BE SAVED IF POSSIBLE, WITHIN THE REQUIREMENTS OF THE SPECIFICATIONS.
- PRIOR TO ANY GRADING A CONSTRUCTION SAFETY FENCE SHALL BE INSTALLED 50 FEET FROM TRUNKS OF TREES TO BE PROTECTED.
- STABILIZATION SEEDING SHALL BE COMPLETED AS SOON AS POSSIBLE, BUT NOT MORE THAN 14 DAYS, UPON COMPLETION OF GRADING IN ANY AREA OF GRADING OPERATIONS. DISTURBED AREAS SHALL BE KEPT AS SMALL AS POSSIBLE TO PREVENT LARGE SCALE EROSION PROBLEMS. IF THE GRADING CONTRACTOR STOPS GRADING OPERATIONS FOR MORE THAN 14 DAYS, THEN STABILIZATION SEEDING SHALL BE DONE ON ALL DISTURBED AREAS.
- SILT FENCE LOCATIONS AND LENGTHS, AS INDICATED, ARE APPROXIMATE ONLY. FINAL LOCATIONS AND LENGTHS WILL BE DETERMINED, AS NEEDED, UPON COMPLETION OF GRADING OPERATIONS IN AN AREA.
- ALL STREET SUBGRADES SHALL BE CONSTRUCTED AND COMPACTED IN ACCORDANCE WITH SUDAS DESIGN AND CONSTRUCTION STANDARDS AND PROCEDURES.

**EROSION CONTROL LEGEND**

- FINAL FILTER SOCK
- SILT FENCE
- TEMPORARY ROCK CONSTRUCTION ENTRANCE/EXIT
- TEMPORARY PARKING AND STORAGE
- CONCRETE TRUCK/EQUIPMENT WASHOUT
- PORTABLE RESTROOM
- DOCUMENT LOCATION (PERMITS, SWPPP, INSPECTION FORMS, ETC.)
- FILTER SOCK INLET PROTECTION
- FILTER SOCK BEHIND CURB AT CURB RAMP
- PERIMETER SILT FENCE
- EROSION CONTROL MATTING
- TEMPORARY SOIL STOCKPILE AREA
- DIRECTION OF OVERLAND FLOW
- DUMPSTER FOR CONSTRUCTION WASTE
- RIP RAP OUTLET PROTECTION
- OTHER MEASURE: \_\_\_\_\_
- OTHER MEASURE: \_\_\_\_\_
- OTHER MEASURE: \_\_\_\_\_

THE ABOVE LISTED ITEMS ARE SHOWN IN THEIR RECOMMENDED LOCATIONS. IF A CONTROL MEASURE IS ADDED OR MOVED TO A MORE SUITABLE LOCATION, INDICATE THE REVISION ON THIS SHEET. THE BLANKS LEFT FOR OTHER MEASURES SHOULD BE USED IF AN ITEM NOT SHOWN ABOVE IS IMPLEMENTED ON SITE. ADDITIONAL PRACTICES FOR EROSION PREVENTION AND SEDIMENT CONTROL CAN BE FOUND IN APPENDIX D OF THE SWPPP.

**GRADING AND EROSION CONTROL PLAN AND SWPPP**

**PARKSIDE HILLS - THIRD ADDITION**

WEST BRANCH, CEDAR COUNTY, IOWA

**MMS CONSULTANTS, INC.**

Date: 11-01-21  
 Designed by: RLA Field Book No: 1273 pg. 47  
 Drawn by: PVA/TAV Scale: 1"=30'  
 Checked by: RLA Sheet No:  
 Project No: **C140**  
 6992-405 of: 1





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Date	Revision
12-21-21	CHANGES PER ASBUILT SOUTH PAIVING
11-21-23	LOT EXHIBIT CREATED

**STANDARD LEGEND AND NOTES**

- PROPERTY &/or BOUNDARY LINES
- CONGRESSIONAL SECTION LINES
- RIGHT-OF-WAY LINES
- EXISTING RIGHT-OF-WAY LINES
- CENTER LINES
- EXISTING CENTER LINES
- LOT LINES, INTERNAL
- LOT LINES, PLATTED OR BY DEED
- PROPOSED EASEMENT LINES
- EXISTING EASEMENT LINES
- BENCHMARK
- RECORDED DIMENSIONS
- CURVE SEGMENT NUMBER

**EXISTING**

- POWER POLE
- POWER POLE W/DROP
- POWER POLE W/TRANS
- POWER POLE W/LIGHT
- GUY POLE
- LIGHT POLE
- SANITARY MANHOLE
- FIRE HYDRANT
- WATER VALVE
- DRAINAGE MANHOLE
- CURB INLET
- FENCE LINE
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**GRADING LEGEND**

- 0000.00EG - EXISTING GRADE
- 0000.00FG - FINISHED GRADE
- 0000.00TC - TOP CURB
- 0000.00TS - TOP SLAB
- 0000.00TW - TOP WALK
- 0000.00TR - TOP RIM
- 0000.00WB - BOTTOM WALL\*
- 0000.00WT - TOP WALL\*

\*REPRESENT GROUND ELEVATION AT WALL

**SHEET INDEX**

- C120 SITE LAYOUT AND DIMENSION PLAN
- C140 GRADING AND EROSION CONTROL PLAN AND SWPPP
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- C500 GENERAL NOTES AND DETAILS
- L100 LANDSCAPE PLAN

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**DETAILED GRADING PLAN: NW QUADRANT**

**PARKSIDE HILLS - THIRD ADDITION**

WEST BRANCH, CEDAR COUNTY, IOWA

**MMS CONSULTANTS, INC.**

Date: 11-01-21

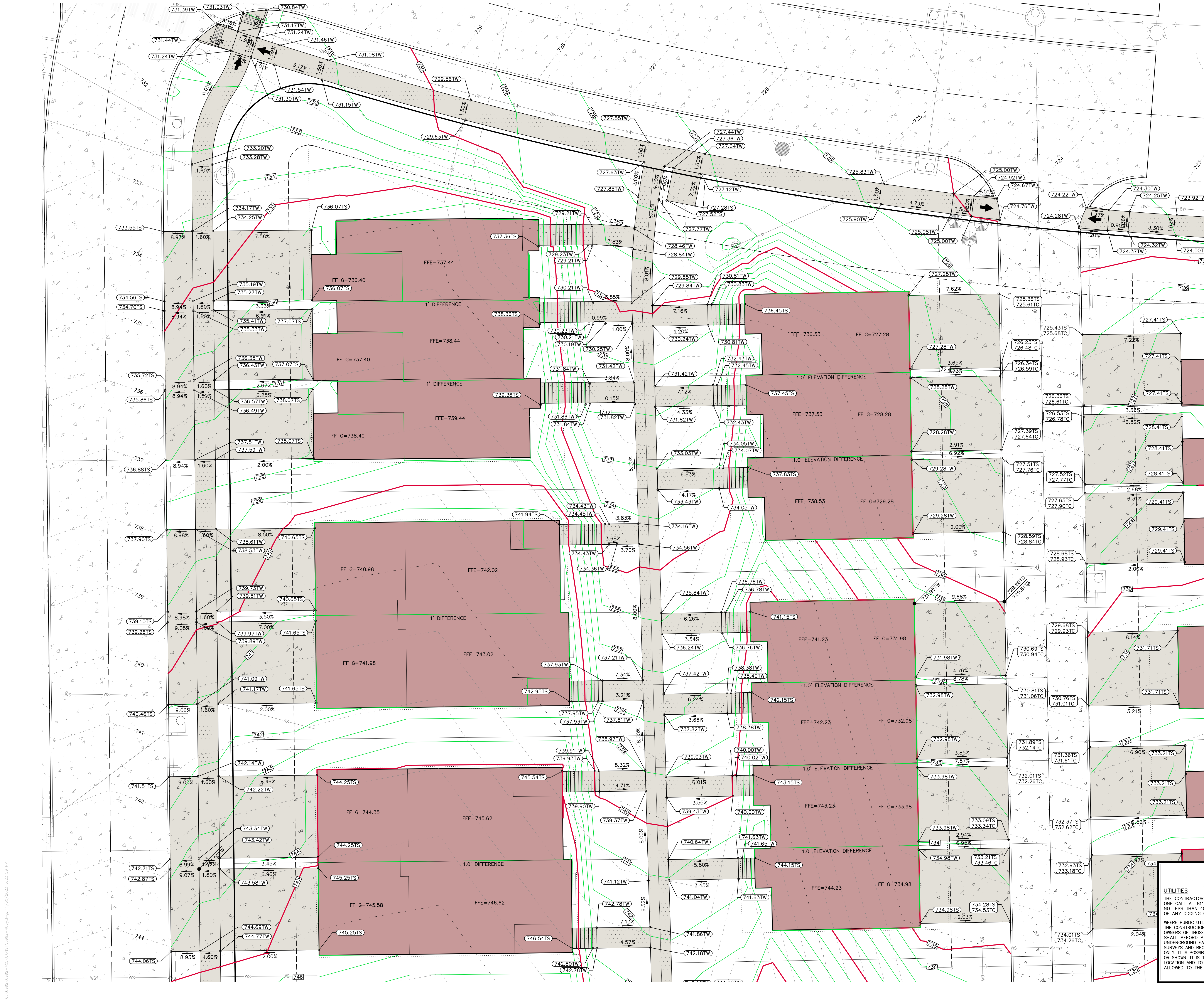
Designed by: RLA Field Book No: 1273 pg. 47

Drawn by: PVA/TAV Scale: 1"=10'

Checked by: RLA Sheet No:

Project No: **C141**

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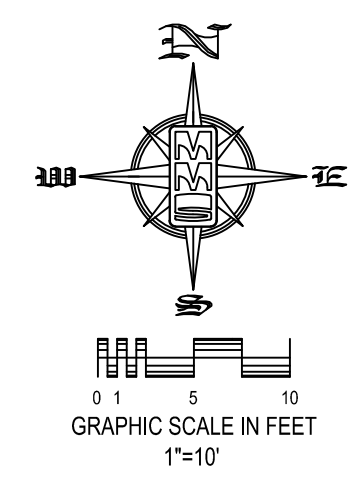


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Date	Revision
12-21-21	CHANGES PER ASBUILT SOUTH PAVING
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# TREET



### STANDARD LEGEND AND NOTES

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- BENCHMARK
- RECORDED DIMENSIONS
- CURVE SEGMENT NUMBER

(R)  
22-1

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## DETAILED GRADING PLAN - NE QUADRANT

## PARKSIDE HILLS - THIRD ADDITION

WEST BRANCH, CEDAR COUNTY, IOWA

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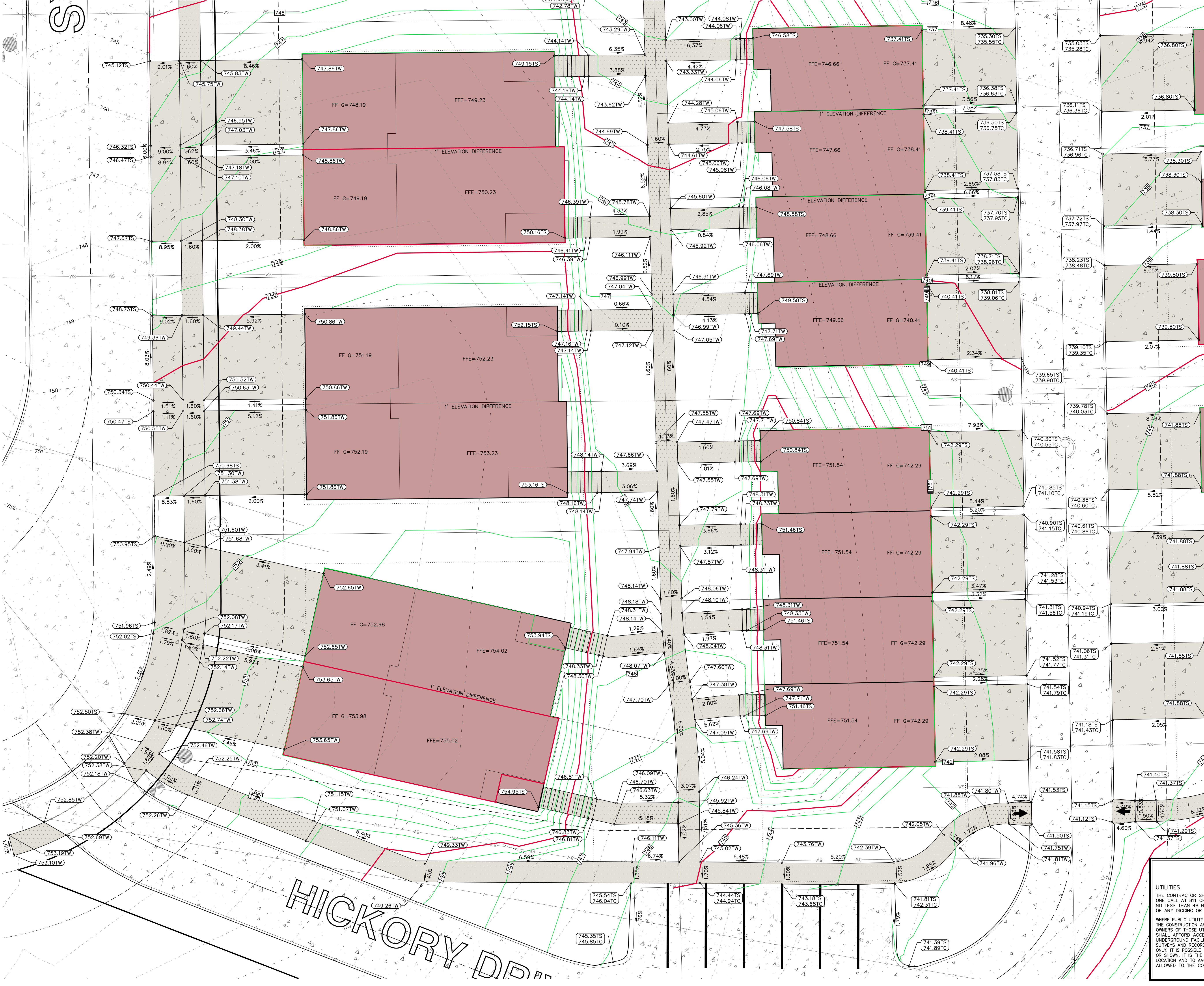




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### STANDARD LEGEND AND NOTES

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### GRADING LEGEND

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	FINISHED GRADE
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	TOP SLAB
	TOP WALK
	TOP RIM
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	TOP WALL*

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## DETAILED GRADING PLAN - SW QUADRANT

## PARKSIDE HILLS - THIRD ADDITION

WEST BRANCH, CEDAR COUNTY, IOWA

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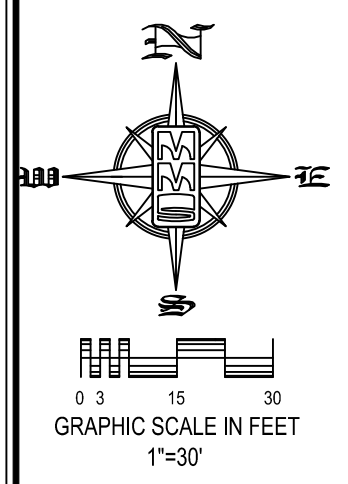
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**SANITARY SEWER AND WATERMAIN NOTES**

- SANITARY SEWER & WATER MAIN CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE IOWA STATEWIDE URBAN DESIGN AND SPECIFICATIONS (SUDAS) SPECIFICATIONS (2018) AS AMENDED.
- SANITARY SEWERS SHALL BE PVC TRUSS PIPE (SUDAS 4010.2.01.E), CONTECH A-2000, OR CITY ENGINEER APPROVED EQUAL, AS NOTED ON THE PLANS. SANITARY SEWER SERVICE LINES SHALL BE PVC SDR-23.5 WITH GASKETED JOINTS.
- WATER MAINS SHALL BE DR-18 PVC PIPE.
- CONTRACTOR TO PROVIDE FERNCO STRONG BACK RC 1000 SERIES COUPLINGS FOR DISSIMILAR PIPE CONNECTIONS.
- GRANULAR TRENCH BACKFILL SHALL BE CRUSHED STONE CONFORMING TO I.D.O.T. STANDARD SPECIFICATION 4120.04 WITH 1" MAXIMUM AGGREGATE SIZE. COMPACT TO 90% MODIFIED PROCTOR DENSITY.
- ALL SANITARY SEWERS SHOWN ON THE PROFILE VIEW AND ALL SANITARY SEWERS AND WATER MAINS UNDER PAVING OR WITHIN 5 FEET OF PAVEMENT SHALL BE BACKFILLED WITH EITHER OF THE FOLLOWING COMPACTED TO 90% MODIFIED PROCTOR DENSITY:
  - SUITABLE EXCAVATED MATERIAL. IF EXCAVATED MATERIAL IS NOT SUITABLE, THEN
  - CRUSHED STONE AS SPECIFIED FOR GRANULAR TRENCH BACKFILL.
- ALL SANITARY SEWER SERVICE LINES CROSSING STREET RIGHT-OF-WAY SHALL BE BACKFILLED IN ACCORDANCE WITH THE PRECEDING NOTE.
- CONTRACTOR SHALL PROVIDE SUDAS CLASS F-3 BEDDING FOR ALL PVC TRUSS SANITARY SEWERS UNLESS OTHERWISE NOTED.
- ENTRY INTO EXISTING CITY MANHOLE TO BE BY CORE DRILL AND SEAL BY "LINK-SEAL" PENETRATION SEAL OR CITY ENGINEER APPROVED EQUAL.
- ALL MANHOLES TO BE TURNED OVER TO CITY SHALL:
  - WILL NOT SHOW STEPS.
  - WILL HAVE EXTERNAL CHIMNEY SEAL BY INFISHIELD UNIBAND, CRETEX, OR APPROVED EQUAL.
  - WILL HAVE MANHOLE FRAME AND LID TO BE NENAH R-1642 SELF-SEALING WITH CITY LOGO.
  - WILL HAVE RISERS RINGS OF CRETEX PRO-RING, AMERICAN HIGHWAY PRODUCTS RUBBER ADJUSTMENT RING OR STANDARD PCC. IF PCC RINGS ARE USED, SHIMS TO LEVEL MANHOLE FRAME MADE OF MATERIALS OTHER THAN PCC OR THE RING MATERIAL DISCUSSED ABOVE WILL NOT BE ALLOWED, IE: WOOD, BRICK, ROCKS, ETC.
  - WILL USE LINK-SEALS PENETRATION SEALS FOR PIPE PENETRATIONS.

- ALL SANITARY SEWER SERVICE LINES SHALL BE EXTENDED:
- TO THE UTILITY EASEMENT LINE FOR THOSE LOCATIONS WHERE THE LOTS BEING SERVED ARE ON THE OPPOSITE SIDE OF THE STREET FROM THE SEWER MAIN.
  - TO THE UTILITY EASEMENT LINE FOR THOSE LOCATIONS WHERE THE LOTS BEING SERVED ARE ADJACENT TO THE SEWER MAIN.
  - THE END OF ALL SANITARY SEWER SERVICES MUST BE MARKED WITH A WOOD 2 x 4 PAINTED GREEN.
  - ALL SANITARY SEWER MANHOLES IN PAVING AREAS OR AREAS SUBJECT TO WATER INUNDATION SHALL BE PROVIDED WITH CRETEX EXTERIOR CHIMNEY SEAL OR APPROVED EQUAL. ALL SANITARY MANHOLES IN PAVING SHALL HAVE 3-PIECE FLOATING CASTING.

AIR TESTING

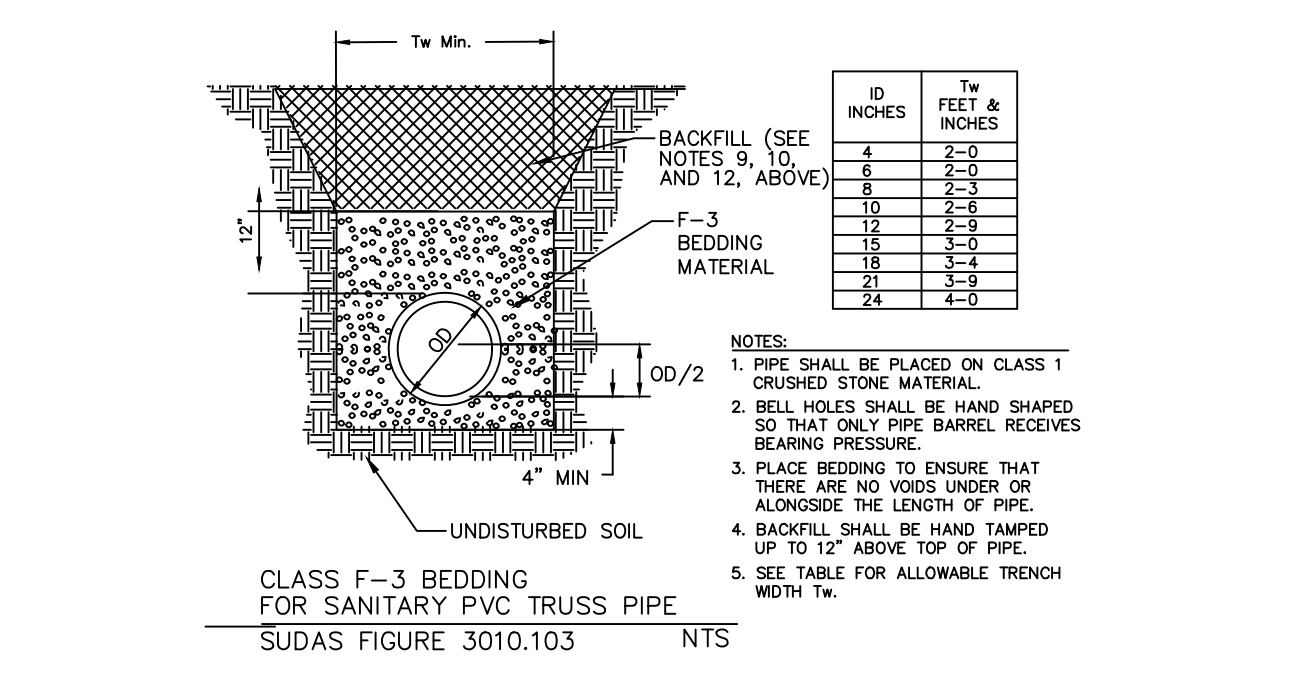
ALL SANITARY SEWER AND SERVICE LINES SHALL BE AIR TESTED TO PASS THE FOLLOWING TEST:  
NOTE: CITY REPRESENTATIVE MUST BE PRESENT DURING TESTING.

