



**CITY COUNCIL MEETING
MONDAY, JUNE 3, 2024 - 6:00 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.

SPECIAL MEETING – 6:00 P.M.

- 1) Call to order
- 2) Roll Call
- 3) Motion to adjourn to Executive Session to discuss personnel matters per Section 21.5(i) of the Code of Iowa. / Move to action.
- 4) Adjourn from Executive session.

REGULAR MEETING – 7:00 P.M.

- 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 May 20, 2024 City Council meeting.
 - b. Approve a Special Event Permit for Hoover's Hometown Days 2024 (includes street closures – Exhibit A).
 - c. Approve a Class E Retail Alcohol License for Kum & Go LC, dba Kum & Go #254, 620 S. Downey St., West Branch effective July 1, 2024.
 - d. Appoint Erin Monaghan to the West Branch Library Board of Trustees, effective July 1, 2024 (3-year term).
 - e. Appoint Holly Wasion to the West Branch Library Board of Trustees, effective July 1, 2024 (3-year term).
 - f. Approve Claims for June 3, 2024.
- 7) Presentations/Communications/Open Forum
- 8) Public Hearing/Non-Consent Agenda
 - a. **Third Reading Ordinance 814** - Amending the Code of Ordinances of the City of West Branch, as previously amended, by changing water rates. / Move to action.
 - b. **Resolution 2024-54** – Approving a Subdivider's Agreement with KLM Investments for The Meadows Subdivision, Part 6, West Branch, Iowa. / Move to action.
 - c. **Third Reading Ordinance 815** – Ordinance Re-zoning an approximate 9.83-acre parcel from R-1 Residential District to R-2 Residential District. / Move to action.
 - d. **Resolution 2024-55** – Approving the Preliminary Plat of The Meadows Subdivision, Part 6, West Branch, Iowa. / Move to action.
 - e. **Resolution 2024-56** – Hiring Jessica Brown as the Utility Billing / Deputy Clerk and setting the salary for Fiscal Year 2025. / Move to action.
 - f. **Resolution 2024-57** – Setting Salaries for Appointed Officials and Employees of the City of West Branch, Iowa for Fiscal Year 2025. / Move to action.
 - g. **Resolution 2024-58** – Authorizing the Acquisition of certain Real Property Interests for Beranek Drive. / Move to action.
- 9) City Administrator Report
- 10) City Attorney Report
- 11) City Engineer Report
- 12) City Staff Reports
- 13) Comments from Mayor and Council Members
- 14) Motion to adjourn.

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

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

**West Branch, Iowa
Council Chambers**

**City Council
Regular Meeting**

**May 20, 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: Tom Dean, Jerry Sexton, Mike Horihan, Jodee Stoolman. Absent: Nick Goodweiler.
City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Public Works Director Matt Goodale, Police Chief Greg Hall, City Attorney Kevin Olson and City Engineer Dave Schechinger.
City Staff attending via Zoom: Library Director Jessie Schafer, Sergeant Cathy Steen and Finance Officer Heidi Van Auken.

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve minutes from the May 6, 2024 City Council meeting.
Approve a 5-day Class C Retail Alcohol license for The Down Under for June 8, 2024 (in conjunction with Kickoff to Summer) - pending DRAM
Approve a Class B Retail Alcohol License for Parkside Petroleum, LLC. 401 Parkside Dr., West Branch effective June 19, 2024.
Approve the Iowa Retail Cigarette/Tobacco/Nicotine/Vapor permits for FY25.
Approve the Monthly Financial Report for April 2024.
Approve Claims for May 20, 2024.

EXPENDITURES	5/20/2024	
AMAZON.COM	BOOKS & DVDS-LIBRARY	87.12
BAKER & TAYLOR	BOOKS	176.60
BROWN'S WEST BRANCH	RAM TRUCK REPAIR-POLICE	468.50
BROWN'S WEST BRANCH FORD	NEW VEHICLE KEY	106.45
CEDAR COUNTY COOPERATIVE	FUEL-PW	841.53
CEDAR COUNTY RECORDER	RECORDING FEES	7.00
DES MOINES STAMP MFG	SELF-INKING STAMP-CLERK	53.00
DIRK WIENEKE	LAWN CARE-PARKS, TH, PW	3,840.00
FRED'S FEED & SUPPLY	FIELD SPRAY PAINT-P&R	414.00
FREEMAN CONSTRUCTION	COOKSON, 4TH WATER RECONNECT	948.50
HAWKINS INC.	CHEMICALS	3,389.08
HOLLYWOOD GRAPHICS	3/4 SOFTBALL SHIRTS-P&R	598.56
IOWA PRISON INDUSTRIES	UNIFORM-DORSEY	230.00
JOHNSON COUNTY TREASURER	ROUNABOUT REIMBURSEMENT 4	272,582.12
KANOPI	ON DEMAND VIDEO SERVICE	20.00
LRS HOLDINGS	TRASH, RECYCLING, STICKERS	18,463.75
MENARDS	FLOWER BEDS MULCH	291.99
MIDWEST UNDERGROUND CONTRACTORS	EASTSIDE WATER MAINS PH2	151,804.97
MOPPY MO'S	JANITORIAL SERVICES	1,032.50
OLSON, KEVIN D	LEGAL SERVICES-MAY 2024	1,500.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	378.83
PARKSIDE SERVICE	MOWER TIRE REPAIR-PW	83.85
PLUNKETT'S PEST CONTROL	PEST CONTROL	160.14
QC ANALYTICAL SERVICES	LAB ANALYSIS	684.00
QUILL CORP	OFFICE SUPPLIES-CITY	159.48
STATE HYGIENIC LAB	LAB ANALYSIS	64.50
SWANK MOTION PICTURES	SITE LICENSE-MOVIES	114.00
THE HOME DEPOT PRO	BLDG SUPPLIES-LIBRARY	56.74
TYLER TECHNOLOGIES	AUTO METER READ FEE	430.00
VEENSTRA & KIMM	VARIOUS PROJECTS	38,234.01
WEST BRANCH REPAIRS	REPLACE CAR BAFFLE-PD	449.95
WEST BRANCH TIMES	SUBSCRIPTION & PUBLICATIONS	1,455.82
TOTAL		499,126.99

PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	5/10/2024	42,383.62
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PAID BETWEEN MEETINGS

ALLIANT ENERGY	ALLIANT ENERGY	12,249.47
AMAZON.COM	BLDG AND PROGRAM SUPPLIES	138.59
CAPITAL ONE	VARIOUS ITEMS LIBRARY	56.52
CROELL	TH SIDEWALK LIFT MATERIALS	267.00
LINN COUTY REC	STREET LIGHTS	286.32
LYNCH'S EXCAVATING	ROCK AND SINKHOLE BACKFILL	2,686.60
STATE INDUSTRIAL PRODUCTS	REPELLANT & CLEANING PRODUCTS	428.13
UNIFORM DEN	UNIFORMS-POLICE	1,385.05
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	781.67
AT&T MOBILITY	WIRELESS SERVICE	309.84
CEDAR COUNTY COOPERATIVE	FUEL-FIRE	935.95
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	73.98
LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	142.02
MTI DISTRIBUTING	FINISH DRAG MAT KIT-P&R	749.58
PITNEY BOWES	POSTAGE METER INK	63.90
STATE INDUSTRIAL PRODUCTS	SHOP SUPPLIES-PW	219.46
WEX BANK	VEHICLE FUEL	1,485.19
VARIOUS VENDORS	UB REFUNDS	96.20

TOTAL		22,355.47
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GRAND TOTAL EXPENDITURES		563,866.08
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FUND TOTALS

001 GENERAL FUND	58,589.08
022 CIVIC CENTER	1,013.83
031 LIBRARY	7,554.74
110 ROAD USE TAX	8,210.72
112 TRUST AND AGENCY	5,584.85
321 WIDENING WAPSI CREEK	8,631.50
324 WW TREATMENT FACILITY	24,100.17
326 ROUNDABOUT MAIN & CEDAR	272,582.12
330 EASTSIDE WATER MAINS PH2	154,364.31
600 WATER FUND	14,799.75
610 SEWER FUND	8,044.74
740 STORM WATER UTILITY	390.27

GRAND FUND TOTAL	563,866.08
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REVENUE-FISCAL YEAR 2024

FUND APRIL

001 GENERAL FUND	530,186.07
022 CIVIC CENTER	7,890.19
031 LIBRARY	12,580.99
036 TORT LIABILITY	27,691.23
110 ROAD USE TAX	28,701.80
112 TRUST & AGENCY	124,526.20
119 EMERGENCY TAX FUND	14,880.82
121 LOCAL OPTION SALES TAX	22,501.04
125 TIF	170,458.84
126 TIF LMI MEADOWS PT 4	33,983.21
226 DEBT SERVICE	112,976.36
300 CAPITAL IMPROVEMENT RESERVE	28,401.11
324 WW TREATMENT FACILITY	817,509.75
500 CEMETERY PERPETUAL FUND	1,804.45
600 WATER FUND	54,068.13
610 SEWER FUND	71,902.09
740 STORM WATER UTILITY	5,911.64
TOTAL	2,065,973.92

Stoolman asked Chief Hall if any of the convenience stores had any tobacco or alcohol violations in the past year that they should consider. Hall said there were none to report and that he supports issuing the permits. Motion by Sexton, second by Dean to approve the Consent agenda. AYES: Sexton, Dean, Stoolman, Horihan. NAYS: None. Absent: Goodweiler. Motion carried.

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

Nancy Hoffman, 110 Bickford Drive addressed the Council regarding Ordinance 815. Hoffman listed several concerns regarding the proposed subdivision, The Meadow Part 6 and rezoning the parcel from R-1 to R-2. Hoffman questioned where sidewalks would be located on Cedar-Johnson Road and who would be installing them. She also asked if a timeline could be provided for the improvements due to safety concerns for kids walking to school. Hoffman also asked the Council to reject the Developers request for rezoning from R-1 to R-2 and said she felt that R-2 zoning only brings first time home buyers into the community who don't plan on staying.

PUBLIC HEARING / NON-CONSENT AGENDA

Second Reading Ordinance 814 - Amending the Code of Ordinances of the City of West Branch, as previously amended, by changing water rates. / Move to action.

The reason for the water increase is due to the Eastside Water Main Project-Phase 2. The city's financial advisor assisted the city in preparing the required percentage increase in order to repay the water revenue loan. Stoolman asked to be reminded if the new water rates were for just residential customers and if businesses paid a different rate. Brick stated that all customers (residents and businesses) pay the same rate. There were no other questions.

Motion by Dean, second by Sexton to approve the second reading of Ordinance 814. AYES: Dean, Sexton, Stoolman, Horihan. NAYS: None. Absent: Goodweiler. Motion carried.

Second Reading Ordinance 815 – Re-zoning an approximate 9.83-acre parcel from R-1 Residential District to R-2 Residential District. / Move to action.

Stoolman asked if the developers would be amicable to holding off on selling the lots facing Cedar-Johnson until the road improvements were done. Schechinger said that the lots will not be able to be built on if the Cedar-Johnson Road construction starts as there would not be access to those properties, so it would be a non-issue. Schechinger also explained the reconstruction includes lowering the hill near the homes already built and raising the road starting where the new pavement ends currently. He said by doing that, it will increase sight distance for the proposed lots. Developer, Chris Kofoed reminded the Council and audience that although two lots on Cedar-Johnson are proposed for R-2 zoning, single family can be built there. He added that if zero lots did end up being constructed on those lots, they will stipulate that shared driveways will be required to minimize the number of driveways on to the road. Dean said he still opposes any homes on Cedar-Johnson Road due to the amount of traffic the road has.

Motion by Sexton, second by Horihan to approve the second reading of Ordinance 815. AYES: Sexton, Horihan, Stoolman. NAYS: Dean. Absent: Goodweiler. Motion carried.

Resolution 2024-50 – Amending the Employer Contribution amount for Health and Dental Insurance. / Move to action.

Sexton asked Kofoed to explain how ninety percent contribution was arrived at versus eighty/twenty. Kofoed said that when the salary survey was done in 2022, it showed that the majority of small cities contributed ninety percent toward the cost of health insurance. There were no other questions.

Motion by Dean, second by Horihan to approve Resolution 2024-50. AYES: Dean, Horihan, Stoolman, Sexton. NAYS: None. Absent: Goodweiler. Motion carried.

Resolution 2024-51 – Amending the West Branch Employee Handbook regarding Overtime. / Move to action.

Sexton commented that this change was "long overdue" but made sense. Stoolman added that she was surprised that overtime was being calculated differently than industry standards and whole-heartedly agreed to the change. Kofoed said that the majority of the department directors and staff are in support the change regarding how overtime is calculated.

Motion by Dean, second by Sexton to approve Resolution 2024-51. AYES: Dean, Sexton, Horihan, Stoolman. NAYS: None. Absent: Goodweiler. Motion carried.

Resolution 2024-52 – Approving Pay Estimate Number 18 in the amount of \$404,796.93 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. / Move to action.

Schechinger said the project is ninety-eight percent complete and the facility is now operational. He said his firm is working through the final punch list of items so that the City can accept the project as complete. Motion by Sexton, second by Dean to approve Resolution 2024-52. AYES: Sexton, Dean, Horihan, Stoolman. NAYS: None. Absent: Goodweiler. Motion carried.

Resolution 2024-53 - Approving 28E Agreements between the City of West Branch, Iowa and the Boards of Trustees of Cass, Gower, Graham, Iowa, Scott and Springdale Townships for the purposes of fire protection and aid and assistance for other emergencies or disasters relating to life and property, or hazardous materials. / Move to action.

Motion by Dean, second by Horihan to approve Resolution 2024-53. AYES: Dean, Horihan, Stoolman, Sexton. NAYS: None. Absent: Goodweiler. Motion carried.

CITY ADMINISTRATOR REPORT

Kofoed said that KCRG has been conducting interviews with local residents and businesses for the upcoming summer “Our Town” series that West Branch will be highlighted this year. Kofoed also mentioned that last week’s high wind event that occurred early Tuesday morning downed approximately twenty trees in the cemetery. Public Works crews quickly and efficiently cleared the downed trees but will have more clean-up later this fall when time permits. Kofoed also gave a “kudos” to Parks & Rec Director Laughlin for running a well-organized track and field day this past weekend.

CITY ATTORNEY REPORT

Olson said he would prepare the Developer’s Agreement for the Meadows Part 6 Subdivision for the next City Council meeting that will address the lot use in the subdivision as discussed.

CITY ENGINEER REPORT

Schechinger said that the City has finally received the necessary permits from the DNR to move forward with the Wapsi Creek Widening Project. This was the last item needed so that construction and bid letting can commence. Schechinger said the Phase 2 Eastside Water Main Project is underway and that the contractor is finishing up on E. Main St. and will be moving on to N. 4th St. E. Main Street will be prepared for pavement early next week.

STAFF REPORTS

Brick informed the Council that the three lots remaining in the Meadows Part 4B have been sold and that two building permits for two zero lots have been submitted and approved for construction. She said Lot 1 is being planned for a three unit (multi-family) dwelling which will require a site plan to be approved by Planning & Zoning and City Council which will be coming in the coming weeks.

Schaffer reported on the summer library reading program for all ages is set to begin June 1st.

Hall reported that the city’s fourth police officer started today. Hall said he is still actively recruiting for the fifth officer, but said he was preparing to send the next officer to the September academy which would make the police department fully staffed by January 2025.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin reported that he, Councilpersons Stoolman and Dean would be attending a Cedar County meeting to discuss the new county-wide ambulance service. Laughlin said the group will be advocating for West Branch residents to be covered by the new service as well since we are paying the new tax as well. Laughlin said that there had been some discussion that since West Branch is currently being serviced by Johnson County, that our residents aren’t in need. Laughlin said he would argue against that as Johnson County has indicated that they may not always cover West Branch is another service is available.

Horihan asked if the city (police or public works) would look into signage for the cross walk at Dawson Drive. Horihan said that he noticed that the roundabout is not really slowing traffic down in either direction where there is quite a bit of pedestrian traffic.

ADJOURNMENT

Motion to adjourn by Dean, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:46 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: June 3, 2024

AGENDA ITEM: Approve a Special Event Permit for Hoover's Hometown Days 2024 (includes street closures – Exhibit A).
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PREPARED BY: City Clerk, Leslie Brick
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DATE: May 28, 2024

BACKGROUND:

Main Street West Branch is organizing Hoover's Hometown Days 2024 (with a new group of community volunteers) and is scheduled for the 2nd weekend in August (August 9th and 10th).

The group has been hard at work planning activities to celebrate Herbert Hoover's 150th birthday. All required information has been submitted and is order.



Special Event Permit Application

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

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

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

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

FOR CITY OFFICE USE:

Approved by _____ Date of Approval _____

West Branch Administration WJ West Branch Fire Department KLS West Branch Police Department GH

West Branch Public Library JS West Branch Public Works MG West Branch Parks and Recreation EL

Other _____ Other _____

Notes: _____



Special Event Permit Application

Event Title/Name: Hoover's Hometown Days

Event Organization: Main Street West Branch Phone: 3196437100

Organization Address: 127 W Main St, PO Box 768 Tax ID #: 203304311

City: West Branch State: IA Zip Code: 52358

Event Website: hooverdays.org Event Email: hooverdayswb@gmail.com

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

Event Coordinator Email: mainstreetwestbranch@gmail.com

Event Coordinator Cell Number: 319-530-2985

Event Coordinator Address: 127 W Main St

City: West Branch State: IA Zip Code: 52358

Description of Event: Hoover's Hometown Days is an annual festival for residents and visitors that comb
heritage of West Branch, Iowa, hometown of Herbert Hoover, while supporting and celebrating our thr

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

Town Hall (Thursday-Sunday), Heritage Square (Fri/Sat), Street Closure and Detour Map attached.

Event set up will begin: (date, day of the week and time)	Event will begin: (date, day of the week, and time)	Event will end: (date, day of the week, and time)	Removal and clean-up will be completed: (date, day of the week, and time)
Thursday, Aug 8th at 9am	Friday, Aug 9th @ 4pm	Sat, Aug 10th @ 10pm	Mon, Aug 12th by 5pm

Maximum Number of Participants: 5000 Maximum Number of Vehicles: 200

Will there be an admission fee? No What is the admission fee? N/A

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

Will alcohol be permitted or sold? Yes Organizers are responsible for insuring all permits have been obtained and all laws and regulations are followed.

Has all approval from non-city agencies (such as NPS, Johnson County, Cedar County, WBCSD) been granted?
 Please list other agencies involved. Yes, all agencies have been contacted. NPS permit is also underway.

Traffic Control Plan (please attach diagram): See attached map. Public works will be responsible for setting up
taking down detours. Public Works and MSWB/HHTD Committee will open Main Street & 2nd St after activities finish.



Public Notification Plan: Detour map shared on social media and available on website.
Will also include map with press release for local newspaper.

Amplified Sound/Noise Plan: Residents will be notified of the event in WB Times and social media.
Band at Fire Station will finish around midnight on Friday. Saturday bands on Main Street finish by 5pm

Site Plan/Race Course Map (please attach diagram): See attached for parade route, detour map,
street closures and vendor map downtown. Vendor placement is subject to change.

Security Plan: West Branch Police Department & National Park Service collaborating on security.
We request the addition of 2 officers at the crosswalk at Parkside + Main St (same as last year).

Restoration Plan: Basic tear down and clean up by committee. PW to perform remaining clean up the following
The West Branch Police department, West Branch Fire Department, and West Branch Public works will all assist with

Trash Management Plan: Trash cans & recycling units to be placed throughout downtown by PW.
Trash monitored throughout the event by Public Works. Trash bags will be replaced and placed in the City Dump

Restroom Plan: Port-o-potties will be located at Town Hall, on Downey Street near the vendors, and on 2nd Street
Port o Potties arrive Thursday/Friday and removed Monday. Public restrooms also available at Fire Station, Town Hall, Visitors Center.

Signs/Banner Plan: Signs will be made and placed to recognize the event and sponsors.
They will be placed on the stages, at Town Hall and at the Village Green and advertisements as appropriate

Insurance policy: Special Event Policy secured w/ City and NPS listed as additionally insured.
Signature: Jessi Simon Date: 5/14/2024

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

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

See attachment for more details and information.

EXHIBIT A

Temporary street closures are requested for the event as follows:

Event Street Closures:

- **South 2nd:** From E. Main St. to the Water St. parking lot (in front of the Fire Station) - *NPS Property*
Date/Time: Friday, August 9th - 3:00 p.m. to 8:00 pm. on Saturday August 10th
- **East Main:** At the intersection of E. Main St and N. 1st St (one block east) to S. 2nd St. (for large inflatables / carnival games)
Date/Time: Saturday, August 10th- 3:00 A.M. to 8:00 pm. on Saturday August 10th
- **East / West Main:** N. First Street to N. Poplar Street - (For vendors, will open for parade to pass through)
Date/Time: Saturday, August 10th - 3:00 a.m. to 6:00 p.m.
 - *Hard barriers are requested on both ends of the street, same as last year to ensure pedestrian safety.*
- **South Downey**:** Between Wetherell and Main St. (For seating area, Main Street stage, vendors)
Date/Time: Saturday, August 10th - 3:00 a.m. to 6:00 p.m.
- **North Downey:** Main St. to East Green St. (for vendors)
Date/Time: Saturday, August 10th - 3:00 a.m. to 6:00 p.m.

Poplar/Wetherell Detour:

Residents who reside on Wetherell Street will exit (temporarily) left on S. Poplar St. to West Main St. Access to Wetherell Street will be via the Enlow parking lot. The Enlow parking lot will have parking available throughout the event.

Parade line-up & staging area:

- **Pedersen Street:** West Orange St. to Hilltop Dr. on Saturday, August 10th from 8:15 a.m. to 10:15 a.m.
- **W. Orange St.:** N. Oliphant St. to Ridge View Dr. on Saturday, August 10th from 8:15 a.m. to 10:15 a.m.

Parade Route: Will impact traffic from 10am-11am on Saturday, August 10th.

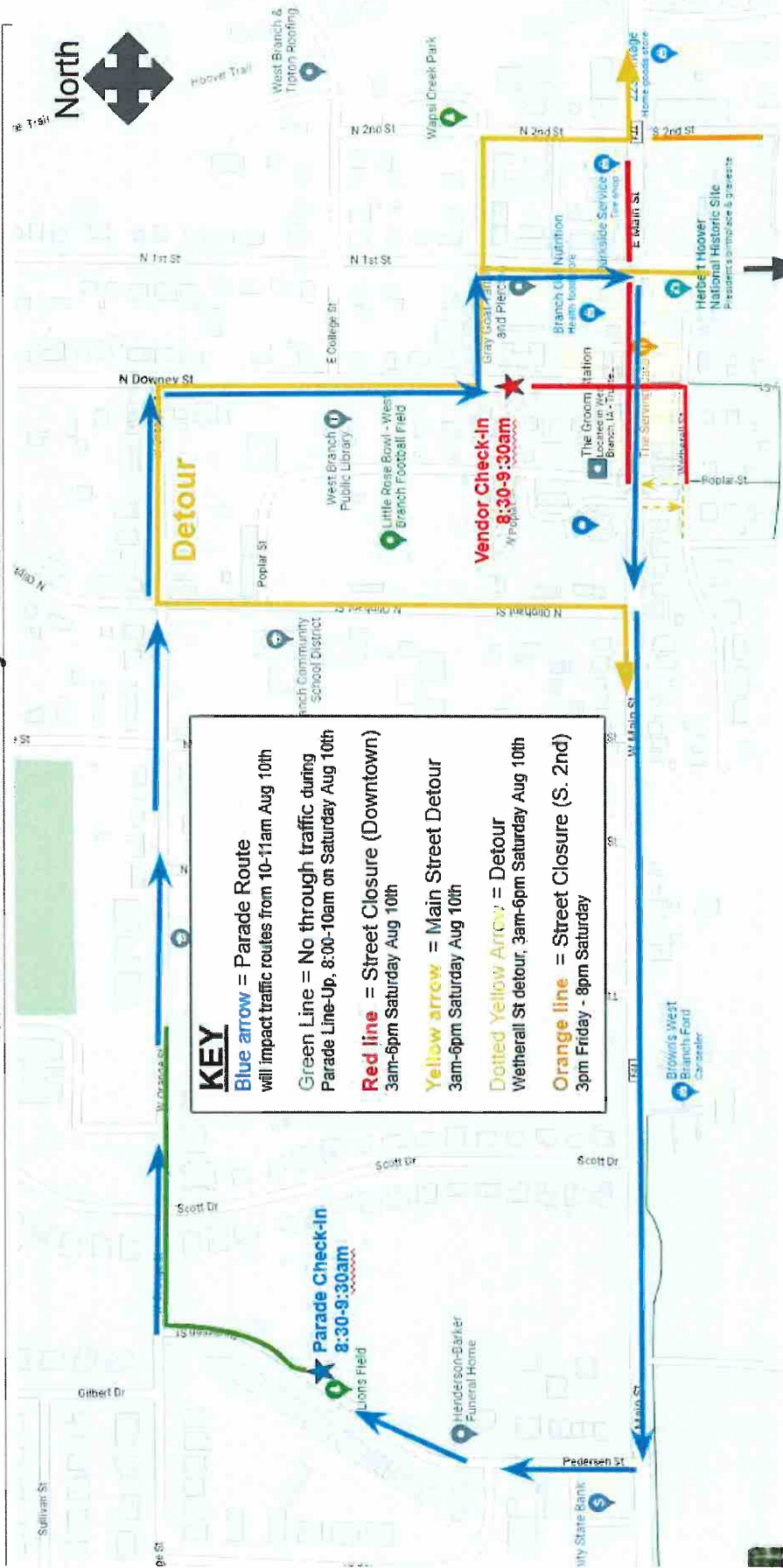
- **See Map** with parade route shown in blue arrows. Same route as previous years.