- PERFORM FROM MANHOLE-TO-MANHOLE AFTER BACKFILL.
- PLACE PNEUMATIC PLUGS: (1) SEALING LENGTH: EQUAL TO OR GREATER THAN PIPE DIAMETER. (2) CAPABLE OF RESISTING INTERNAL TEST PRESSURE WITHOUT EXTERNAL BRACING OR BLOCKING.
- INTRODUCE LOW-PRESSURE AIR INTO SEALED LINE AND ACHIEVE INTERNAL AIR PRESSURE OF 5 psi & MAINTAIN FOR A MINIMUM OF 5 MINUTES.
- LIMIT INTERNAL PRESSURE IN SEALED LINE BELOW 8 PSIG.
- ALLOW 2 MINUTES MINIMUM FOR AIR PRESSURE TO STABILIZE. DISCONNECT LOW-PRESSURE AIR HOSE FROM CONTROL PANEL.
- MINIMUM TIME FOR PRESSURE TO DROP FROM 3.5 TO 2.5 PSIG GREATER THAN MAXIMUM PRESSURE EXERTED BY GROUNDWATER ABOVE PIPE INVERT:

PIPE DIAMETER IN INCHES	TIME IN MINUTES
4	2.0
6	3.0
8	4.0
10	5.0
12	5.5
15	7.5

- IN AREAS WHERE GROUND WATER IS KNOWN TO EXIST, THE HEIGHT OF WATER ABOVE THE TOP OF THE PIPE BEING TESTED, IN FEET, SHALL BE DETERMINED AND THAT HEIGHT DIVIDED BY 2.3 TO ESTABLISH THE PRESSURE THAT WILL BE ADDED TO ALL READINGS ABOVE. ALTERNATIVELY, THE ENGINEER MAY ALLOW THE CONTRACTOR TO MEASURE INFILTRATION INTO THE SEWER BY USING A V-NOTCH WEIR OR OTHER SUITABLE DEVICE.
- LOCATE, REPAIR AND RETEST LEAKS.

- AIR TESTING SHALL BE CONSIDERED INCIDENTAL TO SANITARY SEWER CONSTRUCTION.
  - ALL PVC TRUSS SEWERS SHALL HAVE A DEFLECTION TEST PERFORMED AS FOLLOWS:
    - DEFLECTION TEST SHALL BE CONDUCTED AFTER THE FINAL BACKFILL HAS BEEN IN PLACE AT LEAST 30 DAYS.
    - DEFLECTION TEST TO BE CONDUCTED USING A RIGID BALL OR MANDREL WITH A DIAMETER EQUAL TO 90% OF THE INSIDE DIAMETER OF THE PIPE. NO MECHANICAL PULLING DEVICES ALLOWED.
    - NO PIPE SHALL EXCEED A DEFLECTION OF .5%.



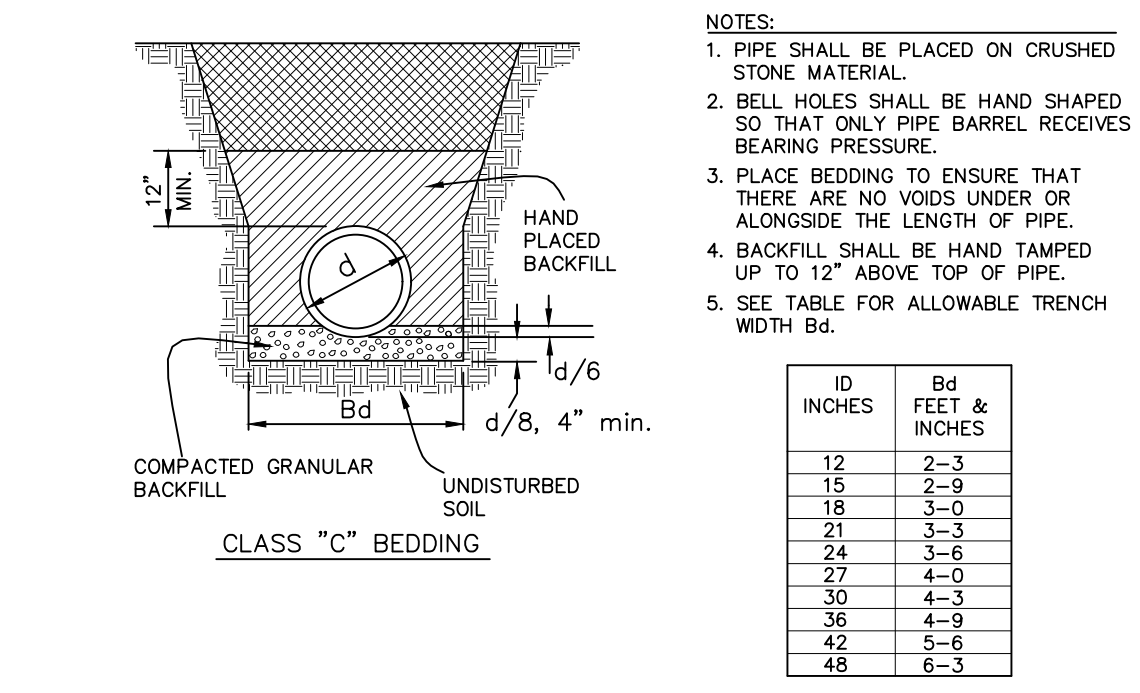
- THE FOLLOWING MINIMUM CLEARANCES MUST BE MAINTAINED:
- WATER MAIN SHALL BE LOCATED TO FEET HORIZONTALLY DISTANT FROM ALL SANITARY SEWER AND STORM SEWER.
  - WATER MAIN SHALL NOT PASS THROUGH NOR CONTACT A SEWER OR A SEWER MANHOLE. A MINIMUM HORIZONTAL SEPARATION OF 3 FEET SHALL BE MAINTAINED.
  - VERTICAL SEPARATION OF WATER MAINS CROSSING OVER ANY SANITARY SEWER SHOULD BE A MINIMUM OF 18-INCHES, MEASURED OUTSIDE TO OUTSIDE FROM THE CLOSEST EDGE OF EACH PIPE. IF PHYSICAL CONDITIONS PROHIBIT THIS SEPARATION, THE WATER MAIN SHALL NOT BE PLACED CLOSER THAN 6-INCHES ABOVE A SEWER OR 18-INCHES BELOW A SEWER. THE SEPARATION DISTANCE SHALL BE THE MAXIMUM FEASIBLE IN ALL CASES.
  - WHERE THE WATER MAIN CROSSES SEWER, ONE FULL LENGTH OF WATER PIPE SHALL BE LOCATED SO BOTH JOINTS ARE AS FAR AS POSSIBLE FROM THE SEWER. THE WATER AND SEWER PIPES MUST BE ADEQUATELY SUPPORTED AND HAVE WATER TIGHT JOINTS. A LOW PERMEABILITY SOIL SHALL BE USED FOR BACKFILL MATERIAL WITHIN 10-FEET OF THE POINT OF CROSSING.
  - NOMINAL DEPTH OF WATER MAIN = 5.5 FEET TO TOP OF PIPE.
  - EXISTING OR PROPOSED VALVE BOXES THAT FALL WITHIN PAVEMENT MUST HAVE A SLIP-TYPE VALVE BOX.
  - THE ENTIRE WATERMAIN SYSTEM, INCLUDING SERVICES TAPS IF APPLICABLE, SHALL BE PRESSURE TESTED PER AWWA C600. THE TEST SHALL BE PERFORMED AT A MINIMUM OF 150 psi FOR 2 HOURS WITH A MAXIMUM LOSS OF 5 psi.
  - WATER MAINS SHALL BE DISINFECTED IN ACCORDANCE WITH SPECIFICATIONS.
  - FIRE HYDRANTS SHALL BE MUELLER SUPER CENTURIAN 250 OR APPROVED CITY EQUAL THAT OPEN RIGHT.
  - BED WATER MAIN ON NATIVE MATERIAL, DIG IN BELLS, AND BACKFILL WITH SUITABLE MATERIAL.
  - ALL CONCRETE SANITARY MANHOLES SHALL HAVE CONSHIELD ANTI-MICROBIAL ADDITIVE INCORPORATED IN THE CONCRETE MIX.

WHERE PUBLIC UTILITY FIXTURES ARE SHOWN AS EXISTING ON THE PLANS, OR ENCOUNTERED WITHIN THE CONSTRUCTION AREA, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE OWNERS OF THOSE UTILITIES PRIOR TO THE BEGINNING OF ANY CONSTRUCTION. THE CONTRACTOR SHALL AFFORD ACCESS TO THOSE FACILITIES FOR NECESSARY MODIFICATION OF SERVICES. UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS, AND THEREFORE THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. IT IS POSSIBLE THAT THERE MAY BE OTHER FACILITIES IN THE CONSTRUCTION AREA, THE EXISTENCE OF WHICH IS NOT PRESENTLY KNOWN OR SHOWN HEREON. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THEIR EXISTENCE AND EXACT LOCATION, AND TO AVOID DAMAGE THERETO. NO CLAIMS FOR ADDITIONAL COMPENSATION WILL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY CAUSED BY SUCH WORK.

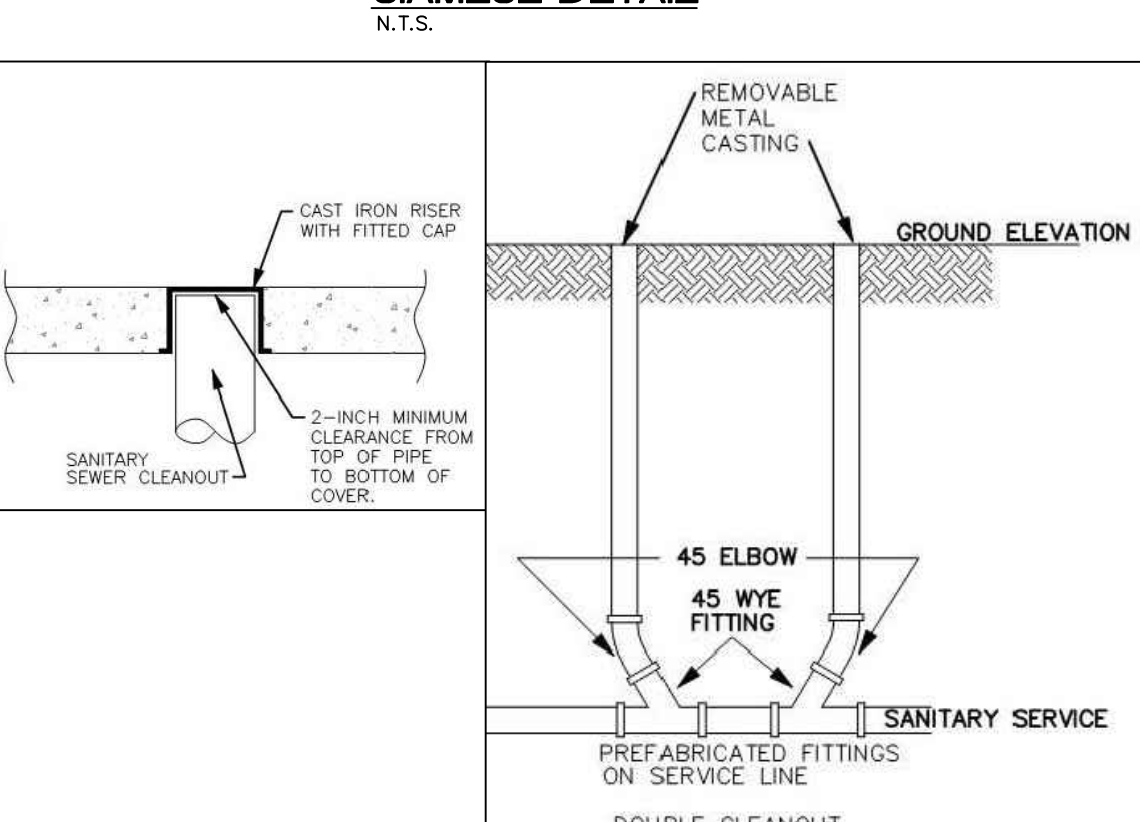
**STORM SEWER NOTES**

- STORM SEWER CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE STANDARD DETAILED SPECIFICATIONS AND DETAILED SPECIFICATION REQUIREMENTS PREPARED FOR THIS PROJECT. CITY OF WEST BRANCH DESIGN AND CONSTRUCTION STANDARDS AND PROCEDURES SHALL PREVAIL.
- ALL STORM SEWERS SHALL BE CLASS 3 RCP UNLESS NOTED OTHERWISE IN THE PLANS.
- AT PLACES WHERE A FLARED END SECTION IS REQUIRED, PIPE LENGTH INCLUDES THE FLARED END. THE LAST TWO JOINTS ARE TO BE TIED WHERE FLARED END SECTIONS ARE REQUIRED.
- ALL RCP STORM SEWERS SHALL BE PROVIDED WITH CLASS "C" BEDDING, UNLESS NOTED OTHERWISE. PVC SEWERS SHALL BE PROVIDED WITH CRUSHED STONE ENCASEMENT.
- STORM SEWERS SHOWN ON THE PROFILE VIEW SHALL BE BACKFILLED WITH EITHER OF THE FOLLOWING COMPACTED TO 90% MODIFIED PROCTOR DENSITY:
  - SUITABLE EXCAVATED MATERIAL. IF EXCAVATED MATERIAL IS NOT SUITABLE, THEN
  - CRUSHED STONE AS SPECIFIED FOR GRANULAR TRENCH BACKFILL SHALL BE USED.
- GRANULAR TRENCH BACKFILL SHALL BE CRUSHED STONE CONFORMING TO I.D.O.T. STANDARD SPECIFICATION 4120.04 WITH 1" MAXIMUM AGGREGATE SIZE. COMPACT TO 90% MODIFIED PROCTOR DENSITY.
- ALL STORM SEWERS SHALL HAVE CONFINED "O" RING GASKETS. STORM SEWERS 36" AND SMALLER SHALL HAVE BELL AND SPIGOT JOINTS. STORM SEWERS LARGER THAN 36" MAY HAVE TONGUE AND GROOVE JOINTS. NO MASTIC JOINTS ALLOWED.
- ALL PIPE SHALL BE CERTIFIED.
- ALL STORM INTAKES SHALL BE A MINIMUM OF 48 INCHES FROM TOP OF CURB/RIM TO SUBGRADE. IF INVERT ELEVATIONS ARE INSUFFICIENT TO PROVIDE THIS REQUIRED DEPTH, THE CONTRACTOR TO PROVIDE DEEPER STRUCTURE AND POUR CONCRETE FILLET IN INTAKE TO MAKE INTAKE PIPES DRAIN AT INVERT ELEVATIONS LISTED.
- LIFT HOLES IN STORM SEWER WILL NOT BE ALLOWED.
- PROVIDE CONCRETE FILLETS IN ALL NEW & EXISTING DRAINAGE STRUCTURES PER REFERENCED DETAILS.

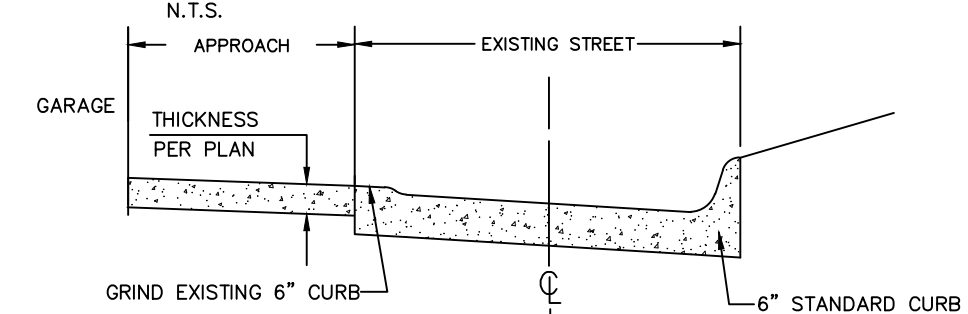
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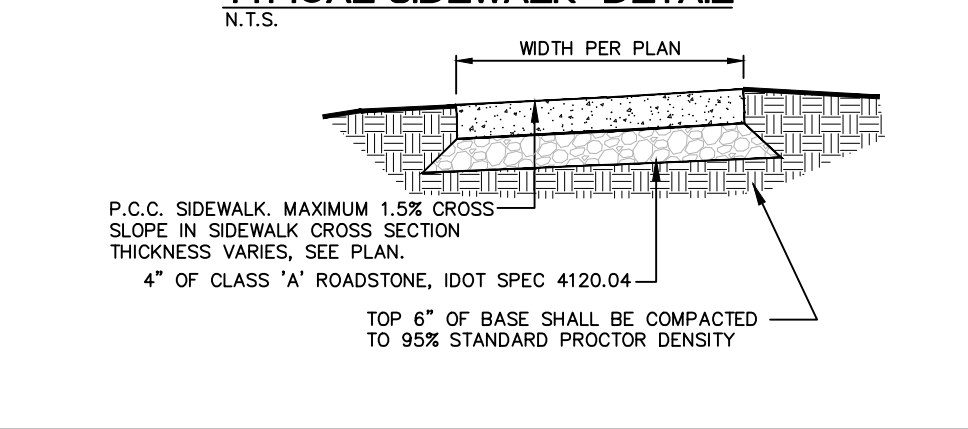
**SIAMESE DETAIL**



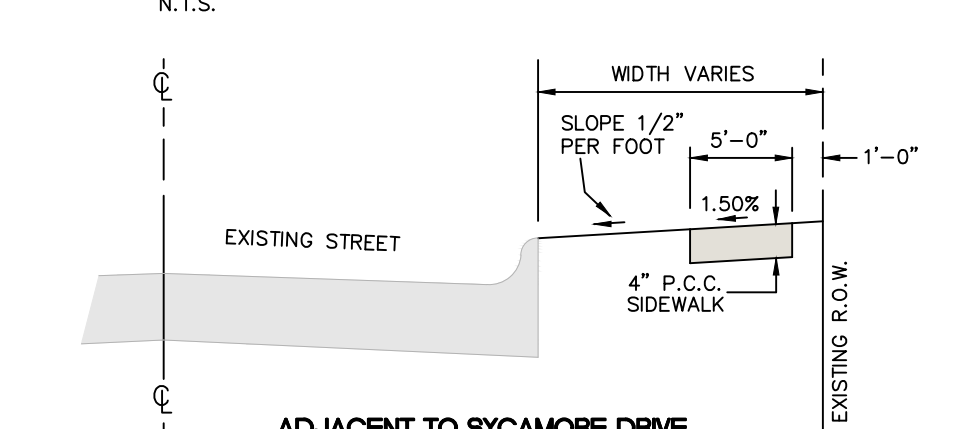
**TYPICAL STREET/GARAGE APPROACH SECTION**