See attached: "2024 HHTD Road Closures_Detours MAP"

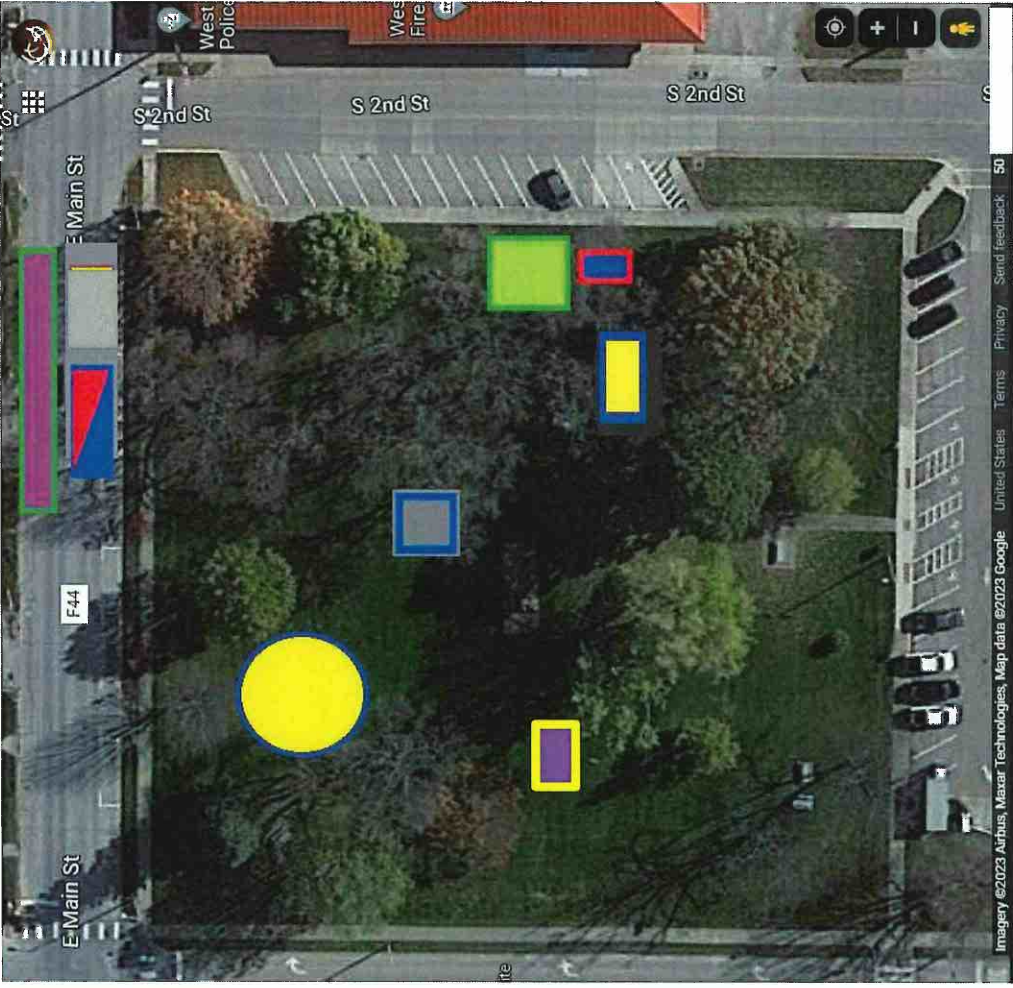
Other Items Requested:

- Use of event supplies made available by PW by Friday, August 9th at 10am. Coordinate location with MSWB.
 - Picnic Tables w/ umbrellas
 - Pop-Up Tents for shaded public seating in Heritage Square
 - 8-10 Folding tables and chairs for shaded seating area (Downey St)
 - Large pole tent (owned by MSWB, stored by PW). Volunteers to assist with set-up on Friday AM.
- 8'x16' stage setup on Main Street in front of Heritage Square Gazebo (for parade announcer and live music). 1 or 2' legs on stage. Pop up tent on top of stage.
- POWER ACCESS to stage in Heritage Square. Details to come.
- Additional trash cans and recycling receptacles in various locations throughout the Main Street and Downey Street area.
- Hard barriers (large truck or plow) at both ends of W. Main Street (at Parkside and Poplar St) from 7am-5pm Saturday. Will need to be moved for the parade to pass through around 10:30am and returned just after. (Same as last year)
- Two officers (or similar) to assist with traffic control and pedestrian crossings at Parkside Dr and Main Street from 10:30am - 3:30pm. (Same as last year)
- Authorize 4 golf carts (HHTD Crew) to bypass street closures and travel on city streets during the festival, as required for event execution and assistance.
- FYI on Beer Garden Areas:
 - Fire Station - Operated and insured by WB Fire Department
 - Vendor Space on N. Downey Street - Operated and insured by Herb N Lou's in partnership with Hoover Presidential Foundation
 - Heritage Square - Operated and insured by Down Under

Hoover's Hometown Days - 2024



I-80, Exit 254



95' Radical

3 20 amp Circuits 1 staff

CannonBall Blaster

3 20 amp Circuits 1 staff

Bungee Run

1 20 amp Circuit 1 staff

Animal Kingdom

5 in 1

Large Bounce&Slide

3 20 amp Circuits 2 staff for these 3

Log Slammer/ Wipe out

1 20 amp Circuit 1 event staff

Bungy Trampoline

1 20 amp Circuit 4 Trampolines

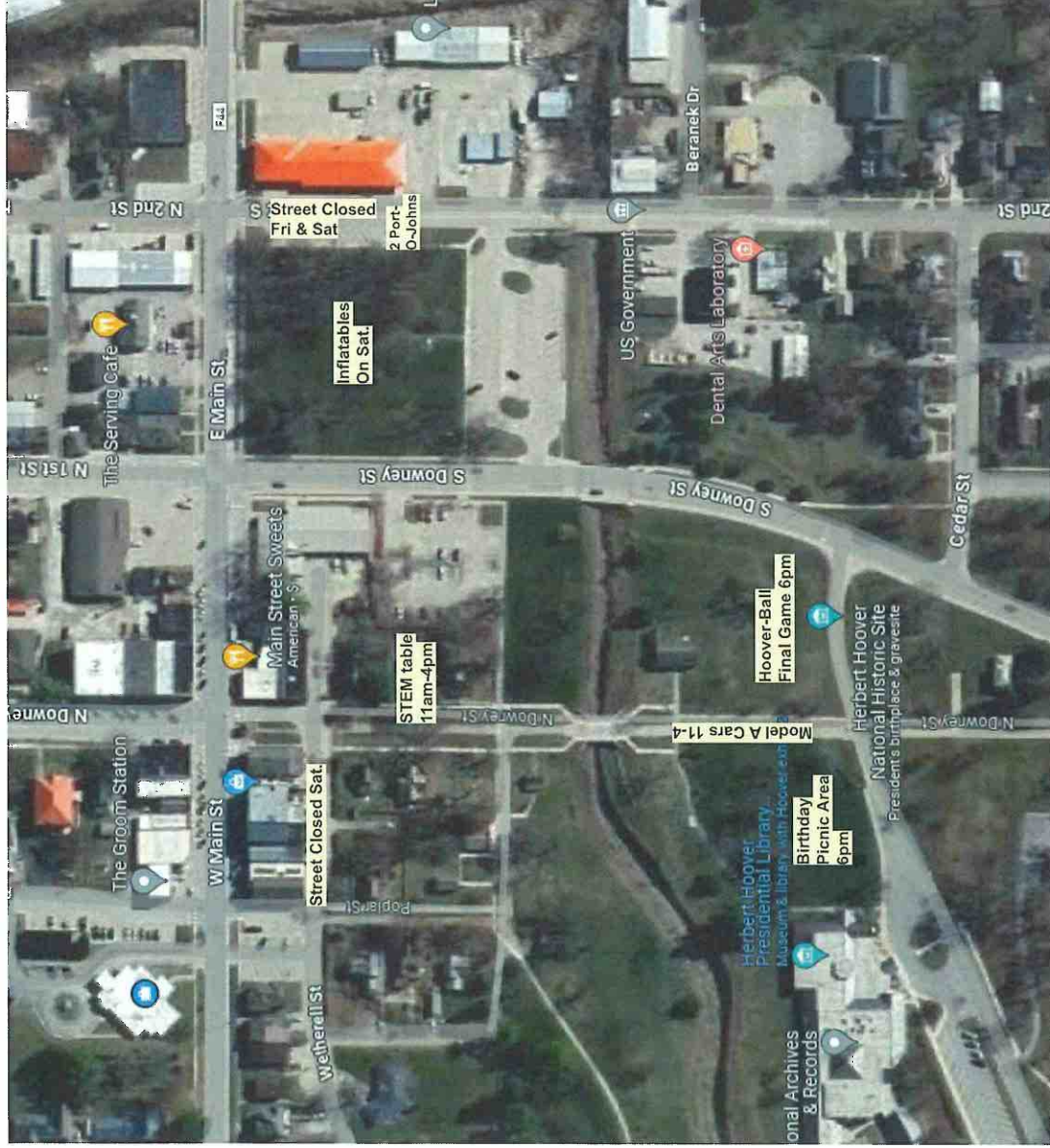
5 Staff 1 each Trampoline 1 Harnesses

Village Green
Inflatables
8/10/24

11 total event staff 12 - 20 amp Circuits

NPS Permit Map

Hoover's Hometown Days August 9-10, 2024





REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: June 3, 2024

AGENDA ITEM: Approve a Class E Retail Alcohol License for Kum & Go #254, 620 S. Downey St., West Branch.

PREPARED BY: City Clerk, Leslie Brick
--

DATE: May 28, 2024

BACKGROUND:

Approve a Class E Retail Alcohol License for Kum & Go #254, 620 S. Downey St., West Branch.

Renewal effective July 1, 2024 to June 30, 2025.



Advisory Board/Commission
Application Form

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

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

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

Board or Commission West Branch Public Library today's Date 4-30-24
(Please print)

Name: ERIN MONAGHAN Address: 212 THOMAS DRIVE

Phone: (home) 319-241-1817 Phone: (cell) [REDACTED]

Email: erinmonaghan@yahoo.com

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

How long have you been a resident of West Branch? 9 mos. this time, 13 yrs - previously

Occupation: Executive Director Employer: Better Tomorrows Early Childhood Iowa

Optional Questions (use the back if necessary)

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

Have served on public library board and completed state library's board training. Have served on several other public boards and coordinate activities of public boards. Comfortable with budgeting and understand
What contributions do you feel you can make to this board / commission? financial reports.

Programming, strategic planning, fiscal recordkeeping and community outreach are all part of my professional experience. Being of service to my community is important to me and I am a strong supporter and advocate of public libraries.
Thank you for your interest! We will contact you after your application has been reviewed.



Advisory Board/Commission
Application Form

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

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

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Board or Commission West Branch Public Library Today's Date 4/4/2024

(Please print)

Name: Holly Wasion Address: 106 Crestview Drive WB

Phone: (home) _____ Phone: (cell) [REDACTED]

Email: hlsheldon24@gmail.com

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

How long have you been a resident of West Branch? 3.5 years

Occupation: social worker/intimate partner violence assistance program coordinator Employer: Iowa City VA Medical Center

Optional Questions (use the back if necessary)

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

I currently serve a role as a program coordinator in my job which allows me to have a wide variety of interactions with a wide array of individuals. I am also in charge of my program's monthly and quarterly budget and allocation of funds. I serve as outreach and intake for my program and am working strongly on community engagement within communities and could bring those skills to outreach with the library.

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

Budget reconciliation, organization, program coordination, outreach and community engagement

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



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: June 3, 2024

AGENDA ITEM: Claims for June 3, 2024

PREPARED BY: Heidi Van Auken, Finance Officer
--

DATE: May 29, 2024

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**6/3/2024**

ACTION SEWER & SEPTIC SERVICE	CLOGGED LINE TO PW SHOP	557.50
AMAZON.COM	SUMMER LIB PROG DECORATIONS	192.03
BAKER & TAYLOR	BOOKS	617.34
BOWERS CUSTOM SERVICES	ROCK	1,125.00
BROWN'S WEST BRANCH	VEHICLE REPAIR-POLICE	471.93
CEDAR CO SHERIFF'S OFFICE	PATROL RESERVES	8,750.00
DATA443 RISK MITIGATION	RANSOMWARE RECOVERY SUBSCRIPTION	178.75
IASRO	IASRO SRO CONFERENCE FEE	125.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	64.80
JJ NICHTING COMPANY	TRACTOR PART	68.90
LRS HOLDINGS	SPRING CLEANUP-LANDFILL	1,180.00
OFFICE EXPRESS	OFFICE CHAIRS-CLERK	479.98
PITNEY BOWES GLOBAL FINANCE	POSTAGE METER LEASE-LIBRARY	77.37
SCHAFFER, JESSICA	MILEAGE REIMBURSEMENT-SCHAFFER	49.58
SINCLAIR TRACTOR	TRACTOR PARTS	695.23
SPAHN & ROSE LUMBER	KEYS-POLICE	22.74
SPEER FINANCIAL	CONSULTATION WATER SRF LOAN	5,000.00
THE HOME DEPOT PRO	PAPER TOWELS-P&R	54.24
TYLER TECHNOLOGIES	AUTO METER READ FEE	420.00
VEENSTRA & KIMM	MEADOWS PT 6 REVIEW	440.00

TOTAL		20,570.39
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**PAYROLL-WAGES, TAXES, EMPLOYEE
BENEFITS**

5/24/2024**53,575.43****PAID BETWEEN MEETINGS**

BOOMERANG	WW TREATMENT PAY ESTIMATE 18	404,796.93
BARCO MUNICIPAL PRODUCTS	SWEEPER PARTS, CONES, SIGN POSTS	2,946.00
FIDERLEIN, WYATT	UMPIRE-4 GAMES	120.00
GUETZKO, LUKAS	UMPIRE-6 GAMES	180.00
JOHN DEERE FINANCIAL	UNIFORM & SUPPLIES-PW	1,251.38
KIESLER POLICE SUPPLY	HOLSTERS-POLICE	275.00
LEAF CAPITAL FUNDING	COPIER LEASE-CITY OFFICE	396.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	3,429.34
MEDIACOM	CABLE SERVICE	41.90
QUILL	OFFICE SUPPLIES-POLICE	205.77
THE GAZETTE	SUBSCRIPTION	462.80
VERIZON WIRELESS	VERIZON WIRELESS	412.70
SISCO	HEALTH CLAIMS 5/28/2024	2.70
SISCO	HEALTH CLAIMS 5/20/2024	2,783.35
SISCO	HEALTH CLAIMS 5/13/2024	561.95
METLIFE	INSURANCE	1,329.88
SISCO	INSURANCE	10,512.18

TOTAL	429,707.88
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GRAND TOTAL EXPENDITURES	503,853.70
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FUND TOTALS

001 GENERAL FUND	35,439.54
022 CIVIC CENTER	90.00
031 LIBRARY	6,314.65
110 ROAD USE TAX	10,958.32
112 TRUST AND AGENCY	22,011.63
324 WW TREATMENT FACILITY	404,796.93
330 EASTSIDE WATER MAIN PH2	5,000.00
600 WATER FUND	8,893.88
610 SEWER FUND	9,541.96
740 STORM WATER UTILITY	806.79

GRAND FUND TOTAL	503,853.70
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	CEDAR CO SHERIFF'S OFFICE SPAHN & ROSE LUMBER CO. BROWN'S WEST BRANCH IASRO	PATROL RESERVES	8,750.00
			KEYS-POLICE	22.74
			VEHICLE REPAIR-POLICE	471.93
			IASRO SRO CONFERENCE FEE	125.00
			TOTAL:	9,369.67
PARK & RECREATION	GENERAL FUND	THE HOME DEPOT PRO	PAPER TOWELS-P&R	54.24
			TOTAL:	54.24
CEMETERY	GENERAL FUND	SINCLAIR TRACTOR	TRACTOR PARTS	152.11
			TRACTOR PARTS	347.44
			TRACTOR PARTS	187.46
			TRACTOR PARTS	8.22
			TOTAL:	695.23
CLERK & TREASURER	GENERAL FUND	OFFICE EXPRESS	OFFICE CHAIRS-CLERK	479.98
			TOTAL:	479.98
SOLID WASTE	GENERAL FUND	LRS HOLDINGS, LLC	SPRING CLEANUP-LANDFILL	1,180.00
			TOTAL:	1,180.00
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	MEADOWS PT 6 REVIEW	440.00
			TOTAL:	440.00
LIBRARY	LIBRARY	BAKER & TAYLOR INC. PITNEY BOWES GLOBAL FINANCIAL SERVICES SCHAFFER, JESSICA AMAZON.COM.CA., INC. DATA443 RISK MITIGATION, INC	BOOKS	374.04
			BOOKS	243.30
			POSTAGE METER LEASE-LIBRAR	77.37
			MILEAGE REIMBURSEMENT-SCHAF	49.58
			SUMMER LIB PROG DECORATION	118.28
			DVDS & BOOKS-LIBRARY	42.22
			RESTROOM DOOR LOCK-LIBRARY	31.53
			RANSOMWARE RECOVERY SUBSCR	178.75
			TOTAL:	1,115.07
			ROADS & STREETS	ROAD USE TAX
TRACTOR PART	68.90			
TOTAL:	1,193.90			
CAPITAL PROJECT	EASTSIDE WATER MAI	SPEER FINANCIAL INC	CONSULTATION WATER SRF LOA	5,000.00
			TOTAL:	5,000.00
WATER OPERATING	WATER FUND	IOWA ONE CALL TYLER TECHNOLOGIES	UTILITY LOCATION SERVICE	32.40
			AUTO METER READ FEE	420.00
			TOTAL:	452.40
SEWER OPERATING	SEWER FUND	IOWA ONE CALL ACTION SEWER & SEPTIC SERVICES INC.	UTILITY LOCATION SERVICE	32.40
			CLOGGED LINE TO PW SHOP SE	557.50
			TOTAL:	589.90

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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===== FUND TOTALS =====
001 GENERAL FUND                12,219.12
031 LIBRARY                      1,115.07
110 ROAD USE TAX                 1,193.90
330 EASTSIDE WATER MAIN PH2     5,000.00
600 WATER FUND                   452.40
610 SEWER FUND                   589.90
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                                GRAND TOTAL: 20,570.39
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TOTAL PAGES: 2



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	June 3, 2024
AGENDA ITEM:	Third Reading Ordinance 814 – Amending the Code of Ordinances of the City of West Branch, as previously amended, by Changing Water Rates.
PREPARED BY:	City Administrator, Adam Kofoed
DATE:	May 28, 2024

SUMMARY:

The City Council passed Ordinance 803 on June 19, 2023 which increased water rates to pay for the Eastside Water Main Replacement Project – Phase 1. (With this ordinance, the August 2023 increase was twenty-five (25) above the 2022 rate of \$7.79.)

<i>Rate effective August 1, 2023:</i>	<i>\$9.74 per 1000 gallons with 1,700 gallon minimum. (+ 25%)</i>
<i>Rate effective August 1, 2024:</i>	<i>\$9.93 per 1000 gallons with 1,700 gallon minimum. (+ 2%)</i>
<i>Rate effective August 1, 2025:</i>	<i>\$10.13 per 1000 gallons with 1,700 gallon minimum. (+ 2%)</i>
<i>Rate effective August 1, 2026:</i>	<i>\$10.33 per 1000 gallons with 1,700 gallon minimum. (+ 2%)</i>
<i>Rate effective August 1, 2027:</i>	<i>\$10.54 per 1000 gallons with 1,700 gallon minimum. (+ 2%)</i>

It has been determined by the City’s financial advisor, that water rates will need to increase again in order to repay the SRF loan for the projects and have been calculated as follows;

<i>Rate effective July 1, 2024:</i>	<i>\$10.71 per 1000 gallons with 1,700 gallon minimum. (+10%)</i>
<i>Rate effective July 1, 2025:</i>	<i>\$10.92 per 1000 gallons with 1,700 gallon minimum. (+2%)</i>
<i>Rate effective July 1, 2026:</i>	<i>\$11.14 per 1000 gallons with 1,700 gallon minimum. (+2%)</i>
<i>Rate effective July 1, 2027:</i>	<i>\$11.36 per 1000 gallons with 1,700 gallon minimum. (+2%)</i>

Phase 2 – Eastside Water Main Replacement Project was awarded to Midwest Underground Contractor’s in February 2024. The project commenced April 29, 2024 and is expected to be completed in the fall.

ORDINANCE 814

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

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

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

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

<i>Rate effective July 1, 2024:</i>	<i>\$10.71 per 1000 gallons with 1,700 gallon minimum.</i>
<i>Rate effective July 1, 2025:</i>	<i>\$10.92 per 1000 gallons with 1,700 gallon minimum.</i>
<i>Rate effective July 1, 2026</i>	<i>\$11.14 per 1000 gallons with 1,700 gallon minimum.</i>
<i>Rate effective July 1, 2027:</i>	<i>\$11.36 per 1000 gallons with 1,700 gallon minimum.</i>

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 3rd day of June, 2024.

First Reading:	May 6, 2024
Second Reading:	May 20, 2024
Third Reading:	June 3, 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



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: June 3, 2024

AGENDA ITEM: Resolution 2024-54 – Approving a Subdivider’s Agreement with KLM Investments for The Meadows Subdivision, Part 6, West Branch, Iowa.

PREPARED BY: City Clerk, Leslie Brick
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DATE: May 29, 2024

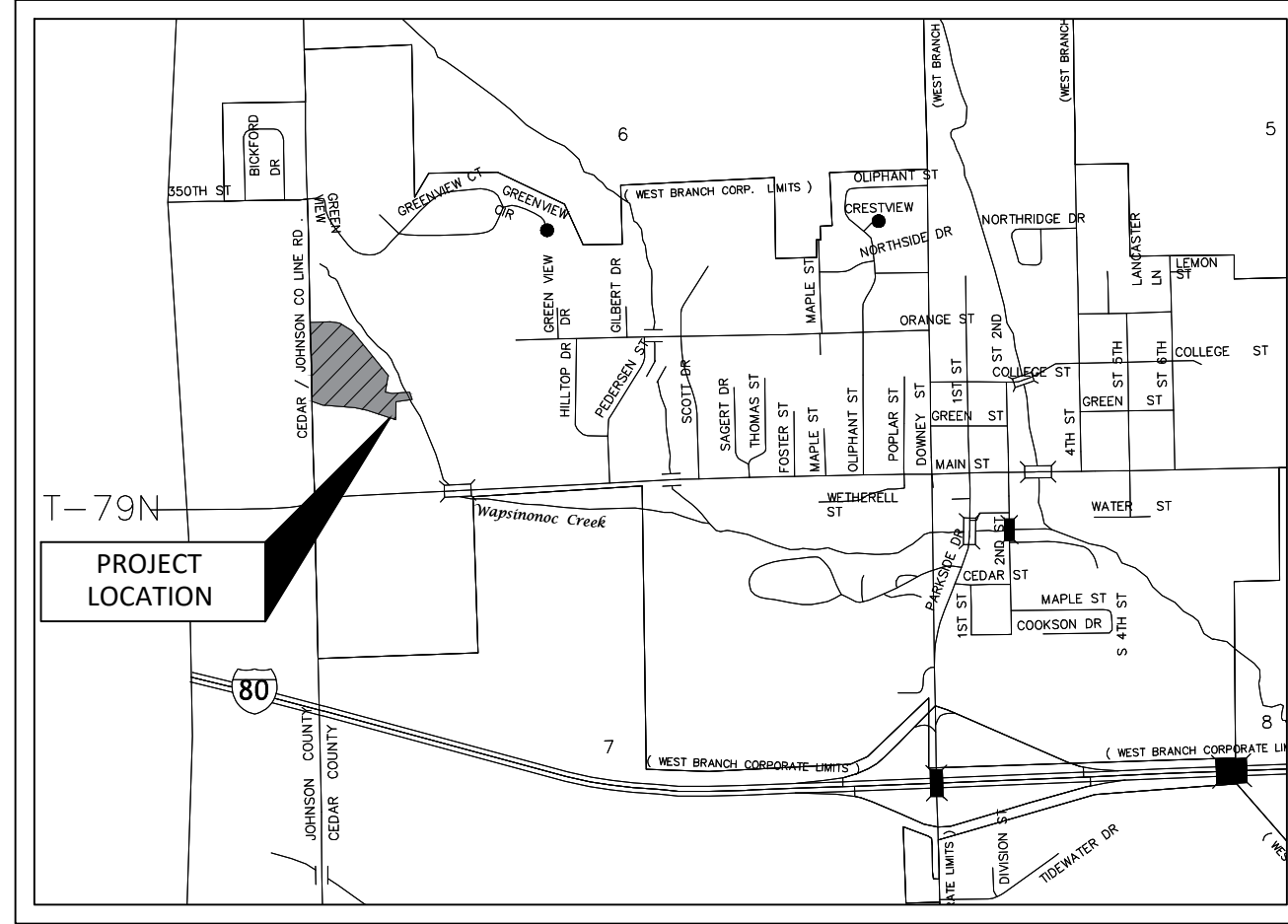
SUMMARY:

The Developer of The Meadows, Part 6 has submitted a Preliminary Plat for the final phase of their subdivision. This parcel provides 19 residential lots zoned R-2 which allows for both single family and zero-lot dwellings.

This Developer’s Agreement outlines specific requirements for the construction on each lot. The Developer has petitioned rezoning the parcel from R-1 (single family dwellings) to R-2 (two family dwellings). The Developer is agreeable to dedicate eleven of the nineteen lots for single family dwellings, with the remaining lots eligible to have zero-lot dwellings constructed on them.

PRELIMINARY PLAT MEADOWS PART 6 WEST BRANCH, IOWA

PROJECT VICINITY MAP:



LEGEND:		EXISTING	PROPOSED
UTILITIES			
SANITARY SEWER	— (S) —	— SS —	— SS —
STORM	— (ST) —	— ST —	— ST —
SUBDRAIN	— (SD) —	— SD —	— SD —
WATER: DOMESTIC	— (W) —	— W —	— W —
COMMUNICATIONS HANDHOLE	⊠	⊠	⊠
COMMUNICATIONS PEDESTAL	⊡	⊡	⊡
COMMUNICATIONS MANHOLE	⊙	⊙	⊙
GUY WIRE ANCHOR	⊕	⊕	⊕
UTILITY POLE	⊙	⊙	⊙
UTILITY POLE WITH LIGHT	⊙	⊙	⊙
LIGHT POLE	⊙	⊙	⊙
SANITARY SEWER MANHOLE	⊙	⊙	⊙
SANITARY SEWER CLEANOUT	⊙	⊙	⊙
STORM SEWER MANHOLE	⊙	⊙	⊙
STORM SEWER INTAKE	⊙	⊙	⊙
HYDRANT	⊙	⊙	⊙
WATER VALVE	⊙	⊙	⊙
CURB STOP	⊙	⊙	⊙
SITE			
CONTOUR - INDEX	— 100 —	— 100 —	— 100 —
CONTOUR - INTERMEDIATE	— 101 —	— 101 —	— 101 —

APPLICANT INFORMATION

OWNER: KLM INVESTMENTS, LLC. P.O. BOX 698 WEST BRANCH, IA 52358	ATTORNEY: MICHAEL W. KENNEDY 920 S. DUBUQUE STREET IOWA CITY, IA 52240
DEVELOPER: KLM INVESTMENTS, LLC. P.O. BOX 698 WEST BRANCH, IA 52358	PREPARED BY: AXIOM CONSULTANTS, LLC 300 S. CLINTON STREET, UNIT 200 IOWA CITY, IOWA 52240

NOTES:

- BASIS OF BEARINGS IS GPS MEASUREMENTS IN THE IOWA PLANE COORDINATE SYSTEM SOUTH ZONE NAD 83.
- THE SIZE AND LOCATION OF ALL PROPOSED UTILITIES SHOWN ON THE PLAT ARE SUBJECT TO MODIFICATION AND/OR CHANGE. 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 PLAT
- PROPOSED WATERLINE IS TO BE 8" PVC WATERMAIN.
- PROPOSED SANITARY SEWER IS TO BE 8" PVC SANITARY SEWER PIPE.
- WIDTHS OF PROPOSED STORM SEWER EASEMENTS ARE SUBJECT TO CHANGE AS A RESULT OF FINAL STORM SEWER DESIGN DEPTH.
- STREET LIGHTS TO BE SPACED AT APPROXIMATELY 200', AT INTERSECTIONS, AND AT CROSS-WALKS. FINAL LOCATIONS TO BE DETERMINED WITH CONSTRUCTION DOCUMENTS.
- ALL LOTS ARE CURRENTLY ZONED R-1 AND SHALL BE REZONED R-2.
- SETBACKS FOR R-2 ARE 25' FOR FRONT, 25' FOR REAR, AND 8' FOR SIDE YARDS.
- LOT A TO BE DEDICATED TO THE CITY OF WEST BRANCH FOR STREET ROW.
- OUTLOT A TO BE OWNED AND MAINTAINED BY THE HOA FOR STORMWATER MANAGEMENT.
- CEDAR JOHNSON ROAD ANTICIPATED TO BE IMPROVED PRIOR TO OR AS PART OF THE MEADOWS PART 6. STREET AND UTILITY CONNECTIONS BETWEEN W ORANGE STREET AND CEDAR JOHNSON ASSUMED AS PART OF DESIGN.
- INSTALLATION OF TRAIL BETWEEN MAIN STREET AND PRAIRIE VIEW LANE ANTICIPATED TO BE COMPLETED AS PART OF THE MEADOWS PART 6 OR FOLLOWING SUCH CONSTRUCTION. TRAIL ALIGNMENT ASSUMED TO RUN ALONG THE EAST SIDE OF DRAINAGEWAY BETWEEN MAIN STREET AND W ORANGE STREET, AND ALONG WEST SIDE OF DRAINAGEWAY BETWEEN W ORANGE STREET AND PRAIRIE VIEW LANE.
- LOTS 18 AND 19 TO HAVE DRIVEWAYS ACCESSING DIRECTLY ONTO CEDAR JOHNSON ROAD.
- GRADE OF LOTS 1, 2 AND 10 TO BE FILLED AND RAISED TO PLACE OUTSIDE OF THE EXISTING FLOODPLAIN. MINIMUM LOW OPENING TO BE DEFINED PRIOR TO FINAL PLAT AND BUILDING ON LOT. MODELING TO BE COORDINATED WITH IDNR TO ESTABLISH BASE FLOOD ELEVATION AND NEED FOR LOMA.
- SWPPP METHODS TO BE VERIFIED WITH CONSTRUCTION DOCUMENTS.
- LOTS 1-4, 10-11, AND 18-19 TO BE DESIGNATED AS DUPLEX LOTS. ALL OTHERS ANTICIPATED TO BE SINGLE FAMILY LOTS.
- LOTS 18 DUPLEX AND LOT 19 DUPLEX TO UTILIZE ONE DRIVEWAY PER LOT.
- SIDEWALK ALONG EAST SIDE OF CEDAR JOHNSON RD, WEST SIDE OF LOTS 9 AND 17-19 TO BE RESPONSIBILITY OF PROPERTY OWNER WHEN CEDAR JOHNSON ROAD IMPROVEMENTS ARE COMPLETED.