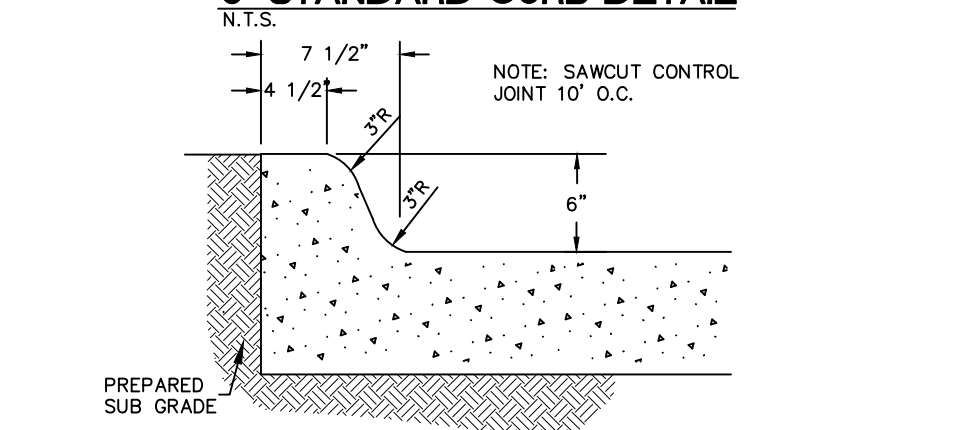
**TYPICAL SIDEWALK DETAIL**



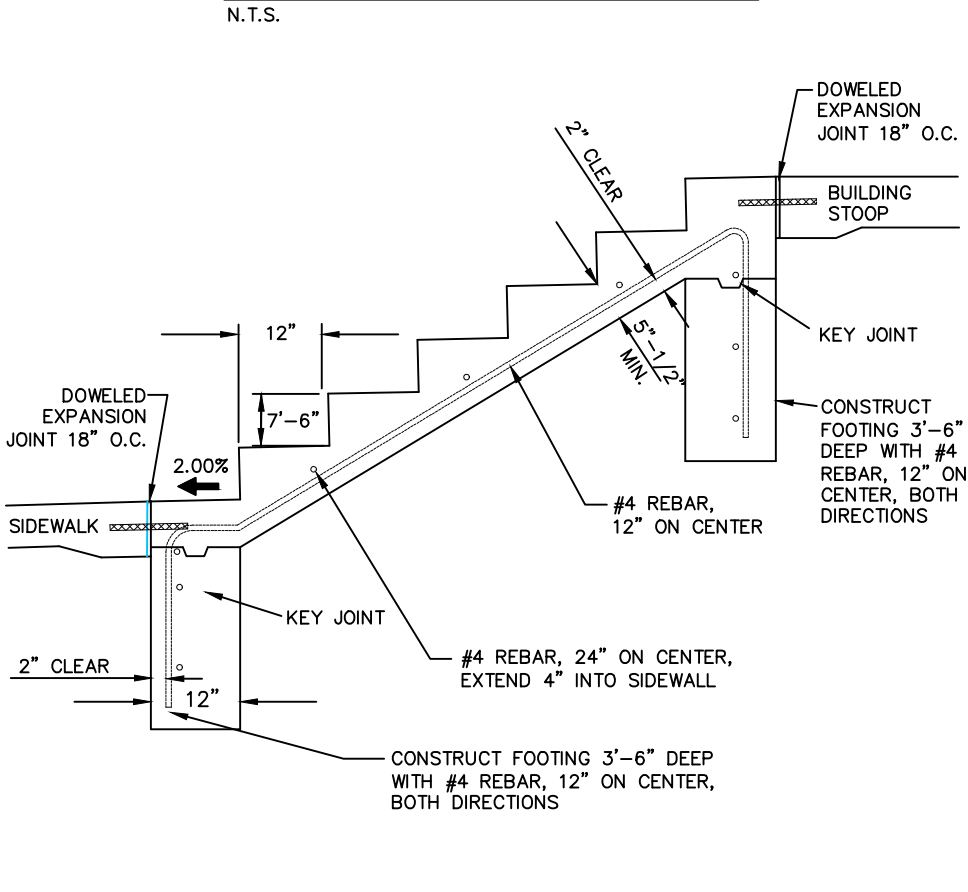
**TYPICAL SIDEWALK INSTALLATION**



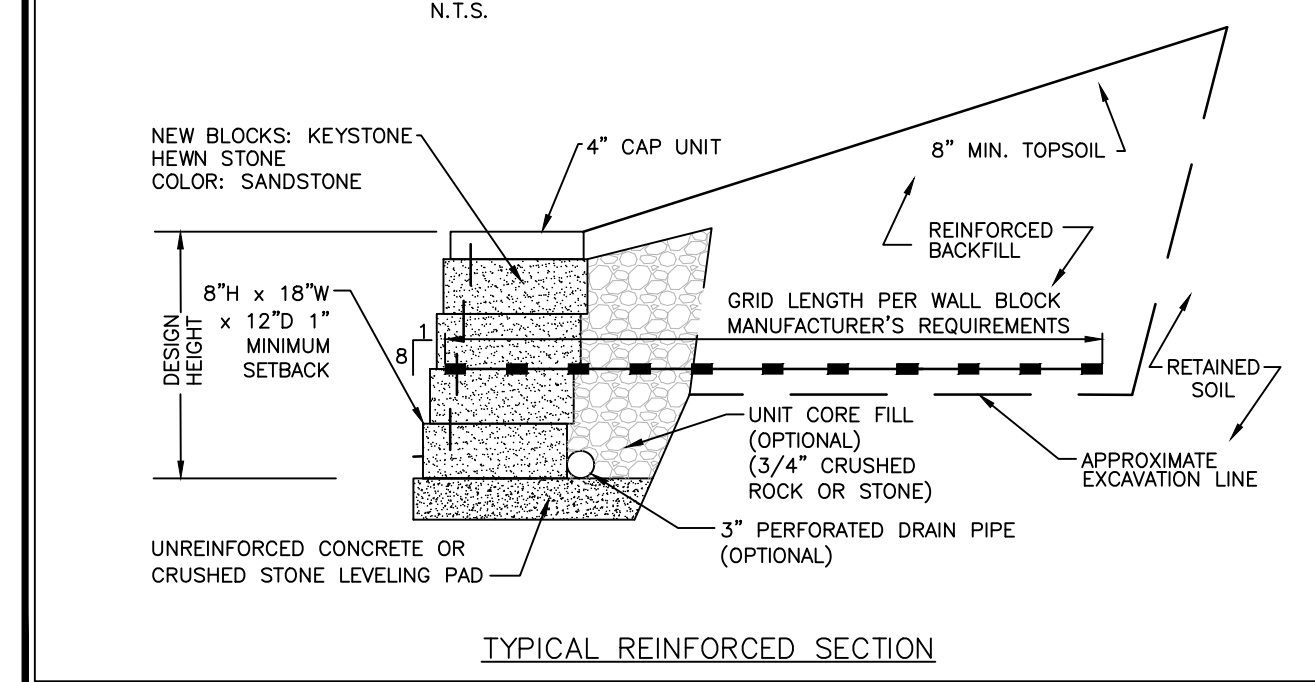
**6" STANDARD CURB DETAIL**



**STEP CONSTRUCTION DETAIL**



**RETAINING WALL DETAIL**



- SHEET INDEX
- C120 SITE LAYOUT AND DIMENSION PLAN
  - C140 GRADING AND EROSION CONTROL PLAN AND SWPPP
  - C141 DETAILED GRADING PLAN - NW QUADRANT
  - C142 DETAILED GRADING PLAN - NE QUADRANT
  - C143 DETAILED GRADING PLAN - SW QUADRANT
  - C144 DETAILED GRADING PLAN - SE QUADRANT
  - C160 UTILITY PLAN
  - C500 GENERAL NOTES AND DETAILS
  - L100 LANDSCAPE PLAN

**PARKSIDE HILLS - THIRD ADDITION**

WEST BRANCH, CEDAR COUNTY, IOWA

MMS CONSULTANTS, INC.  
Date: 11-01-21

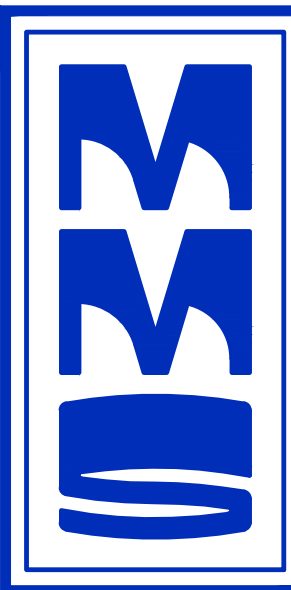
Designed by: RLA Field Book No: 1273 pg. 47  
Drawn by: PVA/TAV Scale:  
Checked by: RLA Sheet No:

Project No: C500  
6992-405 of: 1







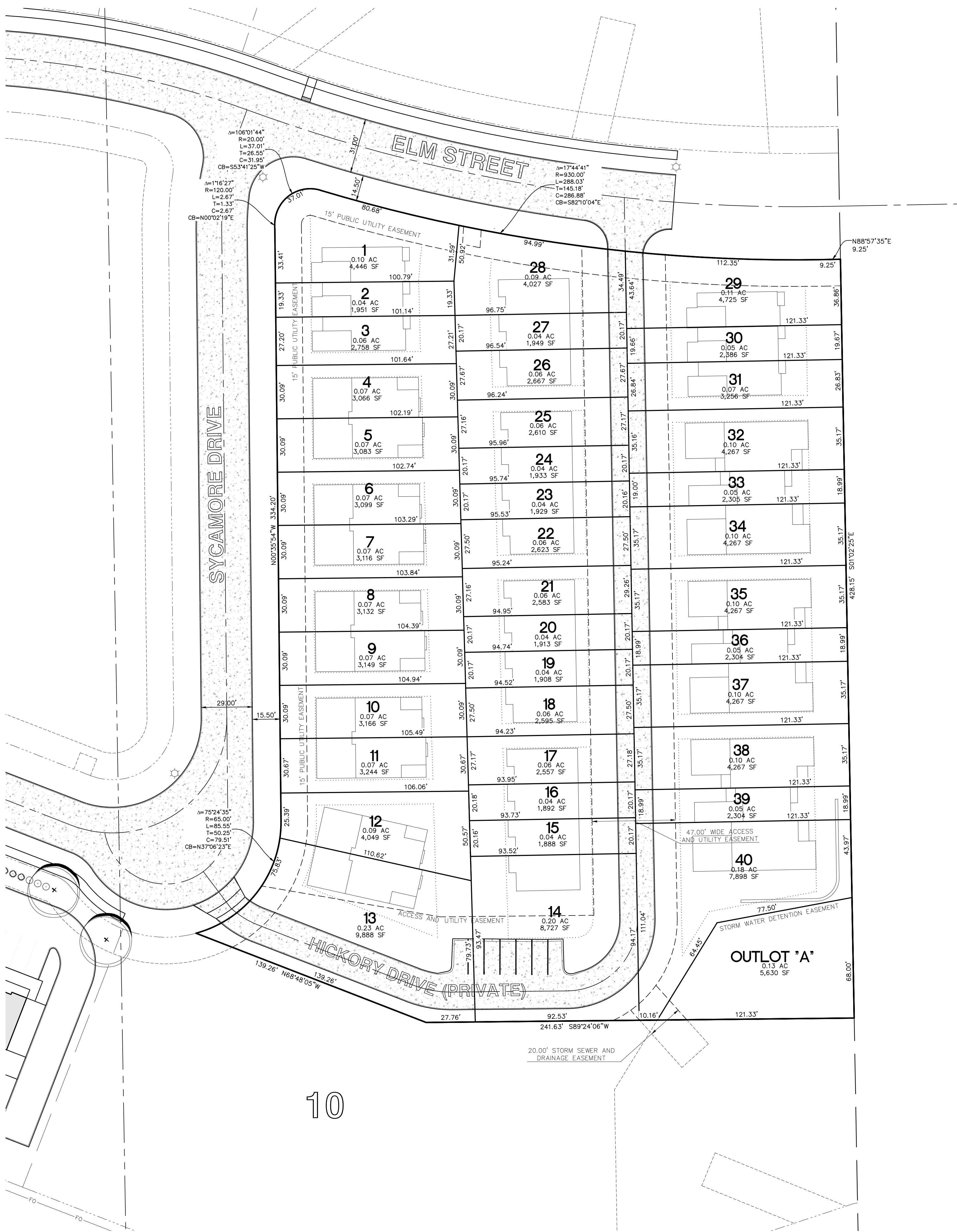


CIVIL ENGINEERS  
LAND PLANNERS  
LAND SURVEYORS  
LANDSCAPE ARCHITECTS  
ENVIRONMENTAL SPECIALISTS

1917 S. GILBERT ST.  
IOWA CITY, IOWA 52240  
(319) 351-8282  
www.mmsconsultants.net

Date Revision

# LOT EXHIBIT PARKSIDE HILLS - THIRD ADDITION WEST BRANCH, CEDAR COUNTY, IOWA



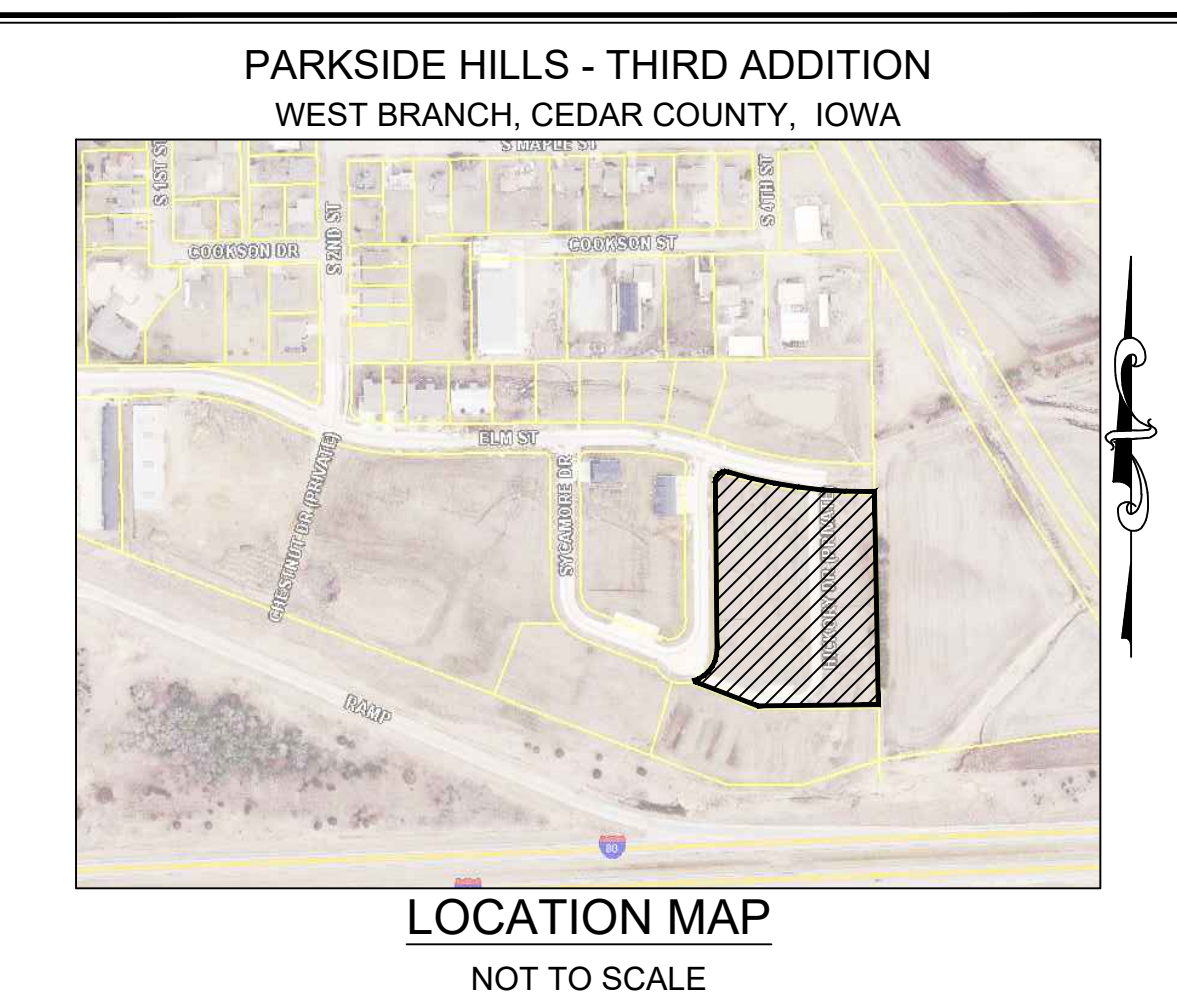
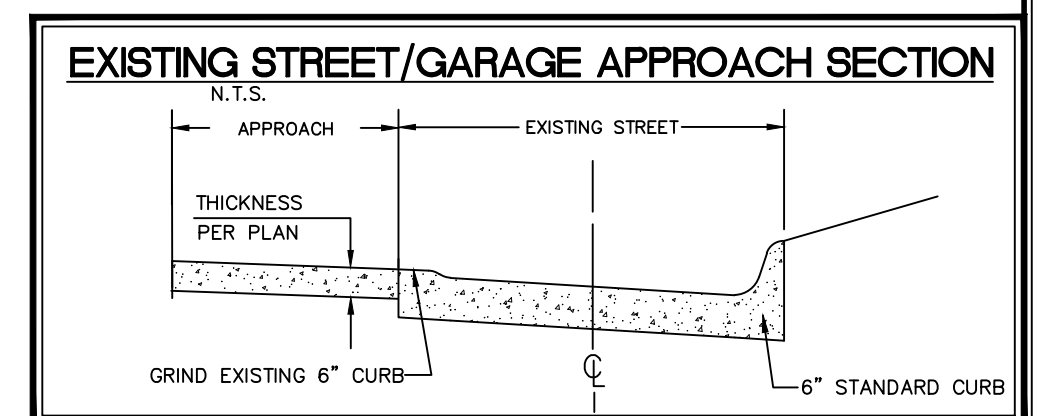
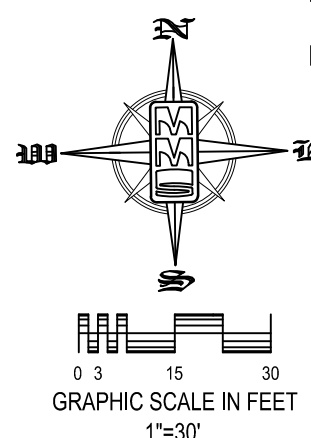
### DEVELOPMENT CHARACTERISTICS

EXISTING ZONING: PUD

LOTS 1 THROUGH 40:

- FRONT YARD SETBACK (PUBLIC) - SYCAMORE DRIVE 20 FEET
- FRONT YARD SETBACK (PUBLIC) - ELM STREET 15 FEET
- FRONT YARD SETBACK (PRIVATE) - HICKORY DRIVE 15 FEET\*
- CORNER SIDE YARD (PRIVATE) - HICKORY DRIVE 20 FEET\*
- SIDE YARD SETBACK 7 FEET
- REAR YARD SETBACK 20 FEET

\*MEASURED FROM TOP OF CURB, BACK OF SLAB



### STANDARD LEGEND AND NOTES

- PROPERTY &/or BOUNDARY LINES
- CONGRESSIONAL SECTION LINES
- RIGHT-OF-WAY LINES
- EXISTING RIGHT-OF-WAY LINES
- CENTER LINES
- EXISTING CENTER LINES
- LOT LINES, INTERNAL
- LOT LINES, PLATTED OR BY DEED
- PROPOSED EASEMENT LINES
- EXISTING EASEMENT LINES
- BENCHMARK
- RECORDED DIMENSIONS
- CURVE SEGMENT NUMBER
- EXIST- 22-1
- PROP-
- POWER POLE W/DROP
- POWER POLE W/TRANS
- POWER POLE W/LIGHT
- GUY POLE
- LIGHT POLE
- SANITARY MANHOLE
- FIRE HYDRANT
- WATER VALVE
- DRAINAGE MANHOLE
- CURB INLET
- FENCE LINE
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
- EXISTING STORM SEWER
- PROPOSED STORM SEWER
- WATER LINES
- ELECTRICAL LINES
- TELEPHONE LINES
- GAS LINES
- FIBER OPTIC
- OVERHEAD ELECTRIC
- CONTOUR LINES (1' INTERVAL)
- PROPOSED GROUND
- EXISTING TREE LINE
- EXISTING DECIDUOUS TREE & SHRUB
- EXISTING EVERGREEN TREES & SHRUBS

THE ACTUAL SIZE AND LOCATION OF ALL PROPOSED FACILITIES SHALL BE VERIFIED WITH CONSTRUCTION DOCUMENTS, WHICH ARE TO BE PREPARED AND SUBMITTED SUBSEQUENT TO THE APPROVAL OF THIS DOCUMENT.

## LOT EXHIBIT

### PARKSIDE HILLS - THIRD ADDITION

WEST BRANCH  
CEDAR COUNTY  
IOWA

### MMS CONSULTANTS, INC.

Date:	11/21/2023
Designed by:	JDM
Drawn by:	HEH
Checked by:	JDM
Project No:	6992-405
Field Book No.:	
Scale:	1"=30'
Sheet No.:	1



Prepared by: Richard R. Nowotny                      1917 S. Gilbert Street                      319-351-8282  
MMS Consultants, Inc.                      Iowa City, Iowa 52240

---

**SURVEYOR’S CERTIFICATE**

I hereby certify that the attached Final Plat is a true and correct subdivision plat of Parkside Hills – Part Three to Cedar County, Iowa.

The area of Parkside Hills – Part Three to Cedar County, Iowa, is 3.26 acres.

I, Richard R. Nowotny, duly licensed under the laws of the State of Iowa, do hereby certify that the above described and attached Final Plat are correct and in accordance with a Survey completed by me on December 1, 2023 at the request of Chad Keune.

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

Signed: \_\_\_\_\_                      \_\_\_\_\_  
Richard R. Nowotny, PLS                      Date  
Iowa License # 17916

Subscribed and sworn before me this \_\_\_\_\_ day of December, 2023 by Richard R. Nowotny.