LEGAL DESCRIPTION

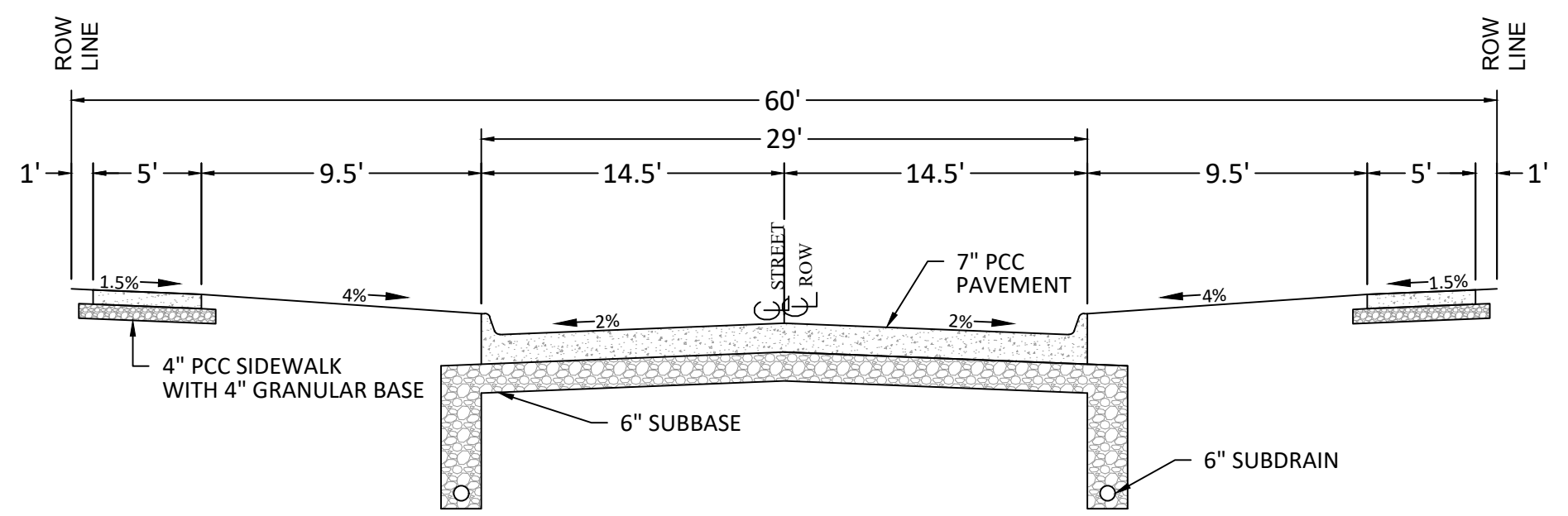
BEING PART OF AUDITOR'S PARCEL G IN BOOK I PAGE 103 IN THE NORTHWEST QUARTER (NW ¼) OF THE SOUTHWEST QUARTER (SW ¼) AND THE SOUTHWEST QUARTER (SW ¼) OF THE NORTHWEST QUARTER (NW ¼) OF SECTION 6, TOWNSHIP 79 NORTH, RANGE 04 WEST OF THE 5TH/ P.M., CITY OF WEST BRANCH, CEDAR COUNTY, IOWA DESCRIBED AS

BEGINNING AT THE SOUTHWEST CORNER OF LOT 32 OF THE CORRECTED PLAT FOR THE MEADOWS SUBDIVISION PART 4B AS RECORDED IN BOOK 1554, PAGE 326 OF THE CEDAR COUNTY RECORDER'S OFFICE, THENCE N88°41'21"E, 172.30 FEET TO THE SOUTH LINE OF OUTLOT B OF THE MEADOWS SUBDIVISION PART 4A AS RECORDED IN BOOK 1492, PAGE 39 OF THE CEDAR COUNTY RECORDER'S OFFICE; THENCE ALONG SAID SOUTH LINE S82°46'48"E, 80.44 FEET; THENCE ALONG SAID SOUTH LINE S58°47'20"E, 126.13 FEET; THENCE ALONG SAID SOUTH LINE S38°53'07"E, 499.31 FEET; THENCE ALONG SAID SOUTH LINE S09°48'28"W, 146.35 FEET; THENCE ALONG SAID SOUTH LINE S80°11'32"E, 60.86 FEET; THENCE 151.84 FEET ALONG SAID SOUTH LINE ON A 300.00 FOOT RADIUS CURVE CONCAVE NORTHERLY, (CHORD BEARING N85°18'30"E, 150.22 FEET) TO THE WEST LINE OF LOT A OF SAID PART 4A; THENCE ALONG SAID WEST LINE S19°00'26"E, 66.00 FEET TO THE NORTH LINE OF OUTLOT A OF SAID PART A; THENCE 140.95 FEET ALONG SAID NORTH LINE ON A 352.59 FOOT RADIUS CURVE CONCAVE NORTHERLY (CHORD BEARING S81°52'08"W, 140.01 FEET) THENCE ALONG SAID SOUTH LINE S01°20'05"W, 156.35 FEET; THENCE ALONG SAID NORTH LINE N71°51'36"W, 259.28 FEET; THENCE ALONG SAID NORTH LINE N77°54'25"W, 108.11 FEET; THENCE N85°28'43"W, 277.46 FEET; THENCE ALONG SAID NORTH LINE N69°36'54"W, 99.17 FEET; THENCE N01°19'23"W, 681.39 FEET TO THE POINT OF BEGINNING.

DESCRIBED AREA CONTAINS 9.83 ACRES AND IS SUBJECT TO EASEMENTS AND OTHER RESTRICTIONS OF RECORD.

KEY NOTES:

- (A) 10' PUBLIC UTILITY EASEMENT
- (B) 20' STORM SEWER EASEMENT
- (C) DRAINAGE EASEMENT FOR DRAINAGEWAY (LOT 10)
- (D) PROPOSED FIRE HYDRANT
- (E) PROPOSED STREET LIGHT
- (F) FUTURE BIKE/PEDESTRIAN TRAIL
- (G) PROPOSED STORM SEWER TO BE CONSTRUCTED WITH CEDAR-JOHNSON ROAD IMPROVEMENTS
- (H) MAILBOX CLUSTER LOCATION AND PULL OFF LANE



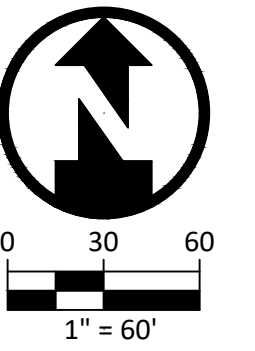
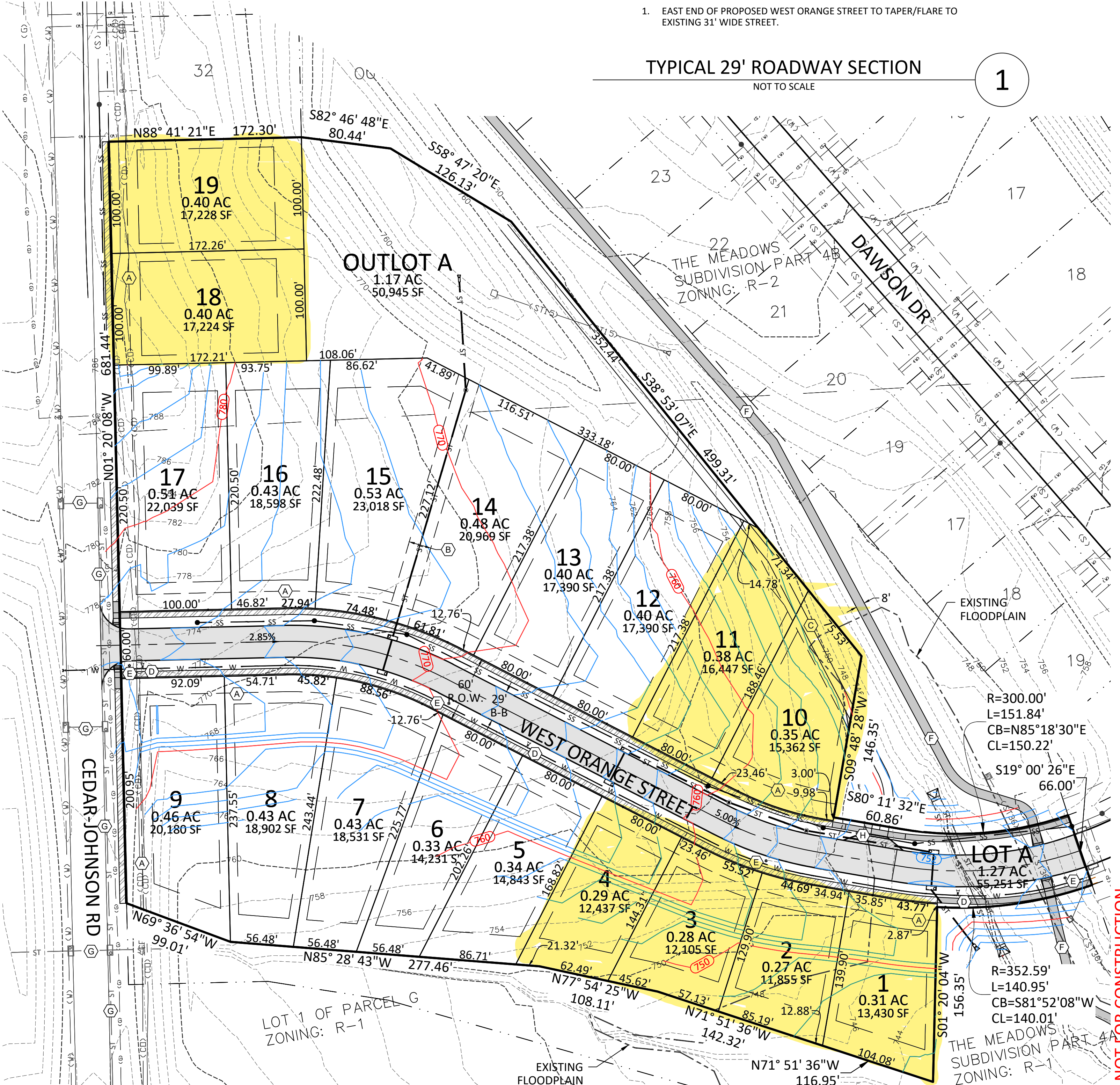
NOTE:

- EAST END OF PROPOSED WEST ORANGE STREET TO TAPER/FLARE TO EXISTING 31' WIDE STREET.

TYPICAL 29' ROADWAY SECTION

NOT TO SCALE

1



MEADOWS PART 6

WEST BRANCH, IA

KLM INVESTMENTS, LLC

ISSUED FOR

PROGRESS PRINT

DATE 04-19-2024

DESCRIPTION DATE

1 OF 1

Prepared by: Kevin D. Olson, West Branch City Attorney, PO Box 5640, Coralville, Iowa 52241 (319)351-2277
Return to: City of West Branch, Iowa, 110 N. Poplar Street, West Branch, Iowa 52358.

RESOLUTION 2024-54

A RESOLUTION APPROVING A SUBDIVIDER’S AGREEMENT WITH KLM INVESTMENTS FOR THE MEADOWS SUBDIVISION, PART 6, WEST BRANCH, IOWA.

WHEREAS, KLM Investments, LLC (the “Developer”) has submitted the preliminary plat for The Meadows Subdivision, Part Six, West Branch, Iowa (the “Development”); and

WHEREAS, as part of said Development, the Developer is required to construct certain municipal improvements; and

WHEREAS, to that end, the City Attorney has drafted a Subdivider’s Agreement for said Development; and

WHEREAS, it is now necessary to approve said Subdivider’s Agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, Iowa, that the aforementioned Subdivider’s Agreement be and the same is hereby approved. Further, the Mayor and City Clerk are directed to execute this Agreement on behalf of the City.

Passed and approved this 3rd day of June, 2024.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

**CITY OF WEST BRANCH, IOWA
SUBDIVIDER'S AGREEMENT**

THE MEADOWS SUBDIVISION, PART 6, WEST BRANCH, IOWA

This Agreement is made by and between KLM Investments, L.L.C., an Iowa limited liability company, hereinafter referred to as the "Subdivider", and the City of West Branch, Iowa, a Municipal corporation, hereinafter referred to as the "City".

WITNESSETH

SECTION 1. MUNICIPAL IMPROVEMENTS; CONSTRUCTION AND
INSTALLATION OF MUNICIPAL IMPROVEMENTS.

In consideration of the city approving the plat and subdivision of real estate known and designated as The Meadows Subdivision, Part Six, West Branch, Iowa, prior to Subdivider's installation and construction of the required municipal improvements, Subdivider shall make escrow provisions as provided herein. Municipal improvements shall include a 29-foot PCC street known as West Orange Street, sanitary sewers, water mains, storm sewers, sump-pump line, storm water detention basin (Outlot A), sidewalks and street lighting. Said municipal improvements shall be constructed and installed in accordance with construction plans and specifications approved by the City Engineer of the City who shall have the right to make or authorize occasional inspections of the work in progress. Said inspections shall not relieve or release the Subdivider from the responsibility to construct the municipal improvements in accordance with the approved plans and specifications.

SECTION 2. SIDEWALKS.

The Subdivider agrees that no later than five (5) years from the date of the City's Resolution approving the Final Plat of The Meadows Subdivision, Part Six, West Branch, Iowa, or upon seventy-five percent (75%) of the development of the lots therein, whichever occurs first, to install sidewalks abutting each lot which shall be at least five (5) feet wide and constructed according to the plans and specifications as approved by the City Engineer. The escrow provision need not include the sidewalk installation, however, the same shall remain a lien against each lot until accepted and released by the City.

However, as it pertains to the sidewalks along Cedar-Johnson Road for Lots 9, 17, 18 and 19, the sidewalk will not have to be constructed until such time as the City has made improvements to Cedar-Johnson Road adjacent to said Lots.

SECTION 3. ESCROW MONIES

The Subdivider shall deposit with the City Clerk in escrow an amount equal to the estimated cost of constructing the municipal improvements plus 10% thereof as determined by the City Engineer and said deposit shall be referred to as "Municipal Improvements Escrow". The escrow deposit shall be in the form of cash, bank check that will be cashed, bond or irrevocable letter of credit, all as approved by the City Attorney.

However, as it pertains to the sidewalks along Cedar-Johnson Road for Lots 9, 17, 18 and 19, the sidewalk will not have to be constructed until such time as the City has made improvements to Cedar-Johnson Road adjacent to said Lots.

SECTION 4. USE OF ESCROW MONIES

If, after one year from the date of the City's resolution approving the preliminary plat of the subdivision, the municipal improvements have not been constructed and installed for the subdivision, then City may use and/or make demand upon the municipal improvements escrow to construct and install said municipal improvements. The City shall release any bond or letter of credit or refund to the Subdivider any portions of or any excess escrow monies not used by the City after construction, installation and acceptance of all of the municipal improvements. Any cash or check held in escrow shall be released as needed for payment of the costs of the improvements.

In addition, the City may make use of any of the proceeds of the security provided by Subdivider in order to enforce the erosion control requirements pursuant to Section 166.15(15) of the West Branch Code of Ordinances.

SECTION 5. WAIVER

In the event the Subdivider shall sell or convey or make application for a building permit on any lot or lots in the subdivision without having first constructed and installed all the municipal improvements for the subdivision, then the City shall have the right to proceed therewith as provided in Section 3 above.

SECTION 6. LIEN

The costs of the construction and installation of the municipal improvements shall be a lien and charged against all lots in said subdivision and need not meet the requirements of notice, benefit or value as provided for by the Code of Iowa for assessing said municipal improvements which may exceed the municipal improvements escrow.

SECTION 7. RELEASE

The City agrees that when all municipal improvements have been constructed and installed for the subdivision, to the satisfaction of the City and upon acceptance by resolution, to furnish the Subdivider a good and sufficient Release for filing in the office of the County Recorder so that this Agreement will not constitute a cloud upon the title.

SECTION 8. PUBLIC SERVICES.

Subdivider agrees that public services including, street maintenance, snow plowing, water and sanitary sewer service, will not be provided in said subdivision until the municipal improvements have been constructed, installed and accepted by the City.

SECTION 9. LOT A.

At the time of recording of the final plat the Subdivider shall also submit a Warranty Deed conveying Lot A to the City free and clear of any liens.

SECTION 10. PAYMENT OF SANITARY SEWER CONNECTION FEE.

Payment of the Sanitary Sewer Connection Fee will be collected with each building permit in accordance with the then current schedule of fees adopted by the City.

SECTION 11. ZONING.

The parties expressly agree that the Subdivision is currently zoned R-2 Residential District. However, the Developer expressly agrees that Lots 5 through 9 inclusive and Lots 12 through 17 inclusive will only be used to construct one (1) single family dwelling.

SECTION 12. STORM WATER EROSION CONTROL AND TOPSOIL REQUIREMENTS.

Subdivider or its assigns or successors in interest shall be responsible for the maintenance of appropriate erosion control measures during construction of the infrastructure and during building of any structures in the Subdivision. Subdivider agrees to comply with the topsoil requirements outlined in its NPDES permit.

SECTION 13. OUTLOT A.

As part of the public improvements for this Subdivision, the Subdivider shall will construct storm water detention on Outlot A in strict compliance with the plans approved by the City Engineer. After acceptance of the municipal improvements by the City, the

Subdivider shall convey Outlot A to a Homeowners' Association ("HOA") who shall maintain the storm water detention improvements on Outlot A. In the event that the HOA does not maintain the storm water detention improvements on Outlot A, or the HOA becomes administratively dissolved by the Iowa Secretary of State, the City may enter upon Outlot A to maintain the improvements. After completion of the required maintenance, the City shall invoice the HOA who shall have thirty (30) days to reimburse the City. In the event that the HOA does not reimburse the City, the Subdivider authorizes the City to assess the costs of the same equally among Lots 1 through 19 inclusive to be collected in the same manner as property taxes. In doing so, the Subdivider waives any requirement of notice, value or benefit as it pertains to assessing the costs to said Lots 1 through 19 inclusive.

SECTION 14. ACCESS CONTROL.

Access for Lots 9 and 17 shall only be from West Orange Street.

SECTION 15. ASSIGNS AND SUCCESSORS

This agreement shall be binding upon the parties, their assigns or successors in interest and it is understood that the City, at its option, may contract for the construction and installation of the municipal improvements as provided above.

Dated this ____ day of _____, 2024.

KLM Investments, LLC:

City of West Branch:

By: _____
Chris Kofoed, Manager

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

STATE OF IOWA, COUNTY OF CEDAR, ss:

On this ____ day of _____, 2024, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Roger Laughlin and Leslie Brick, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of West Branch, Iowa; a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as passed by Resolution of the City Council; and Roger Laughlin and Leslie Brick acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

Notary Public

STATE OF IOWA, COUNTY OF CEDAR, ss:

This instrument was acknowledged before me on the ____ day of _____, 2024, by _____ as Manager of KLM Investments, L.L.C.

Notary Public



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: June 3, 2024

AGENDA ITEM: Third Reading Ordinance 815 – Re-zoning an approximate 9.83-acre parcel from R-1 Residential District to R-2 Residential District.

PREPARED BY: City Clerk, Leslie Brick
--

DATE: May 28, 2024

SUMMARY:

The Developer of The Meadows, Part 6 has petitioned for the rezoning of an approximate 9.83 parcel from R-1 to R-2.

A public hearing was held at a special Planning & Zoning meeting on April 22, 2024 and at the May 6, 2024 City Council meeting.

Comments regarding the rezoning request were made and recorded by City Administrator Kofoed.

Prepared by: Kevin D. Olson, West Branch City Attorney, PO Box 5640, Coralville, Iowa 52241 (319)351-2277
Return to: City of West Branch, 110 N. Poplar Street, P.O. Box 218, West Branch, Iowa 52358 (319)643-5888

ORDINANCE 815

AN ORDINANCE RE-ZONING AN APPROXIMATE 9.83-ACRE PARCEL FROM R-1 RESIDENTIAL DISTRICT TO R-2 RESIDENTIAL DISTRICT.

WHEREAS, the Developer has petitioned the City of West Branch for a zoning district amendment for properties located in the Meadows Subdivisions, said parcel being legally described as:

BEING PART OF AUDITOR'S PARCEL G IN BOOK I PAGE 103 IN THE NORTHWEST QUARTER (NW ¼) OF THE SOUTHWEST QUARTER (SW ¼) AND THE SOUTHWEST QUARTER (SW ¼) OF THE NORTHWEST QUARTER (NW ¼) OF SECTION 6, TOWNSHIP 79 NORTH, RANGE 04 WEST OF THE 5TH/ P.M., CITY OF WEST BRANCH, CEDAR COUNTY, IOWA DESCRIBED AS BEGINNING AT THE SOUTHWEST CORNER OF LOT 32 OF THE CORRECTED PLAT FOR THE MEADOWS SUBDIVISION PART 4B AS RECORDED IN BOOK 1554, PAGE 326 OF THE CEDAR COUNTY RECORDER'S OFFICE, THENCE N88°41'21"E, 172.30 FEET TO THE SOUTH LINE OF OUTLOT B OF THE MEADOWS SUBDIVISION PART 4A AS RECORDED IN BOOK 1492, PAGE 39 OF THE CEDAR COUNTY RECORDER'S OFFICE; THENCE ALONG SAID SOUTH LINE S82°46'48"E, 80.44 FEET; THENCE ALONG SAID SOUTH LINE S58°47'20"E, 126.13 FEET; THENCE ALONG SAID SOUTH LINE S38°53'07"E, 499.31 FEET; THENCE ALONG SAID SOUTH LINE S09°48'28"W, 146.35 FEET; THENCE ALONG SAID SOUTH LINE S80°11'32"E, 60.86 FEET; THENCE 151.84 FEET ALONG SAID SOUTH LINE ON A 300.00 FOOT RADIUS CURVE CONCAVE NORTHERLY, (CHORD BEARING N85°18'30"E, 150.22 FEET) TO THE WEST LINE OF LOT A OF SAID PART 4A; THENCE ALONG SAID WEST LINE S19°00'26"E, 66.00 FEET TO THE NORTH LINE OF OUTLOT A OF SAID PART A; THENCE 140.95 FEET ALONG SAID NORTH LINE ON A 352.59 FOOT RADIUS CURVE CONCAVE NORTHERLY (CHORD BEARING S81°52'08"W, 140.01 FEET) THENCE ALONG SAID SOUTH LINE S01°20'05"W, 156.35 FEET; THENCE ALONG SAID NORTH LINE N71°51'36"W, 259.28 FEET; THENCE ALONG SAID NORTH LINE N77°54'25"W, 108.11 FEET; THENCE N85°28'43"W, 277.46 FEET; THENCE ALONG SAID NORTH LINE N69°36'54"W, 99.17 FEET; THENCE N01°19'23"W, 681.39 FEET TO THE POINT OF BEGINNING. DESCRIBED AREA CONTAINS 9.83 ACRES AND IS SUBJECT TO EASEMENTS AND OTHER RESTRICTIONS OF RECORD. ; and

WHEREAS, the Developer has requested that the Parcel be rezoned to be located in an R-2 Residential District, in place of an R-1 Residential District; and

WHEREAS, the West Branch Planning and Zoning Commission has recommended the City Council approve said rezoning request; and

WHEREAS, a public hearing has been held on said request pursuant to published notice thereof.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of West Branch, Iowa :

Section 1. That the zoning map for the City of West Branch is hereby amended to show the Parcel being located in a R-2 Residential District in place of R-1 Residential District.

Section 2. This ordinance shall be in full force and effect from and after its publication as by law provided.

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4. 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 this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 3rd day of June, 2024.

Read First Time: May 6, 2024
Read Second Time: May 20, 2024
Read Third Time: June 3, 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



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: June 3, 2024

AGENDA ITEM: Resolution 2024-55 – Approving the Preliminary Plat of The Meadows Subdivision, Part 6, West Branch, Iowa.

PREPARED BY: City Clerk, Leslie Brick
--

DATE: May 29, 2024

SUMMARY:

The Developer of The Meadows, Part 6 has submitted a Preliminary Plat for the final phase of their subdivision. This parcel provides 19 residential lots zoned R-2 which allows for both single family and zero-lot dwellings. The Subdivider's Agreement outlines specific requirements for the construction on each lot.

The subdivision will also extend West Orange Street to Cedar-Johnson Road to provide additional access to other areas of the city.

The Planning & Zoning Commission approved the preliminary plat at its regular meeting on May 28, 2024.

RESOLUTION 2024-55

**A RESOLUTION APPROVING THE PRELIMINARY PLAT OF THE MEADOWS
SUBDIVISION, PART 6, WEST BRANCH, IOWA.**

WHEREAS, the developer did file with the City Clerk of West Branch, a preliminary plat for The Meadows Subdivision, Part 6, West Branch, Iowa, which is legally described on Exhibit "A" attached hereto; 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 preliminary plat 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 preliminary plat 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 preliminary plat of The Meadows Subdivision, Part 6, West Branch, Iowa, be and the same is hereby approved.

Passed and approved this 3rd day of June, 2024.