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

Prepared by: Kevin D. Olson, 1400 5<sup>th</sup> Street, Coralville, Iowa 52241 (319) 351-2277  
Return to: City of West Branch, 110 Poplar Street, PO Box 218, West Branch, Iowa 52358 (319) 643-5888

**RESOLUTION 2024-09**

**RESOLUTION APPROVING THE FINAL PLAT OF PARKSIDE HILLS – THIRD ADDITION,  
WEST BRANCH, IOWA.**

WHEREAS, the developer did file with the City Clerk of West Branch, a final plat for Parkside Hills – Third Addition, West Branch, Iowa; and

WHEREAS, the legal description for said Subdivision is as follows:

Lot 9, Parkside Hills, West Branch, Iowa, in accordance with the Plat thereof recorded in Book 1622 at Pages 81-120, Records of the Cedar County Recorder; and

WHEREAS, said property has been dedicated with the free consent and in accordance with the desires of the owner; and

WHEREAS, the aforementioned plat and subdivision is found to conform with Chapter 166 of the West Branch Code of Ordinances, and all other ordinances and statutory requirements; and

WHEREAS, said final platting of the aforementioned subdivision has been examined by the West Branch Planning and Zoning Commission; and

WHEREAS, recommendations from both said Commission and City Staff have been made; and

WHEREAS, after due deliberation, said Commission has recommended that the final platting of the proposed subdivision, be accepted and approved.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the final platting of Parkside Hills – Third Addition, West Branch, Iowa, be and the same is hereby approved.

BE IT FURTHER RESOLVED that the City Clerk of the City of West Branch, Iowa, is hereby authorized and directed to certify a copy of this Resolution to the County Recorder of Cedar County, Iowa, along with all other required ancillary documents.

Passed and approved this 5th day of February, 2024.

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

ATTEST:

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

LOCATION: LOT 9 OF PARKSIDE HILLS, IN THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 79 NORTH, RANGE 4 WEST, OF THE FIFTH PRINCIPAL MERIDIAN, WEST BRANCH, CEDAR COUNTY, IOWA	SUBDIVIDER: ADVANTAGE DEVELOPMENT INC 2881 INDEPENDENCE ROAD IOWA CITY, IOWA 52240
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: MATTHEW J. ADAM 1150 5TH STREET, SUITE 170 CORALVILLE, IOWA 52241
DATE OF SURVEY: 11-17-2023	PROPRIETOR OR OWNER: ADVANTAGE DEVELOPMENT INC 2881 INDEPENDENCE ROAD IOWA CITY, IOWA 52240
	DOCUMENT RETURN INFORMATION: ATTORNEY

# FINAL PLAT

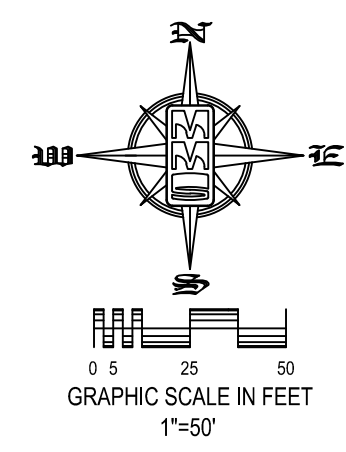
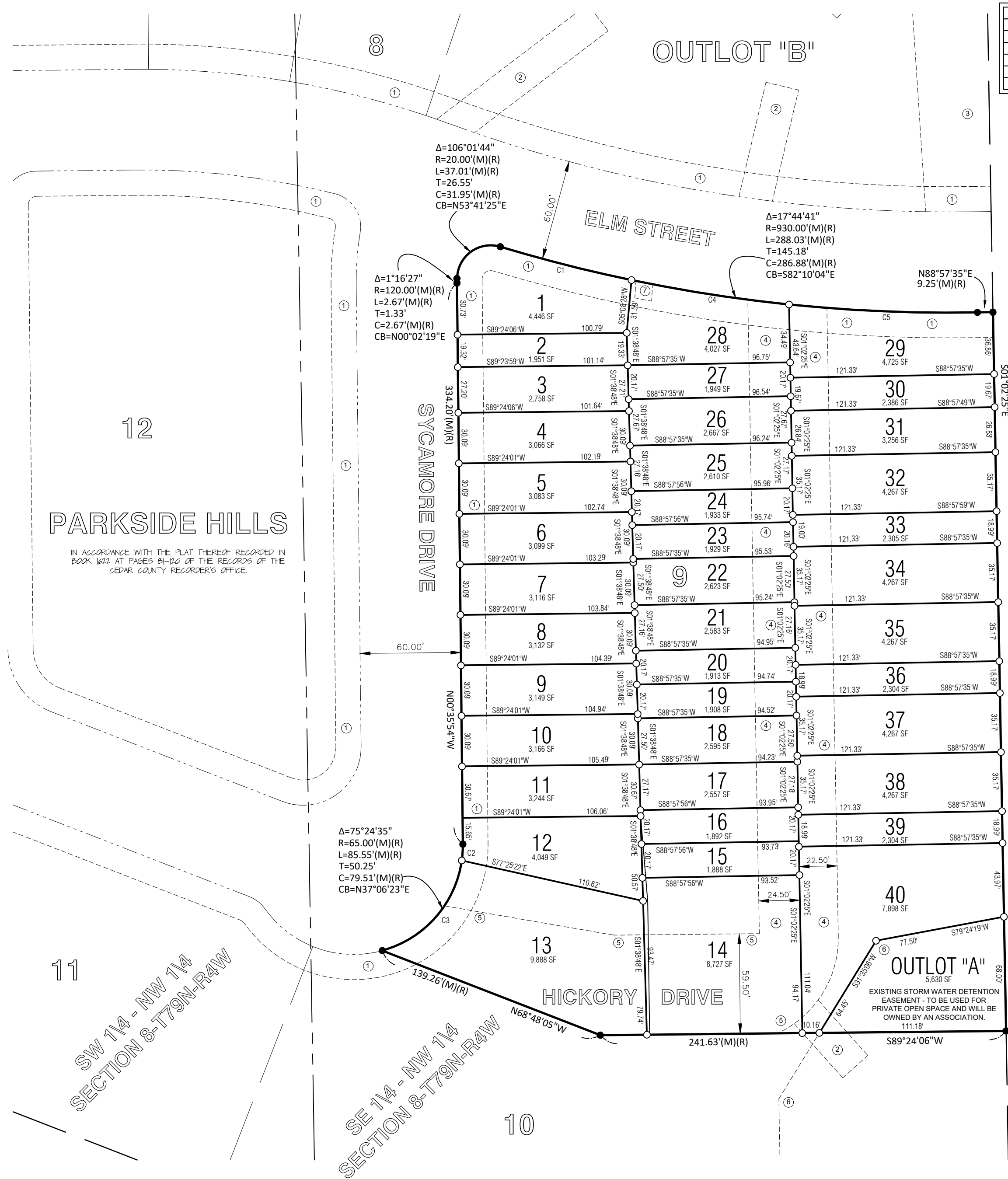
## PARKSIDE HILLS - THIRD ADDITION

A RESUBDIVISION OF LOT 9 OF PARKSIDE HILLS  
WEST BRANCH, CEDAR COUNTY, IOWA

FOR COUNTY RECORDER'S USE

EASEMENT IDENTIFICATION TABLE	
LABEL	DESCRIPTION
①	EXISTING 1500 FOOT PUBLIC UTILITY EASEMENT
②	EXISTING 2000 FOOT STORM SEWER AND DRAINAGE EASEMENT
③	EXISTING SANITARY SEWER, STORM SEWER, DRAINAGE, AND WATER MAIN EASEMENT
④	EXISTING 4700 FOOT WIDE ACCESS AND UTILITY EASEMENT
⑤	EXISTING ACCESS AND UTILITY EASEMENT
⑥	EXISTING STORM WATER DETENTION EASEMENT
⑦	EXISTING 10' X 10' MAILBOX EASEMENT

CURVE SEGMENT TABLE						
CURVE	DELTA	RADIUS	LENGTH	TANGENT	CHORD	BEARING
C1	4°58'14"	930.00'	80.68'	40.37'	80.67'	S75°46'51"E
C2	8°34'10"	65.00'	9.72'	4.87'	9.71'	S03°41'11"W
C3	66°50'24"	65.00'	75.83'	42.89'	71.60'	S41°23'28"W
C4	5°51'09"	930.00'	94.99'	47.54'	94.95'	S81°11'32"E
C5	6°55'18"	930.00'	112.35'	56.24'	112.28'	S87°34'46"E



LEGEND AND NOTES	
	CONGRESSIONAL CORNER, FOUND
	PROPERTY CORNER(S), FOUND (as noted)
	PROPERTY CORNERS SET (5/8" Iron Pin w/ yellow, plastic LS Cap embossed with "MMS")
	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

UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDRETHS  
ERROR OF CLOSURE IS LESS THAN 1 FOOT IN 10,000 FEET  
ALL PROPERTY CORNERS FOUND ARE 5/8" REBAR'S W/ YELLOW PLASTIC LS CAP 17916

DESCRIPTION - PARKSIDE HILLS - PART THREE

Lot 9 of Parkside Hills, in accordance with the Plat thereof Recorded in Book 1622 at Pages 81-120 of the Records of the Cedar County Recorder's Office. Said tract of land contains 3.26 Acres, and is subject to easements and restrictions of record.

RICHARD R. NOWOTNY  
17916

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.

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

DRAFT

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

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

Notary Public, in and for the State of Iowa.

PLAT/PLAN APPROVED by the City of West Branch	
Mayor	Date:
City Clerk	Date:
UTILITY EASEMENTS, AS SHOWN HEREON, ARE ADEQUATE FOR THE INSTALLATION AND MAINTENANCE OF THE FACILITIES REQUIRED BY THE FOLLOWING AGENCIES:	
ALLIANT ENERGY	Date:
LIBERTY COMMUNICATIONS	Date:
MEDIACOM	Date:

# MMS

CIVIL ENGINEERS  
LAND PLANNERS  
LAND SURVEYORS  
LANDSCAPE ARCHITECTS  
ENVIRONMENTAL SPECIALISTS

1917 S. GILBERT ST.  
IOWA CITY, IOWA 52240  
(319) 351-8282  
[www.mmsconsultants.net](http://www.mmsconsultants.net)

Date	Revision
11-29-2023	PER GDM REVIEW - RLW

## FINAL PLAT

### PARKSIDE HILLS - THIRD ADDITION

WEST BRANCH CEDAR COUNTY IOWA MMS CONSULTANTS, INC.	
Date:	11-27-2023
Designed by:	Field Book No: 1239
Drawn by:	Scale: 1"=50'
Checked by:	Sheet No: 1
Project No:	IOWA CITY 6992-405
of: 1	



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> February 5, 2024
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<b>AGENDA ITEM:</b> Resolution 2024-10 – Approving the Site Plan for Lot 1, Pedersen Valley Part 1, West Branch, Iowa. / Move to action.
--

<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> January 31, 2024
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### **SUMMARY:**

Owners are strongly considering building a new West Branch Dental Office next to Fidelity Bank. Their plan is to start construction on the spring, if the site plan is approved by council. There was some discussion about the retention pond in planning and zoning. Preliminarily, Mayor Laughlin, Councilperson Jerry Sexton, and Councilperson Mike Horihan are supporting a 25% TIF rebate which mirrors the WB Brown's agreement. Council will need to amend its urban renewal plan first, before formally agreeing to a rebate agreement.

### **RECOMMENDATION:**

Planning and Zoning approved 6-0 as long as any drainage adjustments do not encroach neighboring property owners in accordance with SUDAS. Attorney Kevin Olson and Engineer Dave Schechinger are supporting to keep the detention.



# Cedar County, IA

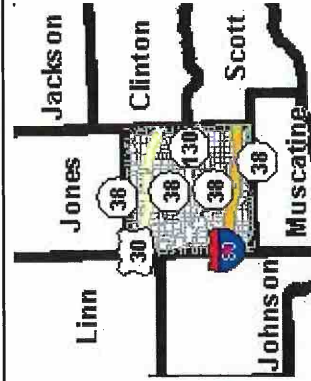


1 in. = 94ft.



This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



### Legend

	Road
	Interstate
	US Highway
	State Numbered Highway
	<all other values>
	Railroad
	Address Point
	Parcel
	Parcel Number/Acres
	Leased Land
	Land Hook
	Corporate Limit Line
	Park
	Section
	County Boundary

Notes



**RESOLUTION 2024-10**

**RESOLUTION APPROVING THE SITE PLAN FOR LOT 1 PETERSEN VALLEY-  
PART 1, WEST BRANCH, IOWA.**

WHEREAS, KBH Holdings Inc, (“KBH”) is the owner of Lot 1, Pedersen Valley Part 1, West Branch, Iowa (the “Property”); and

WHEREAS, Snyder & Associates (on behalf KBH) has submitted a proposed Site Plan for the Property; and

WHEREAS, the City Engineer and Planning and Zoning Commission has reviewed said Site Plan and recommended approval of the same; and

WHEREAS, said Site Plan complies with the requirements of Chapter 167 of the Code of Ordinances of the City of West Branch.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the site plan from Snyder & Associates, Inc. for Lot 1, Pedersen Valley Part 1, West Branch, Iowa, is hereby approved.

Passed and approved this 5th day of February, 2024.

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

ATTEST:

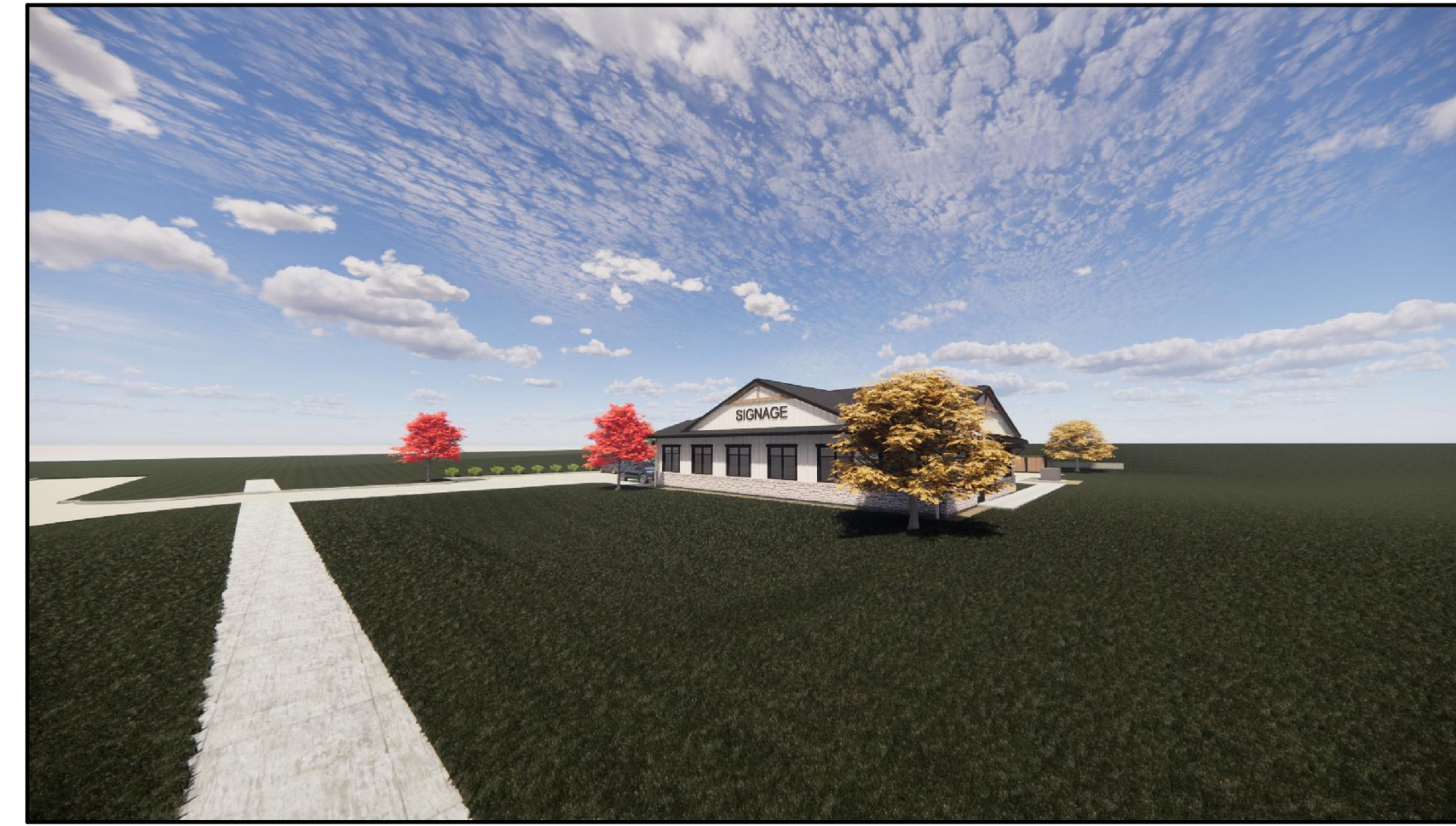
\_\_\_\_\_  
Leslie Brick, City Clerk



# RENDERINGS



WEST PARKING LOT VIEW

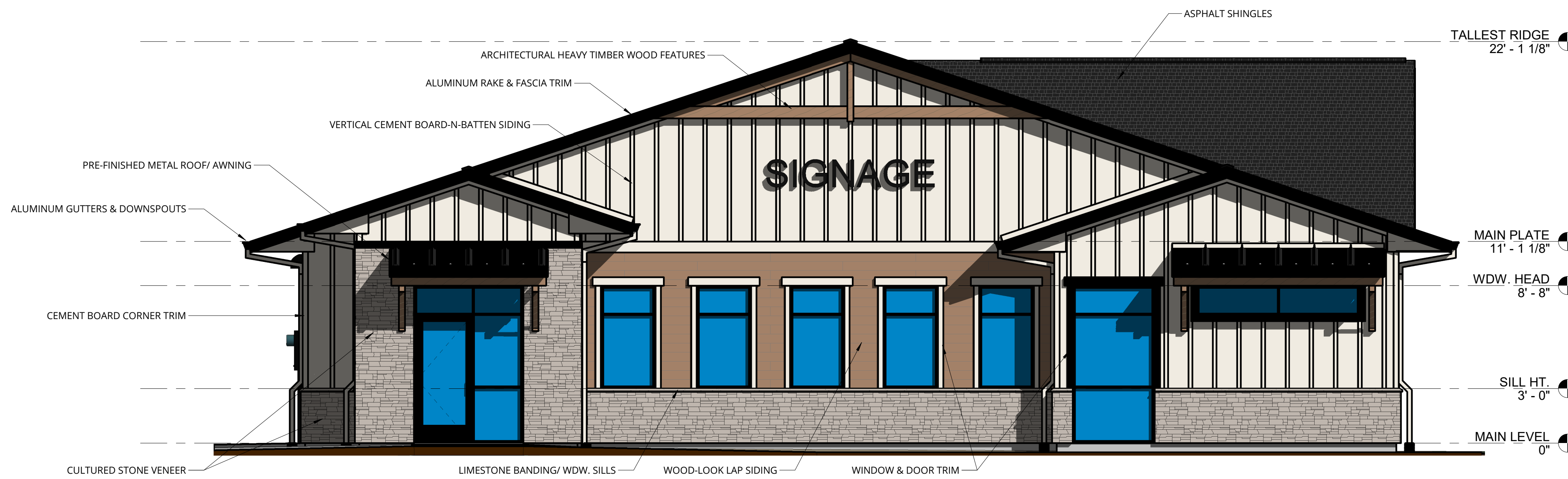


SOUTHEAST STREET VIEW



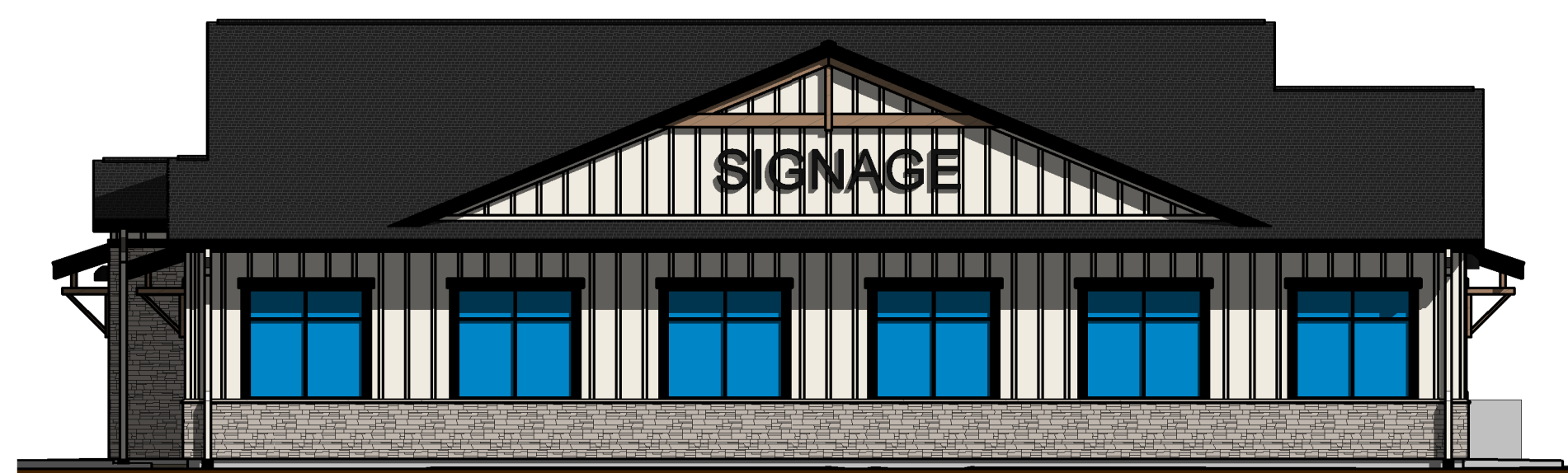
TRASH ENCLOSURE VIEW

WOOD-LOOK FENCE STYLE ENCLOSURE  
TO MATCH BUILDING WOOD FEATURES



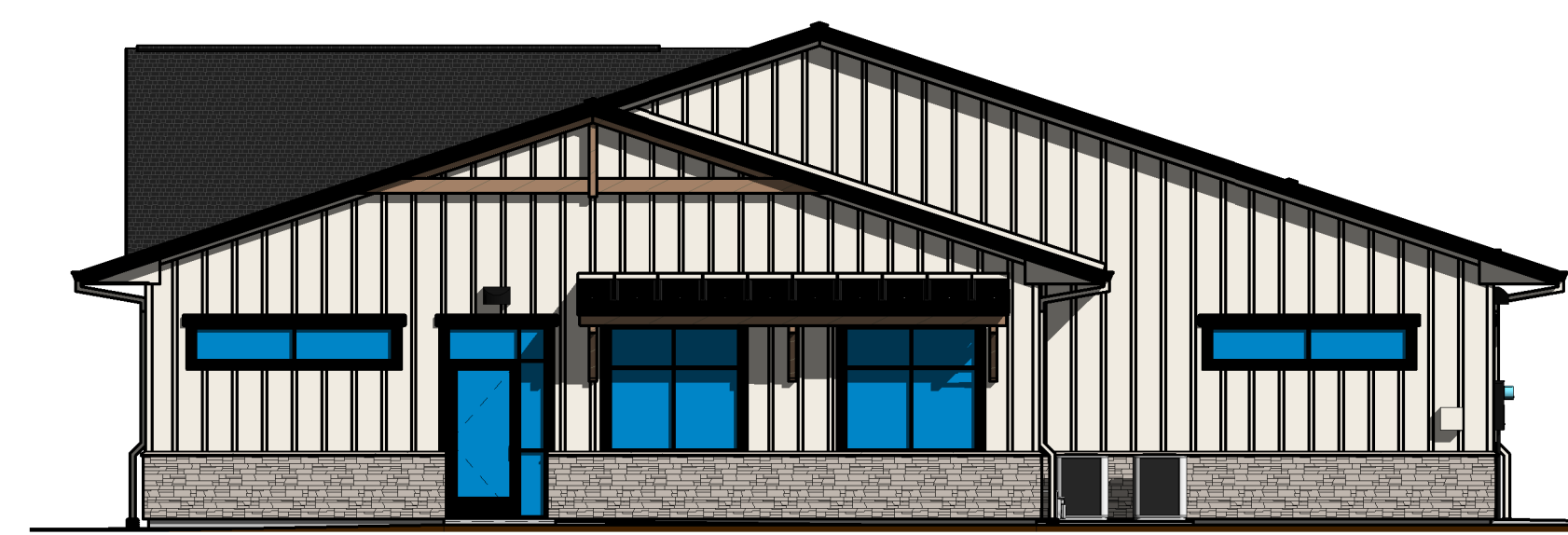
1 COLOR - WEST (FRONT) ELEVATION

SCALE: 1/4" = 1'-0"



2 COLOR - SOUTH (STREET) ELEVATION

SCALE: 1/8" = 1'-0"



3 COLOR - EAST ELEVATION

SCALE: 1/8" = 1'-0"



4 COLOR - NORTH ELEVATION

SCALE: 1/8" = 1'-0"

## EXTERIOR MATERIAL SELECTIONS

NOTE:  
THESE SELECTIONS ARE PROVIDED TO SHOW  
"COLOR INTENT".

FINAL SELECTIONS CAN/ OR WILL BE MADE BY THE  
OWNER AS THIS PROJECT PROGRESSES.

### ROOFING: SHINGLES

- CERTAINTEED
- LANDMARK PRO
- CINDER BLACK

### ROOFING: ARCHITECTURAL METAL PANELS

- ELEVATE OR SIMILAR (SEE SPECS)
- MATTE BLACK
- UNA-CLAD UC PANELS
- INCLUDES FLASHINGS

### ROOFING: GUTTER & FASCIA

- ROLEX OR SIMILAR
- COLOR: BLACK

### ROOFING: DOWNSPOUTS

- ROLEX OR SIMILAR
- COLOR: SHELL
- (MATCH SIDING)

### ROOFING: SOFFIT PANELS

- ANY MANUFACTURER
- COLOR: MATCH ROLEX SHELL
- INCLUDES: TRIMS

### HEAVY TIMBER WOOD FEATURES

- STAIN TO MATCH
- WOOD-LOOK SIDING

### HARDIE PANEL VERTICAL B&B SIDING

- JAMES HARDIE
- PAINT COLOR
- SHERWIN WILLIAMS
- SW7009
- PEARLY WHITE

### WOOD-LOOK LAP SIDING

- NICHIHA
- VINTAGE WOOD
- 3030 SPRUCE

### HARDIETRIM &/OR HARDIEPANEL

- JAMES HARDIE
- PAINT COLOR
- SHERWIN WILLIAMS
- SW7009 PEARLY WHITE
- SW6258 TRICORN BLACK

### LIMESTONE BANDING/ WINDOW SILL TRIM

- ANY MANUFACTURER
- MATCH CULTURED STONE

### CULTURED STONE VENEER

- CULTURED STONE COMPANY
- COUNTRY LEDGESTONE CUT
- WHEATON

THIS PLAN IS THE PROPERTY OF  
DOWNING CONSTRUCTION INC.

ANY USE WITHOUT WRITTEN  
PERMISSION IS STRICTLY  
PROHIBITED!



509 East Scenic Valley Ave.  
Indianola, Iowa 50125  
p: 515.961.5386  
f: 515.961.0468  
www.downingconstruct.com  
www.downingplanroom.com

Dr. Kyle Haganman

West Branch, IA

DESIGN DEVELOPMENT PLAN(S) - NOT FOR CONSTRUCTION

DELIVER

COMMIT

DEVELOP

DISCOVER/ ANALYZE

DRAWN BY: Precon. Team

ORIGINAL  
CONSTRUCTION DOCUMENT  
09/15/2023

## REVISIONS

10/23/2023 - SD  
11/06/2023 - SD  
11/10/2023 - SD

PLAN NO. = 90-174

## DWG. LIST

COLOR EXTERIOR  
ELEVATIONS

SHEET NO.

A-202



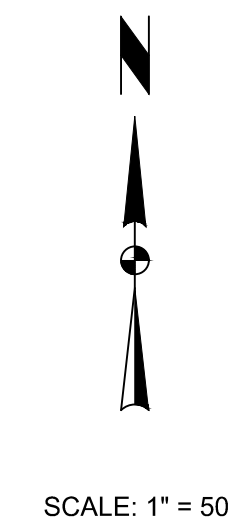
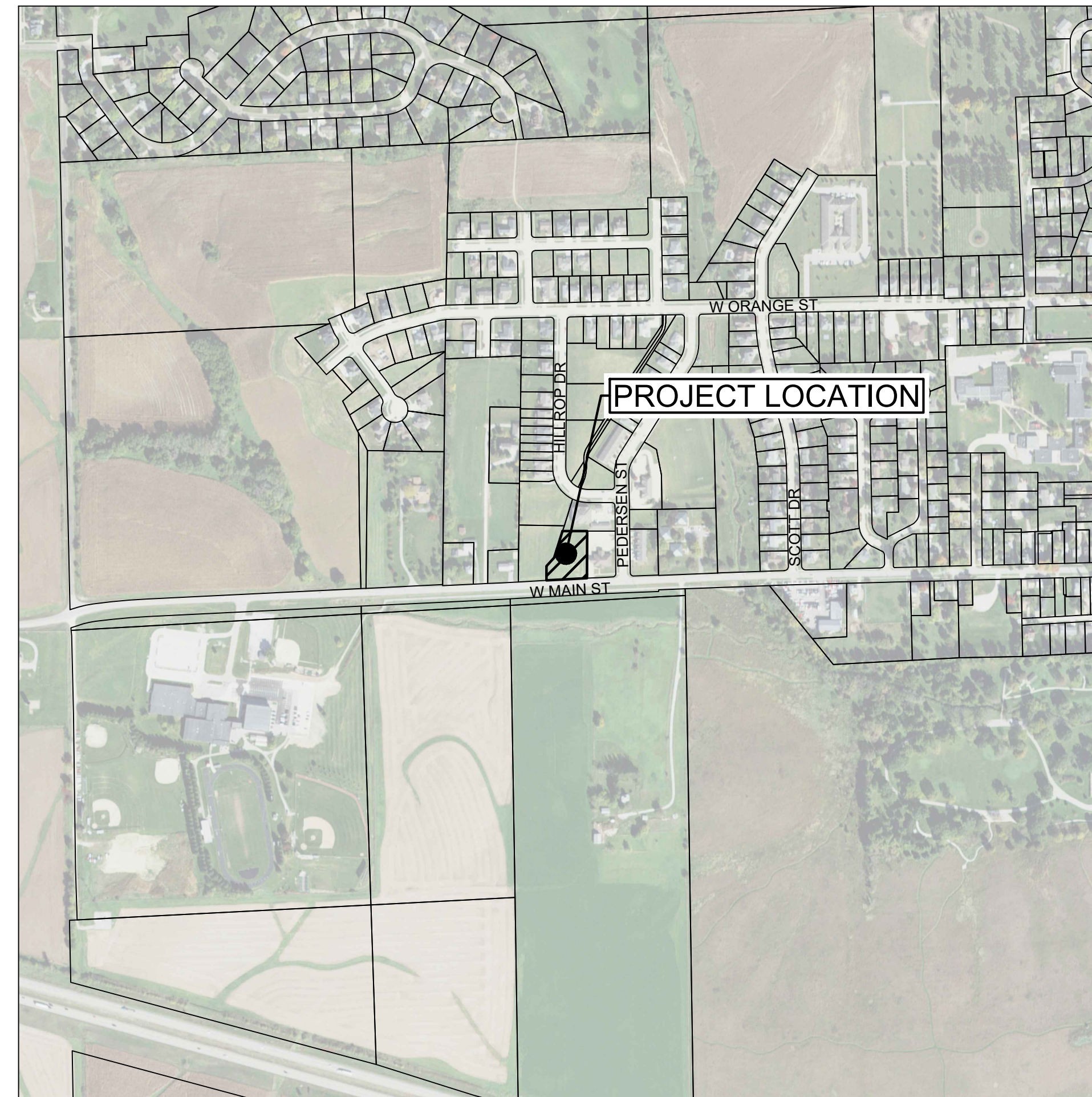
# SITE PLANS FOR WEST BRANCH DENTAL

## PEDERSEN VALLEY PART I, LOT 1

### CITY OF WEST BRANCH, CEDAR COUNTY, IOWA

**OWNER**  
MICHAEL FURMAN  
3051 BUCHMAYOR BEND NE  
PO BOX 1606  
IOWA CITY, IOWA 52244

**APPLICANT**  
DOWNING CONSTRUCTION, INC  
509 E SCENIC VALLEY AVENUE  
INDIANOLA, IOWA 50125  
CONTACT: NICK WELTER  
PHONE: 515-961-5386



SCALE: 1" = 500'

VICINITY MAP

**Sheet List Table**

- C100 TITLE SHEET
- C101 PROJECT INFORMATION
- C200 DIMENSION PLAN
- C300 UTILITY PLAN
- C400 GRADING AND EROSION CONTROL PLAN
- C500 LANDSCAPE PLAN

2	PER CITY COMMENTS	01-05-24	JRC	BY
1	PER CITY COMMENTS	12-29-23	JRC	BY
MARK		REVISION	DATE	BY
Engineer: JRC	Checked By: JH	Scale: 1" = 500'		
Technician: TLS	Date: 12-01-2023	T-R-S: TTN-RRW-SS		
Project No: 123.1138.01				Sheet C100

WEST BRANCH DENTAL

TITLE SHEET

WEST BRANCH, IOWA

SNYDER & ASSOCIATES, INC. |

2727 S.W. SNYDER BLVD  
ANKENY, IOWA 50023  
515-964-2020 | www.snyder-associates.com

V:\Projects\2023\123.1138.01\CADD\SP01\_1231138\_TTL.dwg, JAKE R. CAMPOS, TITLE SHEET, 20240105, 1:38 PM, ANSI FULL BLEED (34.00 X 22.00 INCHES)

License Expires: June 30, 2024

I hereby certify that the portion of this technical submission described below was prepared by me or under my direct supervision and responsible charge. I am a duly licensed Professional Landscape Architect under the laws of the State of Iowa.

Monte A. Appelgate, PLA \_\_\_\_\_ Date \_\_\_\_\_  
License Number 342  
Pages or sheets covered by this seal: C500

I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.

Jon L. Hanson, P.E. \_\_\_\_\_ Date \_\_\_\_\_  
License Number P15562  
My License Renewal Date is December 31, 2024  
Pages or sheets covered by this seal: C100-C400

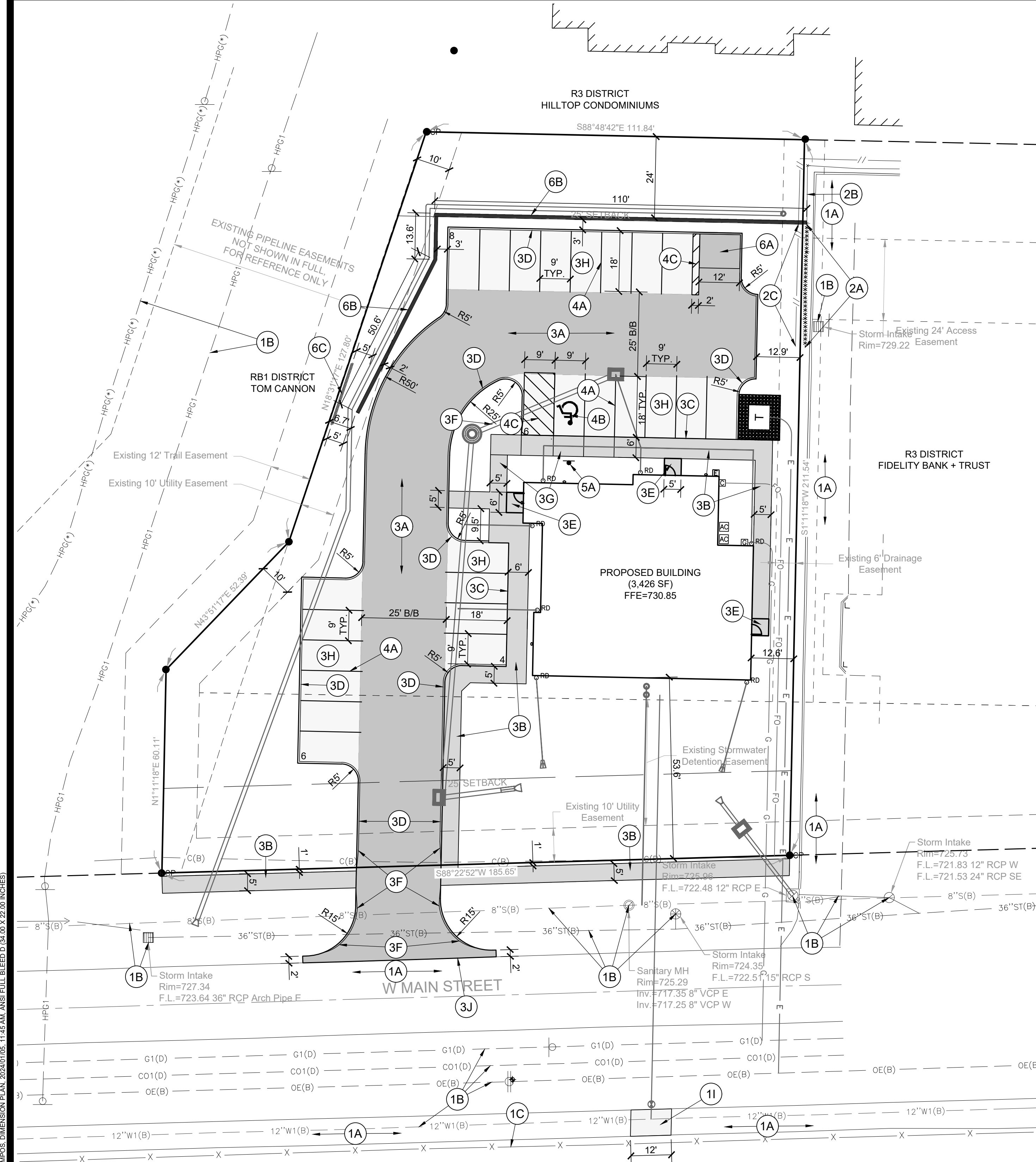
**SNYDER & ASSOCIATES**

Project No: 123.1138.01  
Sheet C100









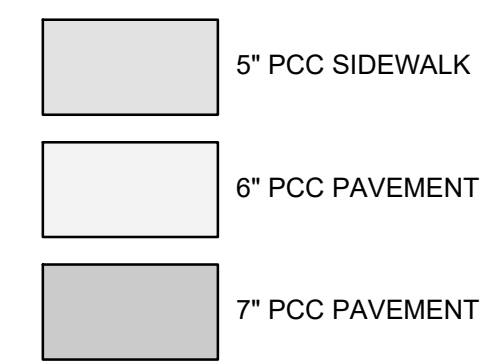
**DIMENSION PLAN GENERAL NOTES**

- A. NOTIFY UTILITY OWNERS PRIOR TO BEGINNING ANY CONSTRUCTION. CONTRACTOR IS RESPONSIBLE FOR DETERMINING EXISTENCE, EXACT LOCATION AND DEPTH OF ALL UTILITIES. AVOID DAMAGE TO UTILITIES AND SERVICES DURING CONSTRUCTION. ANY DAMAGE DUE TO THE CONTRACTOR'S CARELESSNESS SHALL BE CORRECTED AT THE CONTRACTOR'S EXPENSE. COORDINATE AND COOPERATE WITH UTILITY COMPANIES DURING CONSTRUCTION.
- B. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND FEATURES WHICH ARE TO REMAIN. DAMAGE TO EXISTING UTILITIES OR SITE IMPROVEMENTS SHALL BE REPAIRED BY THE CONTRACTOR TO THE OWNER'S SPECIFICATIONS AT THE CONTRACTOR'S EXPENSE.
- C. THE SITE CONTRACTOR SHALL BE RESPONSIBLE FOR LAYOUT VERIFICATION OF ALL SITE IMPROVEMENTS PRIOR TO CONSTRUCTION. CONTRACTOR TO CONSTRUCT ALL SITE IMPROVEMENTS AND UTILITIES IN ACCORDANCE WITH THE 2023 URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS.
- D. THE CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING AND MAINTAINING TRAFFIC CONTROL IN ACCORDANCE WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES 'MUTCD'. ALL PROPOSED SIGNS SHALL CONFORM TO THE 'MUTCD' MANUAL.
- E. THE CONTRACTOR SHALL LOAD AND TRANSPORT ALL MATERIALS NOT DESIRABLE TO BE INCORPORATED INTO THE PROJECT TO AN APPROVED OFF-SITE WASTE SITE.
- F. SAW-CUT AT TERMINATION TO FULL DEPTH ALL PAVEMENTS TO BE REMOVED.

**DIMENSION PLAN CONSTRUCTION NOTES**

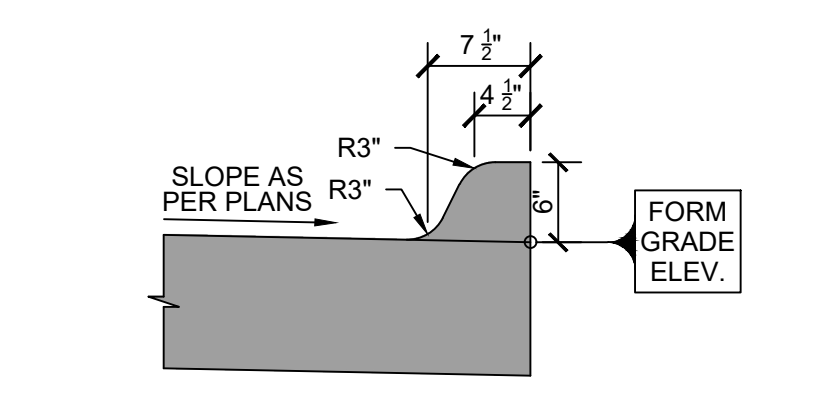
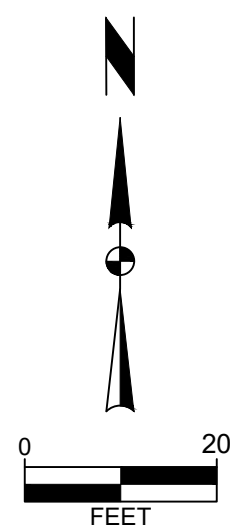
- 1. EXISTING FEATURES. PROTECT THE FOLLOWING:
  - A. PAVEMENT TO REMAIN.
  - B. UTILITIES. ANY DAMAGES TO EXISTING UTILITIES THAT ARE NOT SCHEDULED FOR MODIFICATION OR DEMOLITION SHALL BE REMEDIATED AT THE CONTRACTOR'S EXPENSE WITH THE WORK BEING PERFORMED TO THE UTILITY OWNER'S SPECIFICATIONS.
  - C. FENCE.
- 2. DEMOLITION, REMOVE THE FOLLOWING:
  - A. BLOCK RETAINING WALL. REMOVE PORTION OF EXISTING WALL BACK TO WHERE IT INTERSECTS WITH THE NEW BLOCK RETAINING WALL.
  - B. ADJUST TOP OF WALL BLOCK PLACEMENT ON EXISTING WALL TO MATCH REVISED FINAL GRADE.
  - C. REMOVE FENCE BACK TO WHERE THE NEW WALL STARTS.
- 3. PAVEMENTS, PROVIDE THE FOLLOWING:
  - A. 7" DEPTH PCC DRIVE ON 12" PREPARED SUBGRADE COMPACTED TO 95% STANDARD PROCTOR.
  - B. 5" DEPTH PCC SIDEWALK WITH 6" DEPTH PREPARED SUBGRADE COMPACTED TO 95% STANDARD PROCTOR.
  - C. 5" DEPTH PCC INTEGRAL SIDEWALK. SEE DETAIL THIS SHEET.
  - D. 6" HEIGHT STANDARD CURB.
  - E. PCC STOOP. SEE ARCHITECTURAL PLANS FOR DETAILS.
  - F. TAPER CURB IN 8'.
  - G. PCC ADA RAMP. MAXIMUM SLOPE OF 8.33%.
  - H. 6" DEPTH PCC PARKING ON 12" PREPARED SUBGRADE COMPACTED TO 95% STANDARD PROCTOR.
  - I. REMOVE AND REPLACE PCC TRAIL SECTION AS REQUIRED. NEW PAVING TO BE 6" PCC ON 6" PREPARED SUBGRADE COMPACTED TO 95% STANDARD PROCTOR.
  - J. FULL DEPTH SAWCUT EDGE OF ASPHALT ROADWAY TO CREATE UNIFORM EDGE FOR PCC DRIVEWAY CONSTRUCTION.
- 4. PAVEMENT MARKINGS, PROVIDE THE FOLLOWING:
  - A. 4" WIDE PAINTED PARKING STALL LINES.
  - B. PAINTED STATE OF IOWA APPROVED ACCESSIBLE PARKING SYMBOL.
  - C. ACCESSIBLE AISLE. 45" STRIPING AT 3' ON CENTER SPACING.
- 5. SIGNS, PROVIDE THE FOLLOWING:
  - A. PROVIDE ACCESSIBLE PARKING SIGNAGE AS PER ADAAG REQUIREMENTS.
- 6. SITE AMENITIES, PROVIDE THE FOLLOWING:
  - A. TRASH ENCLOSURE. SEE ARCHITECTURAL PLANS FOR DETAILS.
    - A.1. TRASH SERVICES WILL BE COORDINATED WITH THE BUILDING OWNER AND THE TRASH SERVICE PROVIDER TO HAVE SCHEDULED PICK-UP BEFORE WORKING BUSINESS HOURS. THIS IS TO ALLOW THE SERVICE PROVIDER ACCESSIBILITY TO THE TRASH ENCLOSURE AT THE NORTHERN END OF THE PARKING LOT ON THEIR SITE, AND ALLOW THE SERVICE TRUCK ENOUGH ROOM TO PARK AROUND WITHIN THIS PARKING LOT. THE OBJECTIVE IS TO PREVENT A SERVICE TRUCK FROM BACKING OUT ONTO THE HIGHWAY, WHICH WOULD CREATE UNWANTED CONGESTION. ALSO, BY HAVING SCHEDULED PICK-UPS BEFORE BUSINESS HOURS, THIS ALSO WOULD ELIMINATE CONGESTION WEST MAIN STREET, ELIMINATING THIS CONGESTION WILL BE REQUIRED BY THE CITY DUE TO THE SCHOOL TRAFFIC ON SAID STREET WEST OF THIS PROPERTY.
    - A.2. TRASH SERVICE WILL BE PROVIDED BY THE SAME TRASH SERVICE PROVIDER AS THE RESIDENCE OF WEST BRANCH. WHEELED TRASH TOTES WILL BE UTILIZED AND STORED IN THE TRASH ENCLOSURE. ON THE SCHEDULED TRASH COLLECTION DAY THE BUILDING OWNER WILL WHEEL THE TRASH TOTES OUT TO THE WEST MAIN STREET CURB WHERE THE TRASH SERVICE PROVIDER WILL DUMP THEM INTO THEIR TRUCK. ONCE THE TRASH TOTES HAVE BEEN EMPTIED THE BUILDING OWNER WILL WHEEL THE TRASH TOTES BACK TO THE TRASH ENCLOSURE.
  - B. MODULAR BLOCK RETAINING WALL. CONTRACTOR TO COORDINATE STYLE AND COLOR WITH OWNER. SEE DETAIL ON SHEET C300.
  - C. PROVIDE LIGHTWEIGHT ALUMINUM INTERLOCKING SHORING. EXTEND MINIMUM 4' BELOW FLOWLINE OF SUBDRAIN PIPE.

**PAVEMENT LEGEND**

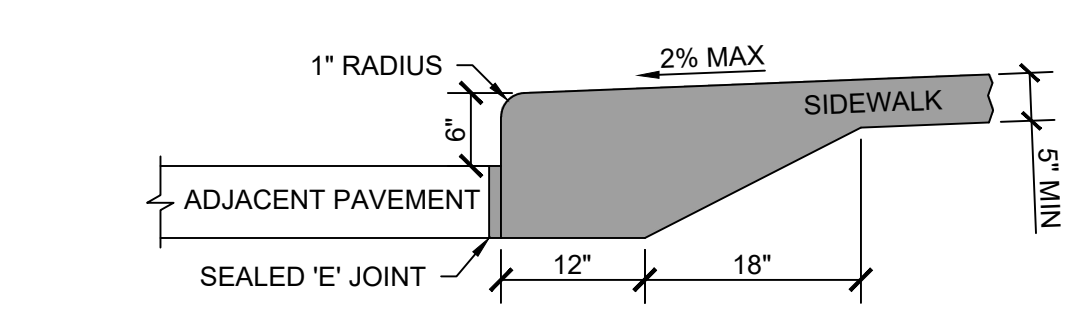


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1	PER CITY COMMENTS	12-29-23	JRC	DATE	BY
MARK	REVISION	DATE	BY	SCALE	1" = 20'
Engineer: JRC	Checked By: JH	Date: 12-01-2023	T-R-S: TTN-RRW-SS	Project No: 123.1138.01	Sheet C200

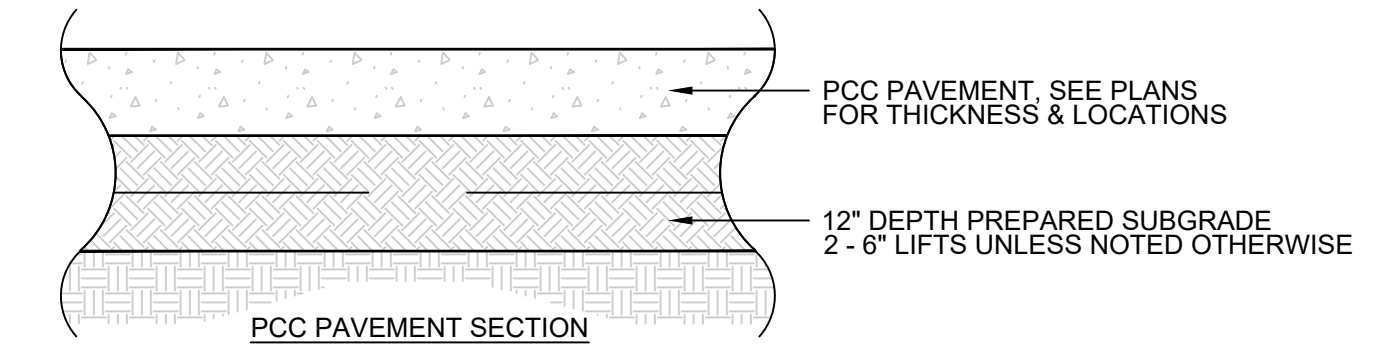
**WEST BRANCH DENTAL**  
**DIMENSION PLAN**  
**WEST BRANCH, IOWA**  
**SNYDER & ASSOCIATES, INC.**  
 2727 S.W. SNYDER BLVD  
 ANKENY, IOWA 50023  
 515-964-2020 | www.snyder-associates.com



1  
C200  
**6-INCH STANDARD CURB**  
NO SCALE



2  
C200  
**INTEGRAL SIDEWALK AND CURB DETAIL**  
NO SCALE



3  
C200  
**TYPICAL PAVEMENT CROSS SECTIONS**  
NO SCALE

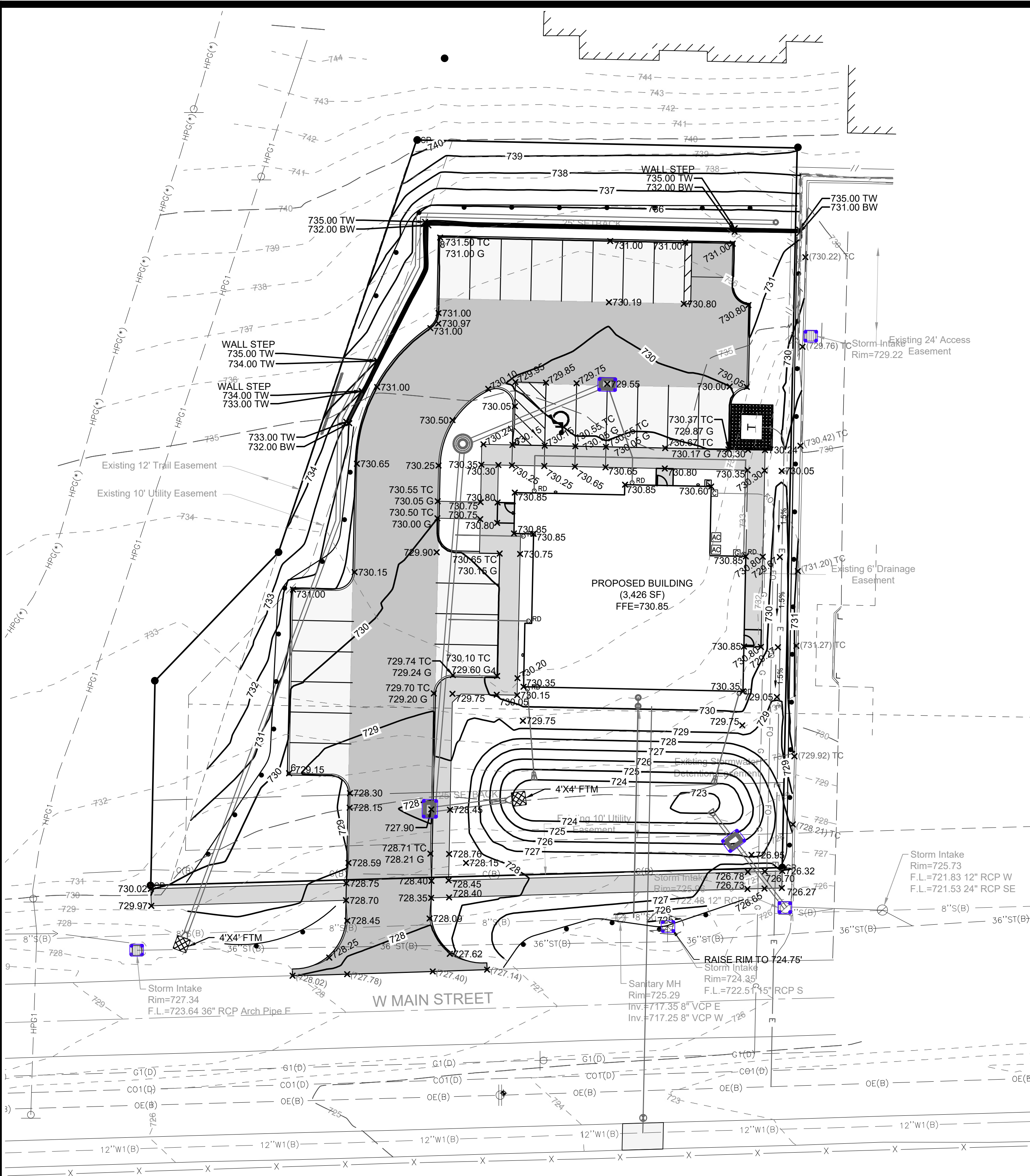
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**GRADING NOTES**

1. CONTRACTOR TO STRIP AND STOCKPILE TOPSOIL ON ALL AREAS TO BE CUT OR FILLED. RESPREAD TO MINIMUM 8" DEPTH TO FINISH GRADES.
2. ANY EXCESS CUT TO BE SPREAD ON SITE AS DIRECTED BY OWNER DURING CONSTRUCTION. PLACE TOPSOIL OVER ALL AREAS DISTURBED.
3. ALL DRAINAGE SWALES AND SLOPES 5 TO 1 OR GREATER TO BE SEEDED USING COMMERCIALY AVAILABLE EROSION CONTROL SEED. MIXTURE APPLIED AT RATE RECOMMENDED BY SUPPLIER.
4. EROSION CONTROL: SEED THE SITE AFTER ROUGH GRADING HAS BEEN COMPLETED. PLACE FILTER SOCK AND MAINTAIN IN PROBLEM AREAS AFTER GROUND COVER HAS BEEN ESTABLISHED. COMPLY WITH EROSION CONTROL LAW.
5. PROVIDE BELOW GRADE INLET PROTECTION IN PAVED AREAS FOLLOWING PAVING OPERATIONS.
6. PROVIDE FILTER SOCK EROSION CONTROL AROUND ALL INTAKES AFTER INSTALLATION. MAINTAIN UNTIL FINAL VEGETATION IS ESTABLISHED.

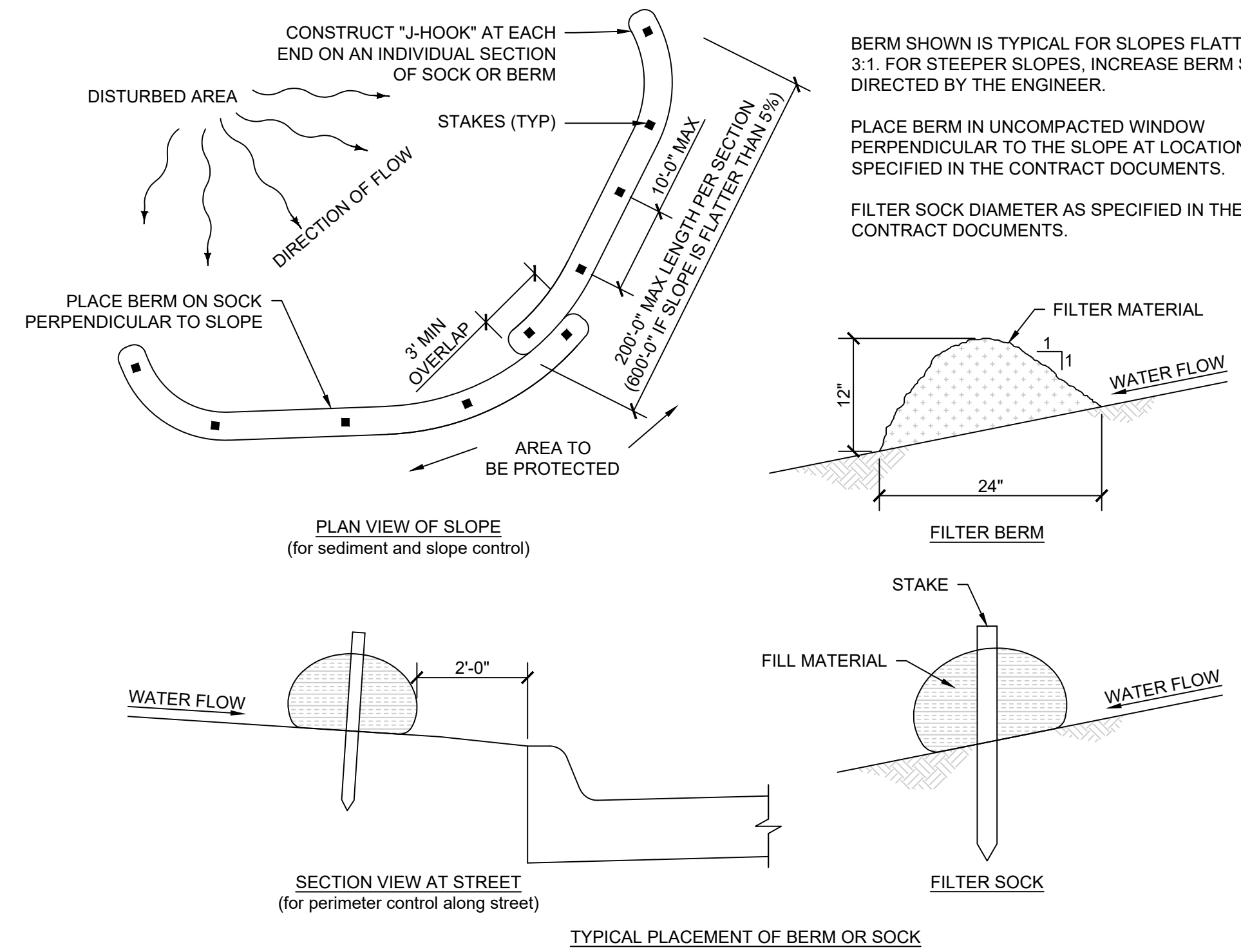
**QUANTITIES**

SEEDING AND MULCHING = 0.31 AC  
 FILTER SOCK EROSION CONTROL = 600 LF  
 INTAKE PROTECTION = 7 EA

**BENCHMARKS**

NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88 - GEOID12A)  
 IARTN DERIVED - US SURVEY FEET

BM500 ELEV=725.21  
 YELLOW BENCH MARK SPIKE IN POWER POLE SOUTH OF MAIN STREET (AS SHOWN ON SURVEY)

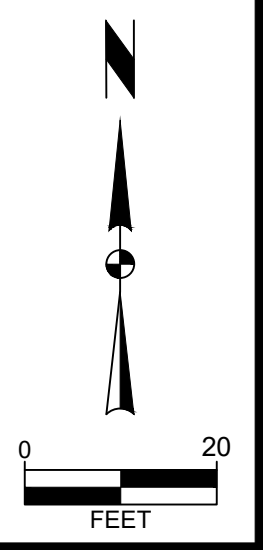


1 FILTER SOCK DETAIL  
 C400 NO SCALE

2	PER CITY COMMENTS	01-05-24	JRC	DATE	BY
1	PER CITY COMMENTS	12-29-23	JRC	DATE	BY
MARK	REVISION	DATE	BY	SCALE	
Engineer: JRC	Checked By: JH	Date: 12-01-2023	T-R-S: TTN-RRW-SS	Scale: 1" = 20'	
Technician: TLS					

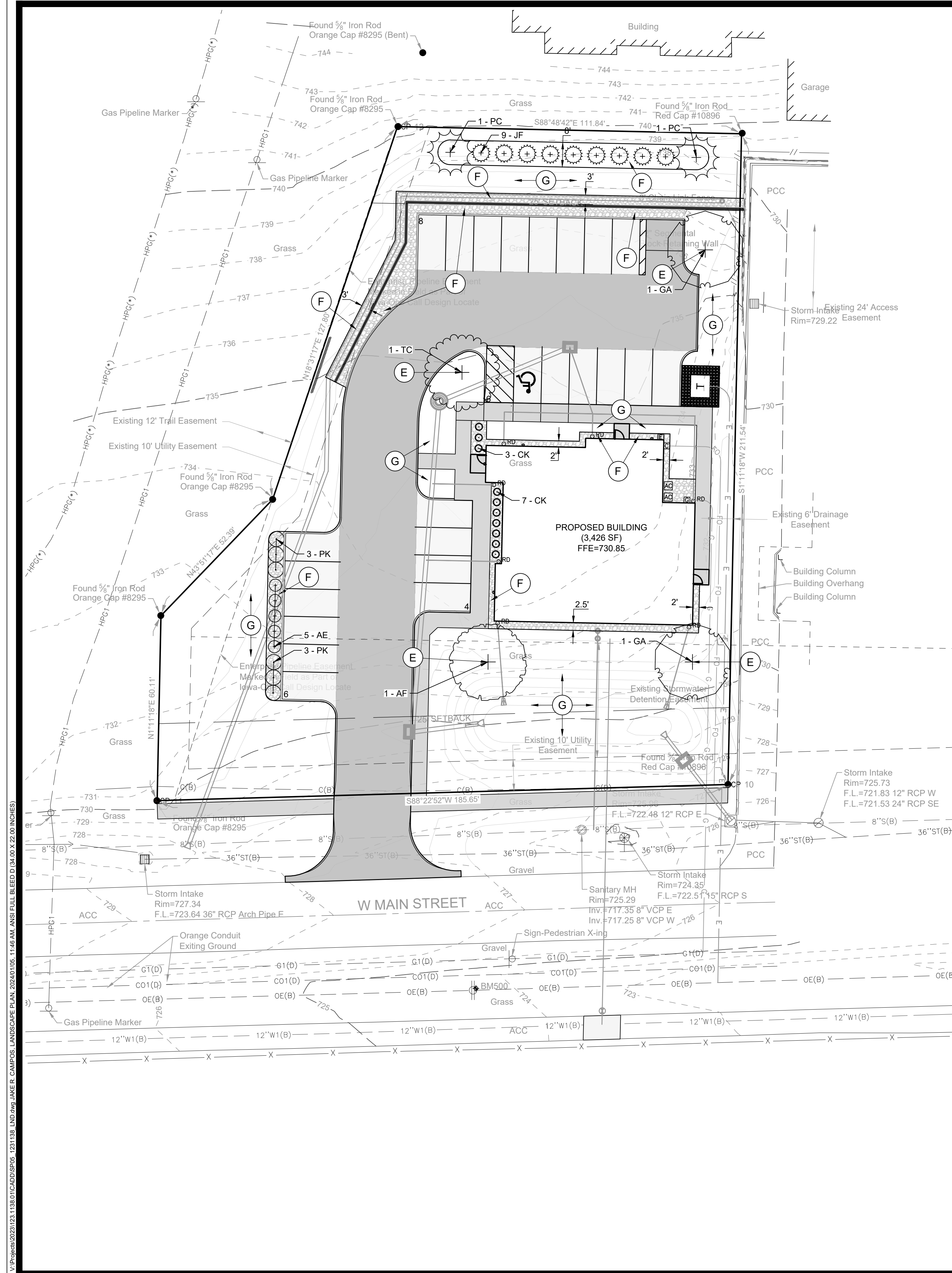
Project No: 123.1138.01  
Sheet C400

**WEST BRANCH, IOWA**  
**GRADING AND EROSION CONTROL PLAN**  
**SNYDER & ASSOCIATES, INC.**  
 2727 S.W. SNYDER BLVD  
 ANKENY, IOWA 50023  
 515-964-2020 | www.snyder-associates.com



Project No: 123.1138.01  
 Sheet C400





**LANDSCAPE PLAN GENERAL NOTES**

- A. UTILITY WARNING:  
THE UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND/OR RECORDS OBTAINED. THE SURVEYOR MAKES NO GUARANTEE THAT THE UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEY FURTHER DOES NOT WARRANT THAT THE UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED.
- B. NOTIFY UTILITY OWNERS PRIOR TO BEGINNING ANY CONSTRUCTION. CONTRACTOR IS RESPONSIBLE FOR DETERMINING EXISTENCE, EXACT LOCATION AND DEPTH OF ALL UTILITIES. AVOID DAMAGE TO UTILITIES AND SERVICES DURING CONSTRUCTION. ANY DAMAGE DUE TO THE CONTRACTOR'S CARELESSNESS SHALL BE CORRECTED AT THE CONTRACTOR'S EXPENSE. COORDINATE AND COOPERATE WITH UTILITY COMPANIES DURING CONSTRUCTION.
- C. ALL PLANT MATERIAL SHALL AT LEAST MEET MINIMUM REQUIREMENTS SHOWN IN THE "AMERICAN STANDARDS FOR NURSERY STOCK" (ANSI Z60.1-LATEST EDITION).
- D. CONTRACTOR SHALL GUARANTEE ALL PLANT MATERIAL FOR A PERIOD OF ONE YEAR FROM DATE OF INSTALLATION.
- E. PROVIDE A 3" DEPTH SHREDDED HARDWOOD MULCH A MIN 3-FOOT PERIMETER RING AROUND ALL TREES. PROVIDE VERTICAL CUT NATURAL EDGE TO A DEPTH OF 4-INCHES.
- F. PROVIDE 2-INCH WASHED RIVER GRAVEL PLACED TO A DEPTH OF 4-INCHES WITH WEED BARRIER FABRIC UNDERLAYMENT AND 6" BLACK STEEL METAL EDGER WITH STAKES IN AREAS SHOWN ON PLAN.
- G. SOD ALL AREAS DISTURBED BY CONSTRUCTION UNLESS NOTED OTHERWISE.
- H. PROVIDE MECHANICALLY BONDED FIBER MATRIX(MBFM) IMMEDIATELY FOLLOWING SEED APPLICATION ON ALL AREAS SEEDED WITH A SLOPE OF 6:1 OR GREATER. ACCEPTABLE PRODUCTS AND MANUFACTURERS:  
  
PROFILE PRODUCTS LLC., 750 LAKE COOK ROAD - SUITE 400  
BUFFALO GROVE, IL 60089  
TEL:A-1-800-366-1180  
WWW.PROFILEPRODUCTS.COM OR APPROVED EQUAL.

**LANDSCAPE REQUIREMENTS AND CALCULATIONS:**  
(AS PER CITY OF WEST BRANCH LANDSCAPE AND OPEN SPACE REQUIREMENTS)

**OPEN SPACE REQUIREMENTS:**  
25% MINIMUM OPEN SPACE REQUIRED.  
33,971 SF TOTAL LOT X 25% MIN. OPEN SPACE = 8,492.75 SF REQUIRED.  
18,553.04 SF (54.6%) TOTAL OPEN SPACE PROVIDED  
8,492.75 SF / 1,500 SF = 5.66 TREES REQUIRED (6 PROVIDED)  
8,492.75 SF / 1,000 SF = 8.49 SHRUBS REQUIRED (11 PROVIDED)

**PLANT SCHEDULE**

CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	TYPE
<b>CONIFERS</b>					
PC	2	<i>Picea pungens</i>	Colorado Spruce	6' Ht.	B&B
<b>SHADE TREES</b>					
AF	1	<i>Acer rubrum</i> 'Franksred'	Red Sunset® Maple	1.5" Cal.	B&B
GA	2	<i>Ginkgo biloba</i> 'Autumn Gold'	Autumn Gold Maidenhair Tree	1.5" Cal.	B&B
TC	1	<i>Tilia cordata</i>	Littleleaf Linden	1.5" Cal.	B&B
<b>SHRUBS</b>					
AE	5	<i>Aronia melanocarpa</i>	Black Chokeberry	3 gal.	Pot
JF	9	<i>Juniperus chinensis</i> 'Sea Green'	Sea Green Juniper	3 gal.	Pot
PK	6	<i>Physocarpus opulifolius</i> 'UMNHarpell' TM	Fireside Ninebark	3 gal.	Pot
<b>GRASSES</b>					
CK	10	<i>Calamagrostis x acutiflora</i> 'Karl Foerster'	Karl Foerster Feather Reed Grass	1 gal.	Pot

V:\Projects\2023\123.1138.01\CAD\DWG\123.1138.LANDSCAPE PLAN 2024.01.05 11:46 AM ANS FILL BLEED 0.125 X 0.125 INCHES

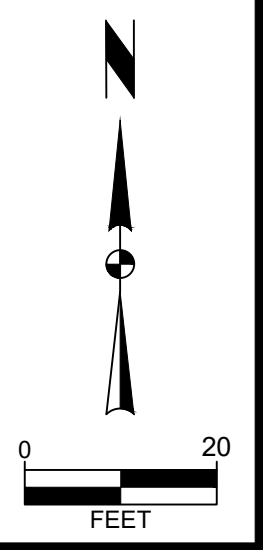
2	PER CITY COMMENTS	01-05-24	JRC	DATE	BY
1	PER CITY COMMENTS	12-29-23	JRC	DATE	BY
MARK	REVISION				
Engineer: JRC	Checked By: J.L.H.	Scale: 1" = 20'			
Technician: T.L.S.	Date: 12-01-2023	T-R-S: TTN-RRW-SS			
Project No: 123.1138.01					Sheet C500

**WEST BRANCH, IOWA**

**LANDSCAPE PLAN**

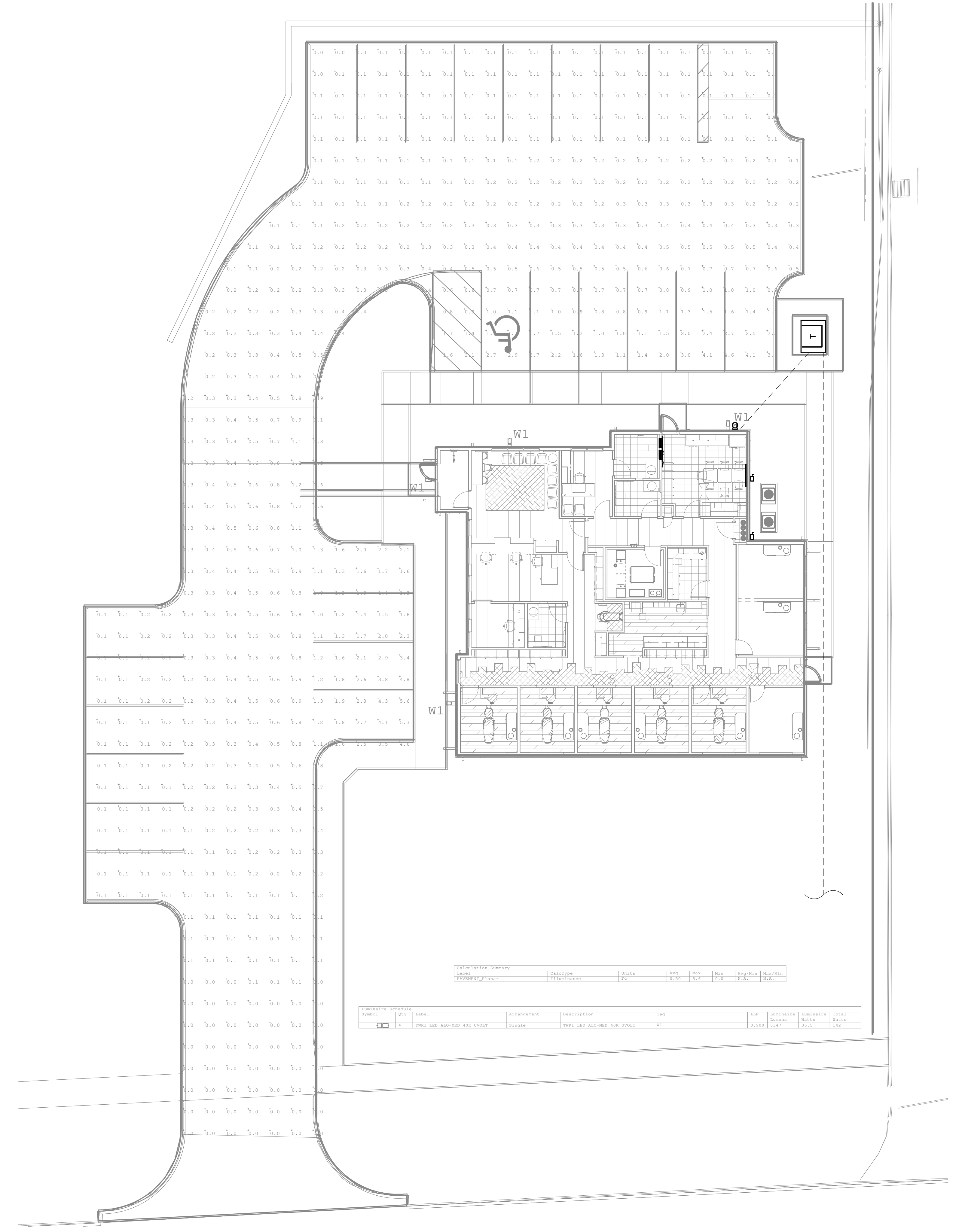
**SNYDER & ASSOCIATES, INC.**

2727 S.W. SNYDER BLVD  
 ANKENY, IOWA 50023  
 515-964-2020 | www.snyder-associates.com



DOCUMENT PROGRESS SET  
NOT FOR CONSTRUCTION

**KCL**  
ENGINEERING  
300 4th Street  
West Des Moines, Iowa  
50265  
515.724.7938  
info@kclengineering.com



1 ELECTRICAL SITE PLAN  
3/32" = 1'-0"

Project No: 90-174  
Date: 12/21/23  
100% CONSTRUCTION DOCUMENTS  
Revision Date  
Drawing Name: PHOTOMETRIC SITE PLAN  
Drawing #: E002

DOWNING  
Dr. Kyle Haganman  
West Branch, IA



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> February 5, 2024
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<b>AGENDA ITEM:</b> Council direction of Hotel Motel Tax Proceeds Policy
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> January 31, 2024
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### SUMMARY:

Staff is seeking feedback to pass a resolution of a Hotel/Motel use policy. In 2018, city council approved a resolution for Hotel Motel. 50% of that money must go to tourism or recreation investments. The other 50% may be spent by the city for any other lawful city purpose.

### PRIOR DISCUSSION:

On January 10, 2022 in a budget work session council discussed the following:

- 50% WB Main St.
- Creates a new fund for Heritage Square or other downtown renovations at 25.
- Establish a new savings fund at 25% for hotel/motel for financial sustainability of the fund.

### HOTEL/MOTEL RESERVES

However, there was no formal resolution. If a resolution was passed in 2022:

For a Heritage Square project, we will have \$23,000 available on July 1, 2025.

In our Hotel Motel account, we have \$100,000 in available funds July 1, 2025. Records indicate the first 3-4 years of the tax we spent \$0. Hence why the reserve is larger than what we all anticipated.

One idea that has been suggested for a Lions Legacy project is to renovate Heritage Square. WB Main Street is offering to write grants for the project. Direction from council is needed before future steps can be taken on Heritage Square.



# Hotel/Motel Tax

 Updated on June 29, 2023  Posted on October 25, 2017

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As permitted in *Code of Iowa* Chapter 423A, a city may impose a hotel/motel tax at a rate not to exceed 7 percent after a successful election of a simple majority vote within the city. To begin the process or to change the amount of a previously approved hotel/motel tax, the city council must pass a resolution to hold an election which is filed with the county commissioner of elections (usually the county auditor).

The state code only allows two dates for the tax to begin: January 1 or July 1 and there must be sufficient time for the Iowa Department of Revenue to be notified by the city at least 45 days before imposition. For a change or repeal of the tax, the state code only allows two dates: December 31 or June 30. Therefore, an election must be held on or before November 14 or May 14 to impose, or November 13 or May 13 to change or repeal the existing tax. Regardless of the election date, the county auditor must notify the Director of the Iowa Department of Revenue within 10 days after the successful election if the tax is approved in a new jurisdiction or of any change or repeal in an existing jurisdiction.

The hotel/motel tax is then imposed on the gross receipts from rented sleeping rooms, apartments or sleeping quarters in any hotel, motel, inn, public lodging house, rooming house, tourist court, bed-and-breakfast or in any place where sleeping accommodations are furnished to transient guests. The taxes are remitted to the Iowa Department of Revenue on a quarterly basis. The actual amount collected is distributed to the city quarterly through an automatic deposit to the city's account.

Under Section 423A.7, a city that has lawfully established a hotel/motel tax must spend at least 50 percent of related revenues for "the acquisition of sites for, or constructing, improving, enlarging, equipping, repairing, operating, or maintaining of recreation, convention, cultural, or entertainment facilities including but not limited to memorial buildings, halls and monuments, civic center convention buildings, auditoriums, coliseums, and parking areas or facilities...or for the promotion and encouragement of tourist and convention business in the city or county and surrounding areas." Any remaining revenues may be spent by the city for any other lawful city purpose.

Note: local option sales tax is not collected on room rentals.

## CHAPTER 423A

### HOTEL AND MOTEL TAX

Referred to in §303.52, 331.402, 421.26, 421.28, 421.71

Personal liability of officers and partners, see §421.26  
Former ch 423A repealed;  
continuation of hotel and motel taxes imposed under former ch 423A;  
2005 Acts, ch 140, §28, 29

423A.1	Short title.	423A.5	Exemptions.
423A.2	Definitions.	423A.5A	Collection and remittance of hotel and motel tax.
423A.3	State-imposed hotel and motel tax.	423A.6	Administration by director.
423A.4	Locally imposed hotel and motel tax.	423A.7	Local transient guest tax fund.

#### 423A.1 Short title.

[This chapter](#) may be cited as the “*Hotel and Motel Tax Act*”.  
2005 Acts, ch 140, §19, 28, 29

#### 423A.2 Definitions.

1. For the purposes of [this chapter](#), unless the context otherwise requires:
  - a. “*Affiliate*” means the same as defined in [section 423.1](#).
  - b. “*Department*” means the department of revenue.
  - c. “*Facilitate*” or “*facilitation*” includes brokering, coordinating, or in any way arranging for the rental of lodging by users.
  - d. “*Facilitation fee*” means any consideration, by whatever name called, that a lodging facilitator or lodging platform charges to a user for facilitating the user’s rental of lodging. “*Facilitation fee*” does not include any commission a lodging provider pays to a lodging facilitator or a lodging platform for facilitating the rental of lodging.
  - e. “*Lodging*” means rooms, apartments, or sleeping quarters in a hotel, motel, inn, public lodging house, rooming house, cabin, apartment, residential property, or manufactured or mobile home which is tangible personal property, or in a tourist court, or in any place where sleeping accommodations are furnished to transient guests for rent, whether with or without meals. Lodging does not include conference, meeting, or banquet rooms that are not used for or offered as part of sleeping accommodations.
  - f. “*Lodging facilitator*” means a person or any affiliate of a person, other than a lodging provider or a lodging platform, that facilitates the renting of lodging and collects or processes the sales price charged to the user.
  - g. “*Lodging platform*” means a person or any affiliate of a person, other than a lodging provider, that facilitates the renting of lodging by doing all of the following:
    - (1) The person or an affiliate of the person owns, operates, or controls a lodging marketplace that allows a lodging provider who is not an affiliate of the person to offer or list lodging for rent on the marketplace. For purposes of this subparagraph, it is immaterial whether or not the lodging provider has a tax permit under [this chapter](#) or in what manner the lodging is classified for property tax or zoning purposes.
    - (2) The person or an affiliate of the person collects or processes the sales price charged to the user.
  - h. “*Lodging provider*” means any of the following:
    - (1) A person or any affiliate of a person that owns, operates, or manages lodging and makes the lodging available for rent through the person or any affiliate, or through a lodging platform or a lodging facilitator.
    - (2) A person or any affiliate of a person who possesses or acquires a right to or interest in any lodging with an intent to rent the lodging to another person through the person or any affiliate, or through a lodging platform or a lodging facilitator.
  - i. “*Person*” means the same as the term is defined in [section 423.1](#).
  - j. “*Renting*”, “*rental*”, or “*rent*” means a transfer of use, possession, or control of lodging for a fixed or indeterminate term for consideration.

k. “Sales price” means all consideration charged for the renting and facilitation of renting of lodging before taxes, including but not limited to facilitation fees, cleaning fees, linen fees, towel fees, nonrefundable deposits, and any other direct or indirect charge made or consideration provided in connection with the renting and facilitation of renting of lodging.

l. “User” means a person to whom lodging is rented.

2. All other words and phrases used in [this chapter](#) and defined in [section 423.1](#) have the meaning given them by [section 423.1](#) for the purposes of [this chapter](#).

2005 Acts, ch 140, §20, 28, 29; 2009 Acts, ch 179, §137; 2011 Acts, ch 25, §143; 2018 Acts, ch 1161, §246, 255, 256

Referred to in [§15J.2, 80.45A](#)

Legislative intent regarding definition of lodging: 2018 Acts, ch 1161, §254

### 423A.3 State-imposed hotel and motel tax.

A tax of five percent is imposed upon the sales price for the renting of any lodging if the lodging is located in this state. The tax shall be collected and remitted as provided in [section 423A.5A](#).

2005 Acts, ch 140, §21; 2006 Acts, ch 1010, §103; 2018 Acts, ch 1161, §247, 255

Referred to in [§15J.2, 15J.5, 423A.5A](#)

### 423A.4 Locally imposed hotel and motel tax.

1. A city, a county, or a land use district created under [chapter 303](#) may impose, by ordinance of the city council or by resolution of the board of supervisors or by ordinance of the board of trustees, a hotel and motel tax, at a rate not to exceed seven percent, which shall be imposed in increments of one or more full percentage points upon the sales price from the renting of lodging. The tax when imposed by a city shall apply only within the corporate boundaries of that city, when imposed by a county shall apply only outside incorporated areas within that county, and when imposed by a land use district shall apply only within the corporate boundaries of that district. A hotel and motel tax imposed by a city or county shall not be imposed within the corporate boundaries of a land use district during any period of time that the land use district is imposing a hotel and motel tax.

2. Within ten days of the election at which a majority of those voting on the question favors the imposition, repeal, or change in the rate of the hotel and motel tax, the county auditor shall give written notice by sending a copy of the abstract of votes from the favorable election to the director of revenue.

3. A local hotel and motel tax shall be imposed on January 1 or July 1, following the notification of the director of revenue. Once imposed, the tax shall remain in effect at the rate imposed for a minimum of one year. A local hotel and motel tax shall terminate only on June 30 or December 31. At least forty-five days prior to the tax being effective or prior to a revision in the tax rate or prior to the repeal of the tax, a city, county, or land use district shall provide notice by mail of such action to the director of revenue. The director shall have the authority to waive the notice requirement.

4. a. A city, county, or land use district shall impose or repeal a hotel and motel tax or increase or reduce the tax rate only after an election at which a majority of those voting on the question favors imposition, repeal, or change in rate. However, a hotel and motel tax of a city or county shall not be repealed or reduced in rate if obligations are outstanding which are payable as provided in [section 423A.7](#), unless funds sufficient to pay the principal, interest, and premium, if any, on the outstanding obligations at and prior to maturity have been properly set aside and pledged for that purpose.

b. If the tax applies only within the corporate boundaries of a city, only the registered voters of the city shall be permitted to vote. The election shall be held at the time of the regular city election or at a special election called for that purpose. If the tax applies only in the unincorporated areas of a county or only within the corporate boundaries of a land use district, only the registered voters of the unincorporated areas of the county or the registered voters of the land use district, as applicable, shall be permitted to vote. The election shall be held at the time of the general election or at a special election called for that purpose.



5. The locally imposed hotel and motel tax shall be collected and remitted as provided in [section 423A.5A](#).

2005 Acts, ch 140, §22; 2007 Acts, ch 186, §24; 2008 Acts, ch 1115, §105; 2017 Acts, ch 158, §2; 2018 Acts, ch 1161, §248, 255

Referred to in §423A.5A, 423A.7

Section not amended; internal reference change applied

#### **423A.5 Exemptions.**

There are exempted from the provisions of [this chapter](#) and from the computation of any amount of tax imposed by [this chapter](#) all of the following:

1. *a.* The sales price from the renting of lodging to a person where the lodging is rented by the same person for a period of more than thirty-one consecutive days, except as provided in paragraph “*b*”.

*b.* The sales price from the renting of lodging to a person where the lodging is rented by the same person for the period beginning after ninety consecutive days of rental by such person, if the rental is a room, apartment, or sleeping quarter in a hotel, motel, inn, public lodging house, or rooming house, or in any place where sleeping accommodations are furnished to a transient guest.

2. The sales price from the renting of sleeping rooms in dormitories at all universities and colleges located in the state of Iowa.

3. The sales price of lodging furnished to the guests of a religious institution if the property is exempt under [section 427.1, subsection 8](#), and the purpose of renting is to provide a place for a religious retreat or function and not a place for transient guests generally.

4. *a.* The sales price of lodging furnished to the guests of a nonprofit lodging provider and the purpose of renting is to provide a place for the friends and family of a hospital patient during a time of medical need of the patient and the length of stay is based upon the needs of the friends, family, or patient.

*b.* For purposes of [this subsection](#), “*nonprofit lodging provider*” means a nonprofit entity which is exempt from federal income taxation pursuant to section 501(c)(3) of the Internal Revenue Code that maintains an established facility that provides lodging to friends and family of a hospital patient during a time of medical need of the patient.

2005 Acts, ch 140, §23; 2008 Acts, ch 1184, §58, 59; 2009 Acts, ch 179, §138, 139; 2018 Acts, ch 1161, §249, 255; 2020 Acts, ch 1081, §1, 2

#### **423A.5A Collection and remittance of hotel and motel tax.**

1. For purposes of [this section](#):

*a.* “*Discount room charge*” means the amount a lodging provider charges a lodging facilitator for lodging, excluding any applicable tax.

*b.* “*Travel package*” means lodging bundled with one or more separate components such as air transportation, car rental, or similar items and charged for a single retail price.

2. [This section](#) shall govern the collection and remittance of all taxes imposed under [this chapter](#).

3. Unless otherwise provided in [this section](#), the state-imposed tax under [section 423A.3](#) and any locally imposed tax under [section 423A.4](#) shall be collected by the lodging provider from the user of that lodging and shall be remitted to the department. The lodging provider shall add the state-imposed tax to the sales price of the lodging and the tax, when collected, shall be stated as a distinct item, separate and apart from the sales price of the lodging and from the locally imposed tax, if any. The lodging provider shall add the locally imposed tax, if any, to the sales price of the lodging and the tax, when collected, shall be stated as a distinct item, separate and apart from the sales price of the lodging and from the state-imposed tax.

4. If a transaction for the rental of lodging involves a lodging facilitator, all of the following shall occur in the order prescribed:

*a.* The lodging facilitator shall collect the taxes imposed under [this chapter](#) on any sales price that the user pays to the lodging facilitator in the same manner as a lodging provider under [subsection 3](#).

*b.* (1) Unless otherwise required by rule or order of the department, the lodging facilitator

shall remit to the lodging provider that portion of the taxes collected on the sales price that represents the discount room charge.

(2) No assessment shall be made against a lodging facilitator for tax due on a discount room charge if the lodging facilitator collected the tax and remitted it to a lodging provider that has a valid tax permit required under [this chapter](#). This subparagraph shall not apply if the lodging facilitator and lodging provider are affiliates, or if the department requires the lodging facilitator to remit taxes collected on that portion of the sales price that represents the discount room charge directly to the department.

c. The lodging facilitator shall remit any remaining tax it collected to the department.

d. (1) The lodging provider shall collect and remit to the department any taxes the lodging facilitator remitted to the lodging provider, and shall collect and remit to the department any taxes due on any amount of sales price the user paid to the lodging provider.

(2) No assessment shall be made against a lodging provider for any tax due on a discount room charge that was not remitted to the lodging provider by a lodging facilitator. This subparagraph shall not apply if the lodging provider and lodging facilitator are affiliates.

e. Notwithstanding any other provision of [this section](#) to the contrary, if a lodging facilitator and its affiliates facilitate total rentals under [this chapter](#) and [chapter 423C](#) that are equal to or less than an aggregate amount of sales price and rental price of ten thousand dollars for an immediately preceding calendar year or a current calendar year, or in ten or fewer separate transactions for an immediately preceding calendar year or a current calendar year, the lodging facilitator shall not be required to collect tax on the amount of sales price that represents the lodging facilitator's facilitation fee.

5. If a transaction for the rental of lodging involves a lodging platform, the lodging platform shall collect and remit the taxes imposed under [this chapter](#) in the same manner as a lodging provider under [subsection 3](#).

6. If a transaction for the rental of lodging is part of a travel package, the portion of the total price that represents the sales price for the rental of lodging may be determined by the person required under [this section](#) to collect the taxes from the person's books and records that are kept in the regular course of business including but not limited to books and records kept for non-tax purposes.

[2018 Acts, ch 1161, §250, 255](#)

Referred to in [§423A.3, 423A.4](#)

#### **423A.6 Administration by director.**

1. The director of revenue shall administer the state and local hotel and motel tax as nearly as possible in conjunction with the administration of the state sales tax law, except that portion of the law which implements the streamlined sales and use tax agreement. The director shall provide appropriate forms, or provide on the regular state tax forms, for reporting state and local hotel and motel tax liability. All moneys received or refunded one hundred eighty days after the date on which a city, county, or land use district terminates its local hotel and motel tax and all moneys received from the state hotel and motel tax shall be deposited in or withdrawn from the general fund of the state.

2. If a reinvestment district is established under [chapter 15J](#), beginning the first day of the calendar quarter beginning on the reinvestment district's commencement date, the director of revenue shall, subject to remittance limitations established by the economic development authority board pursuant to [section 15J.4, subsection 3](#), transfer from the general fund of the state to a district account created in the state reinvestment district fund for each reinvestment district established under [chapter 15J](#), the amount of the new state hotel and motel tax revenue, determined in [section 15J.5, subsection 2](#), paragraph "b", in the district. Such transfers shall cease pursuant to [section 15J.8](#).

3. The director, in consultation with local officials, shall collect and account for a local hotel and motel tax and shall credit all revenues to the local transient guest tax fund created in [section 423A.7](#). Local authorities shall not require any tax permit not required by the director of revenue.

4. [Section 422.25, subsection 4, sections 422.30, 422.67, and 422.68, section 422.69, subsection 1, sections 422.70, 422.71, 422.72, 422.74, and 422.75, section 423.14, subsection](#)

1, and sections 423.23, 423.24, 423.25, 423.31, 423.33, 423.35, 423.37 through 423.42, and 423.47, consistent with the provisions of this chapter, apply with respect to the taxes authorized under this chapter, in the same manner and with the same effect as if the state and local hotel and motel taxes were retail sales taxes within the meaning of those statutes. Notwithstanding this subsection, the director shall provide for monthly filing of returns and for other than monthly filing of returns both as prescribed in section 423.31. The director may require all persons who are engaged in the business of deriving any sales price subject to tax under this chapter to register with the department. All taxes collected under this chapter by a retailer, lodging provider, lodging facilitator, lodging platform, or any other person are deemed to be held in trust for the state of Iowa and the local jurisdictions imposing the taxes.

2005 Acts, ch 140, §24; 2007 Acts, ch 126, §70; 2013 Acts, ch 119, §10; 2014 Acts, ch 1092, §91; 2014 Acts, ch 1093, §23; 2017 Acts, ch 158, §3; 2018 Acts, ch 1161, §251, 255; 2022 Acts, ch 1138, §27

Referred to in §15J.4, 15J.5, 15J.6, 423A.7

#### **423A.7 Local transient guest tax fund.**

1. A local transient guest tax fund is created in the department which shall consist of all moneys credited to such fund under section 423A.6.

2. All moneys in the local transient guest tax fund shall be remitted at least quarterly by the department, pursuant to rules of the director of revenue, to each city in the amount collected from businesses in that city, to each county in the amount collected from businesses in the unincorporated areas of the county, and to each land use district in the amount collected from businesses in that land use district.

3. Moneys received by the city from this fund shall be credited to the general fund of the city, subject to the provisions of subsection 4.

4. The revenue derived by a city or county from any local hotel and motel tax authorized by section 423A.4 shall be used by a city or county as follows:

a. Each county or city which levies the tax shall spend at least fifty percent of the revenues derived therefrom for the acquisition of sites for, or constructing, improving, enlarging, equipping, repairing, operating, or maintaining of recreation, convention, cultural, or entertainment facilities including but not limited to memorial buildings, halls and monuments, civic center convention buildings, auditoriums, coliseums, and parking areas or facilities located at those recreation, convention, cultural, or entertainment facilities or the payment of principal and interest, when due, on bonds or other evidence of indebtedness issued by the county or city for those recreation, convention, cultural, or entertainment facilities; or for the promotion and encouragement of tourist and convention business in the city or county and surrounding areas.

b. The remaining revenues may be spent by the city or county which levies the tax for any city or county operations authorized by law as a proper purpose for the expenditure within statutory limitations of city or county revenues derived from ad valorem taxes.

c. Any city or county which levies and collects the local hotel and motel tax authorized by section 423A.4 may pledge irrevocably an amount of the revenues derived therefrom for each of the years the bonds remain outstanding to the payment of bonds which the city or county may issue for one or more of the purposes set forth in paragraph "a". Any revenue pledged to the payment of such bonds may be credited to the spending requirement of paragraph "a".

d. (1) The provisions of chapter 384, subchapter III, relating to the issuance of corporate purpose bonds, apply to the issuance by a city of bonds payable as provided in this section and the provisions of chapter 331, subchapter IV, part 3, relating to the issuance of county purpose bonds, apply to the issuance by a county of bonds payable as provided in this section. The provisions of chapter 76 apply to the bonds payable as provided in this section except that the mandatory levy to be assessed pursuant to section 76.2 shall be at a rate to generate an amount which together with the receipts from the pledged portion of the local hotel and motel tax is sufficient to pay the interest and principal on the bonds. All amounts collected as a result of the levy assessed pursuant to section 76.2 and paid out in the first instance for bond principal and interest shall be repaid to the city or county which levied the tax from the first available local hotel and motel tax collections received in excess of the requirement for



the payment of the principal and interest of the bonds and when repaid shall be applied in reduction of property taxes.

(2) The amount of bonds which may be issued under [section 76.3](#) shall be the amount which could be retired from the actual collections of the local hotel and motel tax for the last four calendar quarters, as certified by the director of revenue. The amount of tax revenues pledged jointly by other cities or counties may be considered for the purpose of determining the amount of bonds which may be issued. If the local hotel and motel tax has been in effect for less than four calendar quarters, the tax collected within the shorter period may be adjusted to project the collections for the full year for the purpose of determining the amount of the bonds which may be issued.

e. A city or county, jointly with one or more other cities or counties as provided in [chapter 28E](#), may pledge irrevocably any amount derived from the revenues of the local hotel and motel tax to the support or payment of bonds issued for a project within the purposes set forth in paragraph “a” and located within one or more of the participatory cities or counties or may apply the proceeds of its bonds to the support of any such project. Revenue so pledged or applied shall be credited to the spending requirement of paragraph “a”.

f. (1) A city or county acting on behalf of an unincorporated area may, in lieu of calling an election, institute proceedings for the issuance of bonds under [this section](#) by causing a notice of the proposal to issue the bonds, including a statement of the amount and purpose of the bonds, together with the maximum rate of interest which the bonds are to bear, and the right to petition for an election, to be published at least once in a newspaper of general circulation within the city or unincorporated area at least ten days prior to the meeting at which it is proposed to take action for the issuance of the bonds.

(2) If at any time before the date fixed for taking action for the issuance of the bonds a petition signed by eligible electors residing in the city or the unincorporated area equal in number to at least three percent of the registered voters of the city or unincorporated area is filed, asking that the question of issuing the bonds be submitted to the registered voters of the city or unincorporated area, the council or board of supervisors acting on behalf of an unincorporated area shall either by resolution declare the proposal to issue the bonds to have been abandoned or shall direct the county commissioner of elections to call a special election upon the question of issuing the bonds.

(3) The proposition of issuing bonds under [this section](#) is not approved unless the vote in favor of the proposition is equal to a majority of the vote cast.

(4) If no petition is filed, or if a petition is filed and the proposition of issuing the bonds is approved at an election, the council or board of supervisors acting on behalf of an unincorporated area may proceed with the authorization and issuance of the bonds.

(5) Bonds may be issued for the purpose of refunding outstanding and previously issued bonds under [this section](#) without otherwise complying with this paragraph.

5. The revenue derived by a land use district from any local hotel and motel tax authorized by [section 423A.4](#) shall be expended exclusively for the purposes set forth in [section 303.52, subsection 4, paragraph “b”](#).

[2005 Acts, ch 140, §25; 2011 Acts, ch 25, §143; 2017 Acts, ch 158, §4 – 6; 2018 Acts, ch 1041, §127](#)

Referred to in [§331.427, 423A.4, 423A.6](#)



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> February 5, 2024
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<b>AGENDA ITEM:</b> Strategic Plan Discussion
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> January 31, 2024
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### COUNCIL CONSIDERATIONS:

1. Our engineer needs direction: Does council want to direct Dave to finalize reconstruction of Cedar-Johnson or Main Street?
2. What are your thoughts on traffic cameras?
3. What are your thoughts in pursuing a 1% franchise fee?
4. What is council's thoughts on spending a lot of money up front for solar?
5. Should council raise the capital reserve levy to match last year's levy rate?
6. Should the city offer a municipal trash/recycling program?

What are your priorities over the next three years?

## **STAFF RECOMMENDATIONS:**

1. Staff recommends making improvements to Main St. before Cedar-Johnson. There are more storm water and other infrastructure needs on Main, versus Cedar-Johnson. If council chooses Cedar-Johnson it would be wise to pursue a Heritage Square project as downtown and historic preservation is a key asset of West Branch. Main St. would not start until 2035 and will likely take three to five phases to complete based on debt capacity. Developers prefer Cedar-Johnson as it will help them finish their lots and encourage growth. Keep in mind farmers have to be willing to sell before growth can happen.
2. If council is serious about reducing WBFD's call volume and moving to a 24/7 six officer police department, council should heavily pursue traffic cameras now.
3. 1% fee seems logical as the city only receives 10% of all local options sales tax dollars on energy sales. With a fee city would receive 100%. School has asked to match increases in SRO pay to offset a 1% fee. They would like to be excused from the 1%.
4. Solar dips too far into our capital reserve funds. It would take three years of no spending in capital reserve funds to recover. However, it would save the general fund at least \$15,000 a year and has a payoff of 9-10 years.
5. No, there have been a lot of changes such as program cuts and increased water/sewer fees. It is probably best to observe how these changes are impacting residents first. However, past communities and councils will say once you lower the rate it is much harder to increase rates. However, council recently agreed to raise rates for the capital improvement plan and 2/3 were reelected this past election cycle with a crowded field.
6. Not until we get through with another five-year contract. Trash and Recycling rates will have to increase at least 2.5 times to receive enough revenue to start from scratch. It would be difficult to smoothly transition a program with only a one-year advance notice. We still would like council to consider in five years.

## **STAFF PRIORITIES**

1. Maintain Financial Sustainability.
2. Commit to the current five officer police department.
3. Complete the 2023 Capital Improvement Plan projects.
4. Consider Main St. before Cedar-Johnson. If not, then prioritize Heritage Square.
5. Complete lead inventory program.
6. Monitor Cedar County Ambulance before committing to a long term paid Fire Chief position
7. Once WBFD is taken care of, bring back a full back a full-time parks and rec director when new growth increases our total property values in 2026. Would only cost a .5 employee and would create a full-time deputy clerk position in the process.
8. Complete a 2026-2029 capital improvement plan.
9. Consider hiring a sixth officer once WBFD and Parks/City Office are taken care of. Five officers may not be ideal,

## **COMMISSION PRIORITIES**

1. Finalize the Certified Local Government program requirements.
2. Bring back full-time Parks and Rec Director.
3. Start implementing the 2023 visioning plan and 2024 parks master plan.
4. Update the comprehensive plan and future zoning maps.



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**Capital Improvement/Strategic Planning Staff Forms**

**Next CIP Project**

Not this FY 25 we are budgeting for, but in FY 2026 some debt will be expiring. Council may choose to roll this debt into a new project. Council has recently discussed Cedar Johnson or W. Main Street Reconstruction. What do you recommend or do you have a different suggestion?

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**Financial Sustainability**

- Yes/No I'd like to consider pursuing automatic traffic cameras. (Please circle)
- Yes/No I'd like to consider pursuing a 1% franchise fee. (Please circle)
- Yes/No I'd like to consider additional fees to ensure.
- Yes/No I would like staff to research what it takes for the city to offer its own trash and recycling program.
- Yes/No It is worth the budgeting upfront costs for the Fire Department, Library, and City Office to go solar as it is an eight-year payoff now that cities can receive tax credits.

**What should be the council's top priorities over the next three to five years?**

Urgent:

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High:

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High:

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Medium:

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Medium:

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Medium:

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Lows:

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## RESOLUTION 2023-02

### A RESOLUTION SETTING STRATEGIC GOALS & PRIORITIES FOR THE CITY OF WEST BRANCH FOR 2023 AND BEYOND

**WHEREAS**, be it resolved by the City Council of the City of West Branch, Iowa that the following projects, activities, and initiatives are the Council's priorities and goals for the specified time period, and that the City Administrator and City Staff are directed to work towards them:

**Section 1.** That the following projects and activities are the top priorities of the West Branch City Council for 2023:

1. Finalize, pass, and get shovels in the ground for the 2023-2028 capital improvement plan.
2. Prioritize financial sustainability before making new decisions and reconsider the city's needs during tax cuts and high inflation.
3. Draft a plan for a Main St. reconstruction project.
4. Conduct a water needs assessment to plan future water main improvements while considering Greenview north loop as a priority.
5. Renew the local options sales tax referendum for the Nov. 2023 election.
6. Continue to support and find ways to alleviate public safety trends.
7. Reevaluate programs and services the city offers to meet financial sustainability goals.

**Section 2.** That the following projects and activities are goals of the West Branch City Council for the next 2 to 5 years:

1. Finalize lead service line inventory.
2. Complete a city office succession plan and increase education training for staff.
3. Save for grants and upcoming projects.
4. Restart sidewalk repair enforcement.
5. Continue Main St./Community Development Director discussions going.

**Section 3.** The following projects and activities are supported by the West Branch City Council but will be led by appropriate commissions in 2023:

1. Complete a Parks and Rec master plan with parks and recreation commission.
2. Continue building design standards with the planning and zoning commission.
3. Support ground repairs and building maintenance improvements at the library.
4. Support ways to incorporate the visioning plan adopted in 2023.
5. Strive to be a certified local government and support national registry nomination for Traveler's Rest.
6. Coordinate appropriate commissions with dog park fundraising efforts.

PASSED AND APPROVED this 3rd day of January 2023.

Attest:

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Roger Laughlin, Mayor

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Leslie Brick, City Clerk

# 2023 Solid Waste Price Analysis

\*Municipal Run\*

Community	# Units 2020 Census	65 Gallon Trash	65 Recycling	Total Rate	Price Unit	Notes	Actual 23 Revenue	Actual 23 Expenditures
West Liberty	1400	\$ 36.21	\$ 3.50	\$ 39.71	\$ <b>36.21</b>		\$ 608,337	\$ 614,314
Tipton	1450	\$ 25.75		\$ 25.75	\$ <b>35.85</b>		\$ 623,866	\$ 596,150
Coralville	9,700	\$ 27.67	\$ -	\$ 27.67	\$ <b>10.37</b>		\$ 1,206,522	\$ 1,393,418
Burlington	11,200	18.35	4.15	\$ 22.50	\$ <b>16.39</b>		\$ 2,202,803	\$ 1,915,528
*Privately Outsourced								
West Branch	1150	\$ 14.75	\$ 4.75	\$ 19.50	\$ <b>15.10</b>		\$ 208,316	\$ 224,187
Camanche	2152	18.71	0	\$ 18.71	\$ <b>14.58</b>	Recycle twice a month	\$ 376,515	\$ 383,828
Charles City	3350	20.75	0	\$ 20.75	\$ <b>18.65</b>		\$ 749,857	\$ 745,161
Humdoldt	4500	16.49		\$ 16.49	\$ <b>8.52</b>	Bag program	\$ 460,070	\$ 442,117
Sac City	910	19.05	4.25	\$ 23.30	\$ <b>32.10</b>		\$ 350,562	\$ 452,077
Rock Valley	1590	15.76	0	\$ 15.76	\$ <b>18.43</b>		\$ 351,722	\$ 460,154
Mason City	12725	13.55	0	\$ 13.55	\$ <b>11.76</b>		\$ 1,796,457	\$ 1,830,828