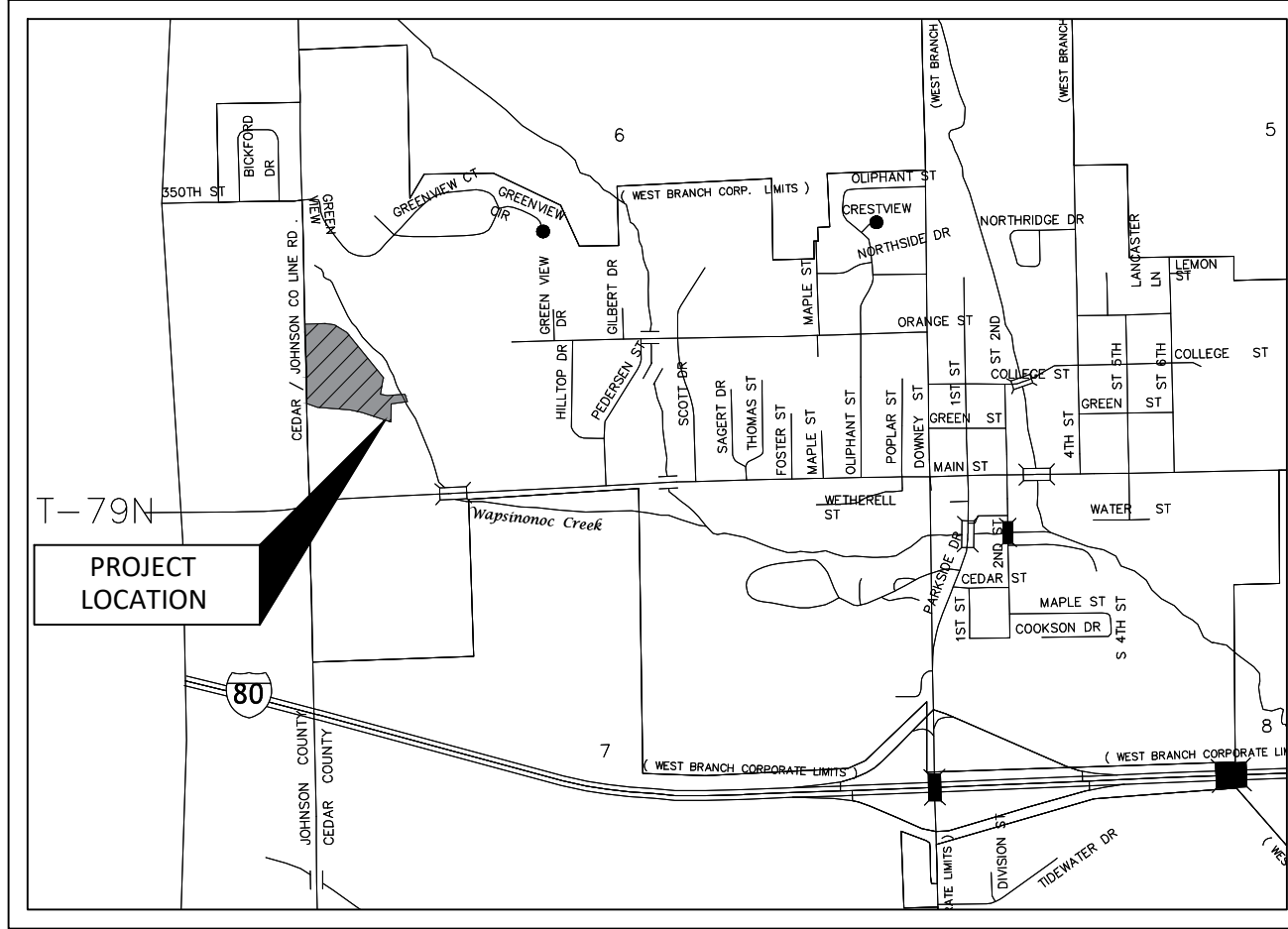
Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

PRELIMINARY PLAT MEADOWS PART 6 WEST BRANCH, IOWA

PROJECT VICINITY MAP:



APPLICANT INFORMATION

OWNER:
KLM INVESTMENTS, LLC.
P.O. BOX 698
WEST BRANCH, IA 52358

DEVELOPER:
KLM INVESTMENTS, LLC.
P.O. BOX 698
WEST BRANCH, IA 52358

ATTORNEY:
MICHAEL W. KENNEDY
920 S. DUBUQUE STREET
IOWA CITY, IA 52240

PREPARED BY:
AXIOM CONSULTANTS, LLC
300 S. CLINTON STREET, UNIT 200
IOWA CITY, IOWA 52240

NOTES:

- BASIS OF BEARINGS IS GPS MEASUREMENTS IN THE IOWA PLANE COORDINATE SYSTEM SOUTH ZONE NAD 83.
- THE SIZE AND LOCATION OF ALL PROPOSED UTILITIES SHOWN ON THE PLAT ARE SUBJECT TO MODIFICATION AND/OR CHANGE. 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 PLAT
- PROPOSED WATERLINE IS TO BE 8" PVC WATERMAIN.
- PROPOSED SANITARY SEWER IS TO BE 8" PVC SANITARY SEWER PIPE.
- WIDTHS OF PROPOSED STORM SEWER EASEMENTS ARE SUBJECT TO CHANGE AS A RESULT OF FINAL STORM SEWER DESIGN DEPTH.
- STREET LIGHTS TO BE SPACED AT APPROXIMATELY 200', AT INTERSECTIONS, AND AT CROSS-WALKS. FINAL LOCATIONS TO BE DETERMINED WITH CONSTRUCTION DOCUMENTS.
- ALL LOTS ARE CURRENTLY ZONED R-1 AND SHALL BE REZONED R-2.
- SETBACKS FOR R-2 ARE 25' FOR FRONT, 25' FOR REAR, AND 8' FOR SIDE YARDS.
- LOT A TO BE DEDICATED TO THE CITY OF WEST BRANCH FOR STREET ROW.
- OUTLOT A TO BE OWNED AND MAINTAINED BY THE HOA FOR STORMWATER MANAGEMENT.
- CEDAR JOHNSON ROAD ANTICIPATED TO BE IMPROVED PRIOR TO OR AS PART OF THE MEADOWS PART 6. STREET AND UTILITY CONNECTIONS BETWEEN W ORANGE STREET AND CEDAR JOHNSON ASSUMED AS PART OF DESIGN.
- INSTALLATION OF TRAIL BETWEEN MAIN STREET AND PRAIRIE VIEW LANE ANTICIPATED TO BE COMPLETED AS PART OF THE MEADOWS PART 6 OR FOLLOWING SUCH CONSTRUCTION. TRAIL ALIGNMENT ASSUMED TO RUN ALONG THE EAST SIDE OF DRAINAGEWAY BETWEEN MAIN STREET AND W ORANGE STREET, AND ALONG WEST SIDE OF DRAINAGEWAY BETWEEN W ORANGE STREET AND PRAIRIE VIEW LANE.
- LOTS 18 AND 19 TO HAVE DRIVEWAYS ACCESSING DIRECTLY ONTO CEDAR JOHNSON ROAD. THESE ZERO LOTS TO UTILIZE ONE DRIVEWAY PER LOT.
- CONSTRUCTION PERMITS FOR LOTS 18 AND 19 WILL NOT BE ISSUED UNTIL CEDAR-JOHNSON ROAD IMPROVEMENTS ARE COMPLETED.
- GRADE OF LOTS 1, 2 AND 10 TO BE FILLED AND RAISED TO PLACE OUTSIDE OF THE EXISTING FLOODPLAIN. MINIMUM LOW OPENING TO BE DEFINED PRIOR TO FINAL PLAT AND BUILDING ON LOT. MODELING TO BE COORDINATED WITH IDNR TO ESTABLISH BASE FLOOD ELEVATION AND NEED FOR LOMA.
- SWPPP METHODS TO BE VERIFIED WITH CONSTRUCTION DOCUMENTS.
- SIDEWALK ALONG EAST SIDE OF CEDAR JOHNSON RD, WEST SIDE OF LOTS 9 AND 17-19 TO BE RESPONSIBILITY OF PROPERTY OWNER WHEN CEDAR JOHNSON ROAD IMPROVEMENTS ARE COMPLETED.

LEGAL DESCRIPTION

BEING PART OF AUDITOR'S PARCEL G IN BOOK I PAGE 103 IN THE NORTHWEST QUARTER (NW ¼) OF THE SOUTHWEST QUARTER (SW ¼) AND THE SOUTHWEST QUARTER (SW ¼) OF THE NORTHWEST QUARTER (NW ¼) OF SECTION 6, TOWNSHIP 79 NORTH, RANGE 04 WEST OF THE 5TH/ P.M., CITY OF WEST BRANCH, CEDAR COUNTY, IOWA DESCRIBED AS

BEGINNING AT THE SOUTHWEST CORNER OF LOT 32 OF THE CORRECTED PLAT FOR THE MEADOWS SUBDIVISION PART 4B AS RECORDED IN BOOK 1554, PAGE 326 OF THE CEDAR COUNTY RECORDER'S OFFICE, THENCE N88°41'21"E, 172.30 FEET TO THE SOUTH LINE OF OUTLOT B OF THE MEADOWS SUBDIVISION PART 4A AS RECORDED IN BOOK 1492, PAGE 39 OF THE CEDAR COUNTY RECORDER'S OFFICE; THENCE ALONG SAID SOUTH LINE S82°46'48"E, 80.44 FEET; THENCE ALONG SAID SOUTH LINE S58°47'20"E, 126.13 FEET; THENCE ALONG SAID SOUTH LINE S38°53'07"E, 499.31 FEET; THENCE ALONG SAID SOUTH LINE S09°48'28"W, 146.35 FEET; THENCE ALONG SAID SOUTH LINE S80°11'32"E, 60.86 FEET; THENCE 151.84 FEET ALONG SAID SOUTH LINE ON A 300.00 FOOT RADIUS CURVE CONCAVE NORTHERLY, (CHORD BEARING N85°18'30"E, 150.22 FEET) TO THE WEST LINE OF LOT A OF SAID PART 4A; THENCE ALONG SAID WEST LINE S19°00'26"E, 66.00 FEET TO THE NORTH LINE OF OUTLOT A OF SAID PART A; THENCE 140.95 FEET ALONG SAID NORTH LINE ON A 352.59 FOOT RADIUS CURVE CONCAVE NORTHERLY (CHORD BEARING S81°52'08"W, 140.01 FEET) THENCE ALONG SAID SOUTH LINE S01°20'05"W, 156.35 FEET; THENCE ALONG SAID NORTH LINE N71°51'36"W, 259.28 FEET; THENCE ALONG SAID NORTH LINE N77°54'25"W, 108.11 FEET; THENCE N85°28'43"W, 277.46 FEET; THENCE ALONG SAID NORTH LINE N69°36'54"W, 99.17 FEET; THENCE N01°19'23"W, 681.39 FEET TO THE POINT OF BEGINNING.

DESCRIBED AREA CONTAINS 9.83 ACRES AND IS SUBJECT TO EASEMENTS AND OTHER RESTRICTIONS OF RECORD.

KEY NOTES:

- (A) 10' PUBLIC UTILITY EASEMENT
- (B) 20' STORM SEWER EASEMENT
- (C) DRAINAGE EASEMENT FOR DRAINAGEWAY (LOT 10)
- (D) PROPOSED FIRE HYDRANT
- (E) PROPOSED STREET LIGHT
- (F) FUTURE BIKE/PEDESTRIAN TRAIL
- (G) PROPOSED STORM SEWER TO BE CONSTRUCTED WITH CEDAR-JOHNSON ROAD IMPROVEMENTS
- (H) MAILBOX CLUSTER LOCATION AND PULL OFF LANE

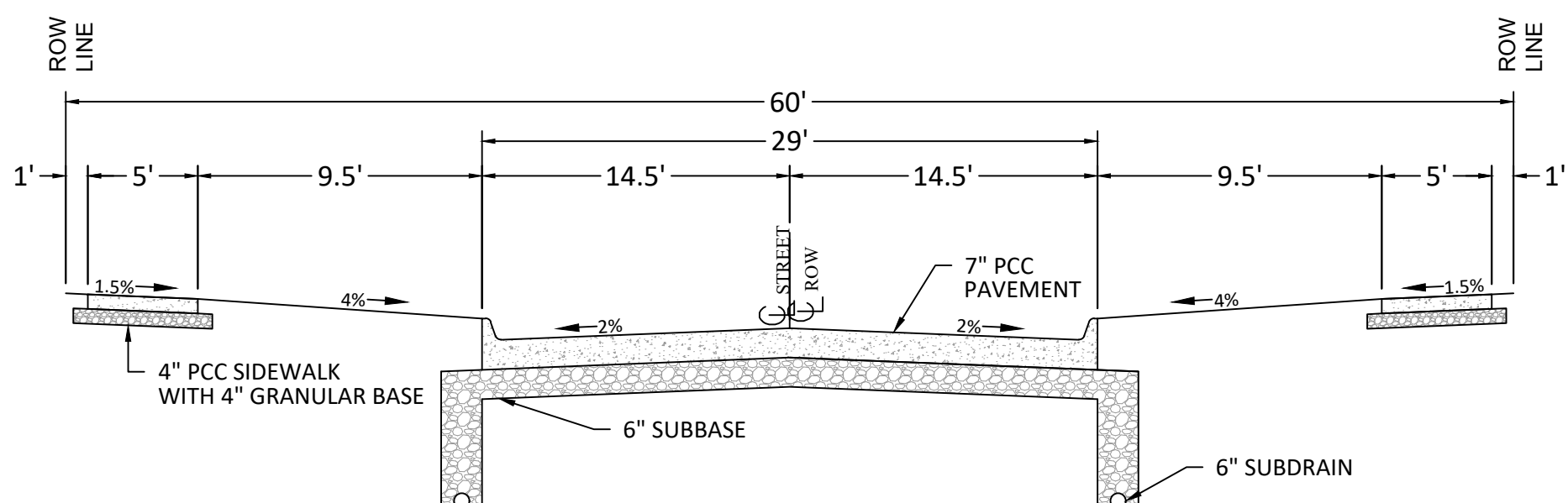


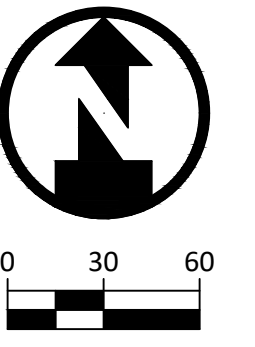
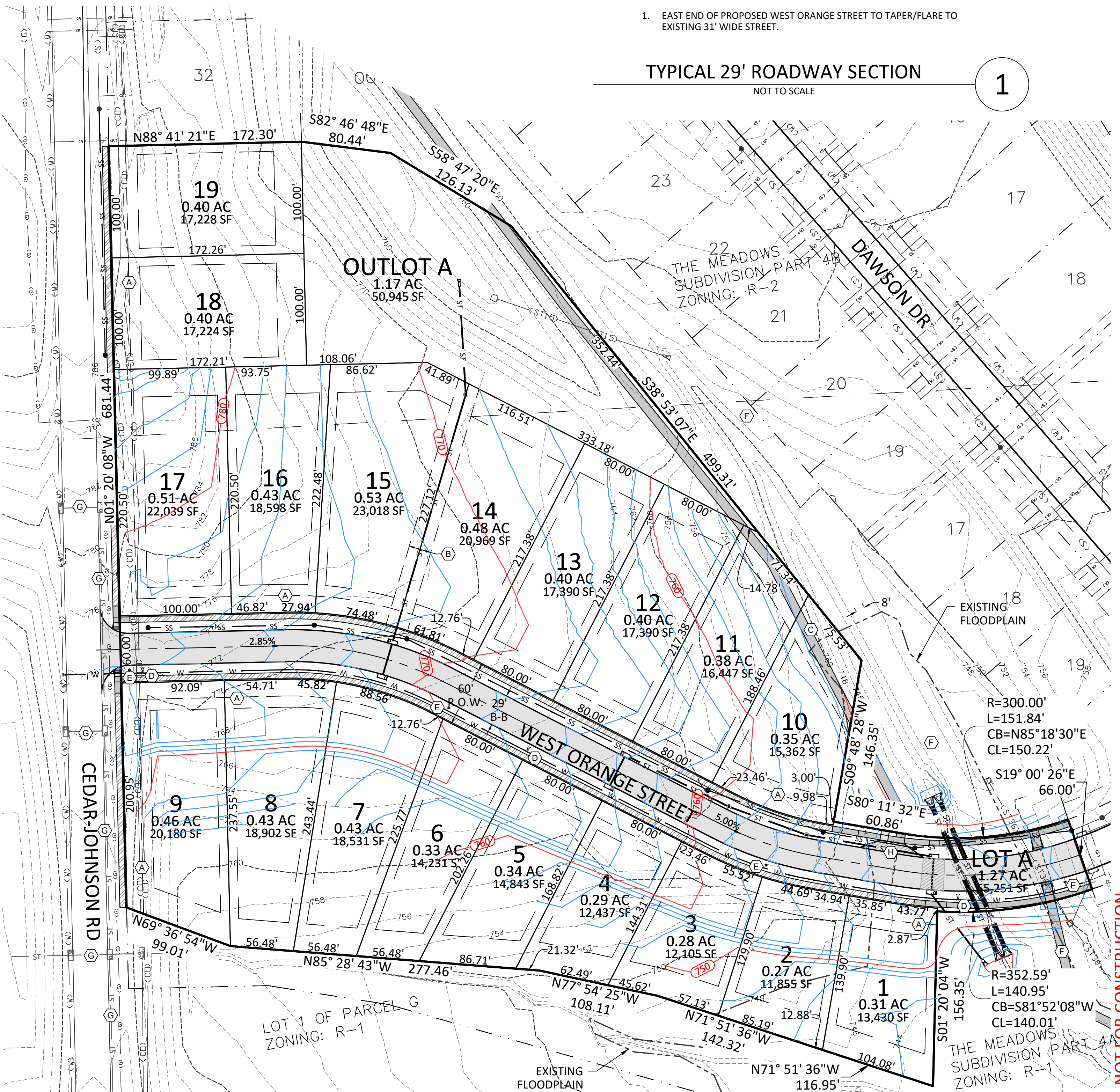
EXHIBIT A

NOTE:

- EAST END OF PROPOSED WEST ORANGE STREET TO TAPER/FLARE TO EXISTING 31' WIDE STREET.

TYPICAL 29' ROADWAY SECTION

NOT TO SCALE



ISSUED FOR

CITY REVIEW

DATE	03-06-2024
DESCRIPTION	DATE
RESUBMITTAL 1	04-23-2024
RESUBMITTAL 2	05-16-2024

DESIGNED BY	JP
DETAILED BY	JP
CHECKED BY	BB
PROJECT NO.	220011
SHEET NAME	

PRELIMINARY PLAT



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: June 3, 2024

AGENDA ITEM: Resolution 2024-56 – Hiring Jessica Brown as the Utility Billing / Deputy Clerk and setting the salary for Fiscal Year 2025. / Move to action

PREPARED BY: City Administrator, Adam Kofoed

DATE: May 29, 2024

BACKGROUND:

We recently conducted a comprehensive hiring process for the position of Utility Billing/Deputy Clerk. We were fortunate to receive 75 attractive applications from candidates with a variety of disciplines and backgrounds.

Selection Process:

The hiring committee carefully reviewed all applications and narrowed the list down to six candidates for interviews, with an additional four alternates. The interview process was thorough, and several candidates demonstrated the capability to excel in the role.

Recommendation:

After careful consideration, the committee is recommending Jessica Brown for the position of Utility Billing/Deputy Clerk.

Candidate Background:

Name: Jessica Brown

Hometown: Originally from West Branch

Education: Graduated from West Branch High School in 2002; earned associate degrees in Marketing Management and Retail Management from Kirkwood in 2004.

Most Recent Employment:

Muscatine County Treasurer's Office

Wilton Bank

Conclusion:

The hiring committee believes that Jessica Brown's qualifications, experience, and local roots make her the ideal candidate for the Utility Billing/Deputy Clerk position. We are confident that she will bring dedication and a high level of professionalism to our team. We respectfully request the City Council's approval to extend an offer to Jessica Brown for the position of Utility Billing/Deputy Clerk.

RESOLUTION 2024-56

A RESOLUTION HIRING JESSICA BROWN AS UTILITY BILLING / DEPUTY CLERK FOR THE CITY OF WEST BRANCH, IOWA AND SETTING THE SALARY FOR THE POSITION FOR FISCAL YEAR 2025.

WHEREAS, the City of West Branch is interested in hiring Jessica Brown as the Utility Billing / Deputy Clerk.

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

Section 1. That the City of West Branch, Iowa will hire Jessica Brown as the Utility Billing / Deputy Clerk.

Section 2. The following person and position named shall be paid the hourly wage indicated and the City Clerk is authorized to issue warrants/checks, less legally required or authorized deductions for the amounts set out below, and make such contributions to IPERS and Social Security or other purposes as required by law or authorization of the Council:

Position	Name	Wage	Basic Hours
Utility Billing / Deputy Clerk	Jessica Brown	\$21.48 /hour	40/week

SECTION 3. The above-named employee is subject to the City of West Branch, IA Employee Handbook applicable to their department.

SECTION 4. The hourly wage established in this resolution shall be effective upon final passage of the City Council.

SECTION 5. The employee start date will be June, 17, 2024.

SECTION 6. This resolution will be effective upon final passage of the City Council.

Passed and approved this 3rd day of June, 2024.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: June 3, 2024

AGENDA ITEM: Resolution 2024-57 –Setting salaries for appointed officials and employees of the City of West Branch, Iowa for FY25. /Move to action.

PREPARED BY: City Administrator, Adam Kofoed

DATE: May 29, 2024

BACKGROUND:

Based on the budget season, each employee will be given a 3.4% cost of living increase this fiscal year.

For the 3.4% estimate please see the following news release from the U.S. Department of Labor - Bureau of Labor Statistics. <https://www.bls.gov/news.release/pdf/cpi.pdf>

Employees in good standing were eligible for an additional 2% merit increase. In addition, some employees may be under an orientation period and are not eligible for a raise this July. Employee evaluations are not public record established by State Code 22.7 of Iowa. Council questions on pay should be directed to the City Administrator or Mayor in private.

RESOLUTION 2024-56

A RESOLUTION SETTING SALARIES FOR APPOINTED OFFICIALS AND EMPLOYEES OF THE CITY OF WEST BRANCH, IOWA FOR FISCAL YEAR 2025.

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

SECTION 1. The following persons and positions named shall be paid the salaries or hourly wages indicated and the Finance Officer/ City Clerk is authorized to issue warrants/checks, less legally required or authorized deductions for the amounts set out below, bi-weekly, and make such contributions to IPERS and Social Security or other purposes as required by law or authorization of the City Council.

<u>Administration</u>	<u>Name</u>	<u>Salary</u>	<u>Status</u>
Finance Officer	Heidi Van Auken	\$71,061	Salaried
City Clerk	Leslie Brick	\$30.46 / \$63,357	Full-time
Deputy/Utility Clerk	Jessica Brown	\$21.48 / \$44,678	Full-time

<u>Police Department</u>	<u>Name</u>	<u>Salary</u>	<u>Status</u>
Police Chief	Greg Hall	\$88,000	Salaried
Police Sergeant	Cathy Steen	\$41.35 / \$86,009	Full-time
Police Officer	Ryan Dorsey*	\$30.00 / \$62,400	Full-time
Police Officer	Brad Longlett	\$32.00 / \$66,560	Full-time
Police Officer	Matt Bowers	\$32.00	Part-time
Police Officer	Zachary Murdock	\$32.00	Part-time

<u>Public Works Department</u>	<u>Name</u>	<u>Salary</u>	<u>Status</u>
Public Works Director	Matt Goodale	\$85,913	Salaried
Water /Sewer Operator	Drew Finnegan	\$28.52 / \$59,322	Full-time
Streets Maintenance	Gabe Trimpe	\$25.09 / \$52,187	Full-time
Streets Maintenance	Taylor Case	\$21.50 / \$44,720	Full-time
Streets Maintenance	Kobe Simon	\$21.50 / \$44,720	Full-time
Mowing/maintenance	Gerry Brick	\$19.15	Part-time

<u>Parks & Recreation</u>	<u>Name</u>	<u>Salary</u>	<u>Status</u>
Park & Recreation Director	Erin Laughlin	\$51,750	Salaried

<u>Library</u>	<u>Name</u>	<u>Salary</u>	<u>Status</u>
Library Director	Jessica Schafer	\$56,994	Salaried
Library Clerk	Katrina Korsmo	\$18.36 / \$38,189	Full-time
Program librarian	Alyssa Barnhart	\$15.90	Part-time
Program librarian	Becky Knoche	\$15.00	Temporary

<u>Building Inspections</u>	<u>Name</u>	<u>Salary</u>	<u>Status</u>
Building Inspector	Terry Goerd	\$42.00	Part-time

SECTION 2. If any employees are under investigation/probation, department supervisors and the City Administrator reserve the right to not approve the wage/salary listed.

SECTION 3. All the above employees are subject to the City of West Branch Employee Handbook applicable to their department.

SECTION 4. Employees marked * are scheduled to increase upon completion of required training.

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

SECTION 6. The hourly wages and salaries established in this resolution shall be effective July 1, 2024.

Passed and approved this 3rd day of June, 2024.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	June 3, 2024
AGENDA ITEM:	Resolution 2024-58 – Authorizing the Acquisition of certain Real Property Interests for Beranek Drive.
PREPARED BY:	City Administrator, Adam Kofoed
DATE:	May 29, 2024

BACKGROUND:

At the April 15, 2024 City Council meeting, a discussion was held regarding property owned by Lee Cassabaum at 316 Beranek Drive. City Attorney Olson asked the Council for permission to have the property in question to be appraised and an offer made to Cassabaum and then he can decide the next steps. Kofoed said Cassabaum recently requested a shed in the right of way be taken down. Kofoed said the property is in the floodway and rebuilding would not be allowed. This has been a long-standing issue between the property owner and the city so Councilperson Horihan asked the city have an honest negotiation with Cassabaum and a firm follow through to resolve the issue once and for all.

On May 6, Mr. Cassabaum attended the City Council meeting to address his concerns regarding property and drainage issues caused by the condition of the street over time. He mentioned the extensive history between him and the city on this matter, spanning multiple years and involving several city administrators and councils. Mr. Cassabaum requested a clear offer from the Council to resolve the situation, expressing his desire for a fair deal so he can move forward. City Attorney Olson briefed the current Council on past proposed offers to Mr. Cassabaum and suggested that a new offer be prepared and presented to the property owners, considering the city's evolving needs and budgetary conditions.

On May 30, Kofoed visited Cassabaum to explain the exact dimensions of the land the city intends to purchase. During the visit, Kofoed provided a packet containing the estimated land price calculations and advised that an independent appraisal would be in the best interest of both parties. Once the full appraisal is finalized, expected sometime after July, the council will convene to discuss and determine a fair offer.

RECOMMENDATION:

To approve an appraisal to ensure open and fair negotiations for all affected parties.

RESOLUTION 2024-58

A RESOLUTION AUTHORIZING THE ACQUISITION OF CERTAIN REAL PROPERTY INTERESTS FOR BERANEK DRIVE.

WHEREAS, the City Council of the City of West Branch believes that a portion of the paving for Beranek Drive is on private property; and

WHEREAS, the City of West Branch will move to acquire the property from the adjacent property owner; and

WHEREAS, the City of West Branch proposes to acquire property under the power of eminent domain if the property cannot be acquired voluntarily; and

WHEREAS, pursuant to Section 6B.2C of the Code of Iowa (2023), the authority to condemn property is not conferred, and condemnation proceedings shall not commence, unless the governing body for the acquiring agency approves the use of condemnation and there is a reasonable expectation the applicant will achieve its public purpose, comply with all reasonable standards, and obtain the necessary permits.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the use of the power of eminent domain to acquire the properties necessary for the Beranek Drive right-of-way.

BE IT FURTHER RESOLVED, that the City Administration is directed to proceed with the proposed acquisitions of property and comply with all reasonable standards and obtain all necessary permits necessary to further said project in accordance with applicable law.

BE IT FURTHER RESOLVED, that the City Administrator is hereby directed to determine fair market value for the properties necessary for the Beranek Drive right-of-way, and acquire said properties at fair market value via voluntary agreement, gift, trade or condemnation. Further, the Mayor and City Clerk are hereby directed to execute any and all documentation necessary to complete said acquisitions without further approval.

Passed and approved this 3rd day of June, 2024.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk