



**CITY COUNCIL MEETING**  
**MONDAY, NOVEMBER 4, 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 October 21, 2024 City Council meeting.
  - b. Approve a Special Event permit from Main Street West Branch for Christmas Past on December 6<sup>th</sup> and 7<sup>th</sup>, 2024.
  - c. Appoint Erin Monaghan to the Park & Recreation Commission, term expires 12/31/2025 (filling a vacancy)
  - d. Approve Claims for November 4, 2024.
7. Presentations/Communications/Open Forum
  - Lions Club Legacy Project
8. Public Hearing/Non-Consent Agenda
  - a. **Third Reading Ordinance 816** – Amending Chapter 69 – Parking Regulations. / Move to action.
  - b. **Third Reading Ordinance 817** – Amending Chapter 30 – Police Department. / Move to action.
  - c. **Second Reading Ordinance 818** - Providing that General Property Taxes Levied and Collected on Certain Lots in The Meadows Part 4A and Part 4B and Pedersen Valley, Part One in West Branch, Iowa be paid to a Special Fund for Payments on Loans in connection to the West Branch Urban Renewal Area. / Move to action.
  - d. **Second Reading Ordinance 819** - Providing that General Property Taxes Levied and Collected on Certain Lots in Heritage Hill Subdivision in West Branch, Iowa be paid to a Special Fund for Payments on Loans in connection to the West Branch Urban Renewal Area. / Move to action.
  - e. **Resolution 2024-119** – Approve an Agreement with Main Street West Branch dba Hoover’s Hometown Days for organizing Hoover-Ball. / Move to action.
  - f. **Resolution 2024-120** - Revising Resolution 1743 regarding the collection of funds to be used for low-and-moderate income housing assistance. / Move to action.
  - g. **Resolution 2024-121** – Approving the conveyance of a previously vacated alley. / Move to action.
9. **Discussion** – Historic Preservation Commission proposal to help fund renovations for the Traveler’s Rest property.
10. **Discussion** – Temporary stop sign on West Main Street
11. City Administrator Report
  - a. Upcoming Special City Council meetings (November 18<sup>th</sup> and December 2<sup>nd</sup>)
12. City Attorney Report
13. City Engineer Report
14. City Staff Reports
  - a. West Branch Library Annual Report
15. Comments from Mayor and Council Members
16. Motion to adjourn.

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**Mayor:** Roger Laughlin • **Council Members:** Jodee Stoolman, Tom Dean, Jerry Sexton, Mike Horihan, Colton Miller  
**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**

**October 21, 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 Tom Dean, Jerry Sexton, Mike Horihan, Colton Miller and Jodee Stoolman were present.

City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Police Chief Greg Hall, Public Works Director Matt Goodale, Parks & Recreation Director Erin Laughlin, City Engineer Dave Schechinger and City Attorney Kevin Olson. Staff attending via Zoom: Finance Officer Heidi Van Auken, Deputy Clerk Jessica Brown and Library Director Jessie Shaffer.

**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 October 7, 2024 City Council meeting.

Approve a Special Class B Retail Native Wine license for Sustainable Iowa Land Trust (SILT), located at 101 W. Main Street, West Branch.

Approve Fire Department appointments.

Approve Claims for October 21, 2024.

EXPENDITURES	10/21/2024	
ALTORFER	SKIDLOADER DOOR PARTS	1,520.88
AMAZON.COM	BOOKS, DVDS-LIBRARY	173.44
BAKER & TAYLOR	BOOKS	177.49
CEDAR COUNTY TRANSFER	BRIDGE REPAIR DISPOSAL-P&R	340.00
CROELL	HOOVER TRAIL BRIDGE	2,778.00
ELITE HOLDING CO.	BBALL WATER BOTTLES, LHLM MEDALS-P&R	891.50
IMWCA	IMWCA FY25 INSTALLMENT 4	2,747.00
IOWA ASSN. MUN. UTILITIES	QUARTERLY SAFETY TRAINING DUES	950.00
IOWA CODIFICATION	ANNUAL WEB HOSTING	450.00
KANOPI	ON DEMAND VIDEO SERVICE	4.00
LRS HOLDINGS	TRASH & RECYCLING SEPT 2024	18,562.50
MENARDS	TOOLS, PARTS, MTRLS-PW, P&R	1,798.15
MOPPY MO'S	JANITORIAL SERVICES	892.50
PLUNKETT'S PEST CONTROL	PEST CONTROL	160.14
QC ANALYTICAL SERVICES	LAB ANALYSIS	802.00
RACOM CORPORATION	PORTABLE RADIO CLIP-POLICE	52.49
STOOLMAN, KEVIN	MILEAGE REIMBURSEMENT	375.20
THE HOME DEPOT PRO	TRASH BAGS & HAND SOAP	127.15
WEST BRANCH REPAIRS	REPLACE HEADLIGHT-POLICE	93.95
WEST BRANCH TIMES	LEGAL PUBLICATIONS	568.40
TOTAL		33,464.79
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	10/11/2024	60,988.07
PAID BETWEEN MEETINGS		
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	30.49
DINGES FIRE CO.	VALVE REPAIRS #192	875.25
EOCENE ENVIRONMENTAL GROUP	WIDENING WAPSI CREEK	2,581.25
HEIMAN FIRE EQUIPMENT	BOOTS & FOAM-FIRE	778.97
LINDE GAS & EQUIP.	OXYGEN TANKS REFILL-FIRE	65.83
LYNCH'S PLUMBING	WATER HEATER REPLACEMENT-FIRE	926.40
PYRAMID SERVICES	SAW MAINTENANCE-PW	307.22
STATE HYGIENIC LAB	LAB ANALYSIS	43.50
USA BLUE BOOK	WATER PLANT PARTS	1,086.25
EASTERN IA YOUTH BASKETBALL	5/6 BASKETBALL REGISTRATION	690.00
LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	142.02

LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,591.24
LINN COUNTY REC	STREET LIGHTS	306.81
PARKSIDE SERVICE	TIRE REPAIRS-SKIDLOADER, MOWER	74.58
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-LIBRARY	100.00
WEX BANK	VEHICLE FUEL	1,677.47
SISCO	HEALTH CLAIMS 10/7/2024	151.33
VARIOUS VENDORS	UB REFUNDS	107.55
TOTAL		11,536.16
GRAND TOTAL EXPENDITURES		105,989.02

FUND TOTALS	
001 GENERAL FUND	59,464.18
022 CIVIC CENTER	177.57
031 LIBRARY	5,143.75
110 ROAD USE TAX	7,492.63
112 TRUST AND AGENCY	13,225.04
321 WIDENING WAPSI CREEK	2,581.25
600 WATER FUND	8,466.85
610 SEWER FUND	8,904.17
740 STORM WATER UTILITY	533.58
GRAND FUND TOTAL	105,989.02

REVENUE-FISCAL YEAR 2024  
FUND MAY

001 GENERAL FUND	80,978.64
022 CIVIC CENTER	797.18
031 LIBRARY	371.10
036 TORT LIABILITY	1,186.22
110 ROAD USE TAX	28,572.69
112 TRUST & AGENCY	7,586.62
119 EMERGENCY TAX FUND	637.47
121 LOCAL OPTION SALES TAX	28,842.01
125 TIF	15,550.85
226 DEBT SERVICE	5,593.62
300 CAPITAL IMPROVEMENT RESERVE	1,216.63
600 WATER FUND	66,463.66
610 SEWER FUND	91,517.70
740 STORM WATER UTILITY	6,000.00
TOTAL	335,314.39

The Council had no comments.

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

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

**PUBLIC HEARING / NON-CONSENT AGENDA**

Second Reading of Ordinance 816 – Amending Chapter 69 – Parking Regulations. / Move to action.

Motion by Dean, second by Miller to approve the second reading of Ordinance 816. AYES: Dean, Miller, Horihan, Sexton, Stoolman. NAYS: None. Motion carried.

Second Reading of Ordinance 817 – Amending Chapter 30 – Police Department. / Move to action.

Motion by Dean, second by Miller to approve the second reading of Ordinance 817. AYES: Dean, Miller, Sexton, Horihan. NAYS: Stoolman. Motion carried.

First Reading Ordinance 818 - Providing that General Property Taxes Levied and Collected on Certain Lots in The Meadows Part 4A and Part 4B and Pedersen Valley, Part One in West Branch, Iowa be paid to a Special Fund for Payments on Loans in connection to the West Branch Urban Renewal Area. / Move to action.

Olson informed the Council that this ordinance sets the base value on certain lots in The Meadows Part 4A and 4B for the special rebate to the Developer for the cost of installation for a sewer line. Olson said that the City will be fulfilling its obligation to the Developer sooner than expected based on the rapid growth. Olson said

he also included in this ordinance the new dental office that is being constructed on a lot in Pedersen Valley Part One. Olson said that this will set the base value on the property that the City will claim TIF in order to make rebate payments to the owner of the property. Olson said a Development Agreement for the property owner, KBH Holdings LLC will be considered later in the agenda.

Motion by Dean, second by Sexton to approve the first reading of Ordinance 818. AYES: Dean, Sexton, Horihan, Miller, Stoolman. NAYS: None. Motion carried.

First Reading Ordinance 819 - Providing that General Property Taxes Levied and Collected on Certain Lots in Heritage Hill Subdivision in West Branch, Iowa be paid to a Special Fund for Payments on Loans in connection to the West Branch Urban Renewal Area. / Move to action.

Olson reminded the Council of the agreement with the developer which provides an initial abatement period of ten (10) years, then seventy-five (75%) percent of available tax increment revenues created by the project over an additional ten (10) years.

Motion by Dean, second by Sexton to approve the first reading of Ordinance 819. AYES: Dean, Sexton, Miller, Stoolman, Horihan. NAYS: None. Motion carried.

Resolution 2024-109 – Approving Change Order #3 in the amount of \$8,025.00 for the Phase 2 Eastside Water Main Improvement Project. / Move to action.

Miller questioned the number of hours used to complete this issue. Schechinger confirmed that it took a reasonable amount of effort in locating several lines and that the mapping the City has is not completely accurate. Schechinger said he was satisfied with the change order and that it reflects actual work performed to locate the water mains and service lines.

Motion by Dean, second by Sexton to approve Resolution 2024-109. AYES: Dean, Sexton, Horihan, Miller, Stoolman. NAYS: None. Motion carried.

Resolution 2024-110 - Approving Pay Estimate Number 6 in the amount of \$113,223.60 to Midwest Underground Contractors Inc. for the Phase 2 Eastside Water Main Replacement Project. / Move to action.

Schechinger said the project is wrapping up and that seeding is part of the final project. He said if the winter seeding doesn't take, the contractor is required to return in the spring to complete the work.

Motion by Sexton, second by Dean to approve Resolution 2024-110. AYES: Sexton, Dean, Miller, Horihan, Stoolman. NAYS: None. Motion carried.

Resolution 2024-111 – Approving a salary adjustment for Police Officer Ryan Dorsey. / Move to action.

Motion by Dean, second by Horihan to approve Resolution 2024-111. AYES: Dean, Horihan, Miller, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2024-112 – Approving a salary adjustment for Police Officer Brad Longlett. / Move to action.

Motion by Dean, second by Horihan to approve Resolution 2024-112. AYES: Dean, Horihan, Sexton, Stoolman, Miller. NAYS: None. Motion carried.

Resolution 2024-113 - Approve invoice #13-35378 in the amount of \$4,228.37 to Eocene (formerly known as Impact7G) for the Wapsi Creek Widening SRF Sponsored Project. / Move to action.

Schechinger provided a description of this invoice for the public outreach portion of the project. He said that this invoice encompasses Impact7G participating in the Dog Fair at Beranek Park in September and includes items such as dog waste bag giveaways, set for the event, advertising, posters, mileage, etc.

Motion by Dean, second by Sexton to approve Resolution 2024-113. AYES: Dean, Sexton, Stoolman, Horihan, Miller. NAYS: None. Motion carried.

Resolution 2024-114 – Approving and Adopting a Revenue Purpose Statement for the use of Revenues from Electric and Natural Gas Franchise Fees. / Move to action.

Olson said revenue purpose language was modified slightly so it would be more obvious on how the revenues would be spent. Olson said he was preparing to send the ordinance language to both utilities which is the next step in the process.

Motion by Sexton, second by Miller to approve Resolution 2024-114. AYES: Sexton, Miller, Horihan, Stoolman, Dean. NAYS: None. Motion carried.

Resolution 2024-115 – Approving those certain Easement Agreements for Heritage Hill Subdivision, West Branch, Iowa. / Move to action.

Olson explained that two easements are needed for this project. The first being an easement for the water main that supplies water to the subdivision that crosses the property. The second is for the trail that the Developer is required to install, but that the City shall maintain.

Motion by Dean, second by Miller to approve Resolution 2024-115. AYES: Dean, Miller, Horihan, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2024-116 - Approving a Developer's Agreement with KBH Holdings LLC, including Tax Increment Rebate Payments. / Move to action.

Olson explained that the property owner approached the City in regard to a tax rebate incentive for constructing a dental office. The City negotiated a twenty-five (25) percent rebate with the property owner for ten (10) years or up to a maximum of \$101,000 whichever occurs first.

Motion by Dean, second by Sexton to approve Resolution 2024-116. AYES: Dean, Sexton, Miller, Horihan, Stoolman. NAYS: None. Motion carried.

Resolution 2024-117 – Approving a Developer's Agreement with Advantage Development, including Tax Increment Rebate Payments. / Move to action.

Olson explained that the Developer approached the city a few years ago in regard to a tax rebate for constructing an assisted living center in The Meadows Part 3. The development agreement provides the developer with seventy (70) percent tax rebates for ten (10) years. Stoolman asked why this agreement offered a larger rebate than the dental office. Dean said the City had been negotiating a rebate amount prior to HF718 which drastically changed what the City is comfortable in rebating at this time. Kofoed said that each agreement is different based on what is being offered. Olson added that the facility will be classified as residential and that LMI (low to moderate income) will be collected and paid to a special fund that can be used anywhere within the city limits. Chad Kuene, Developer and property owner addressed the Council and added that this project (estimated at eleven million dollars), will also bring about twenty (20) new jobs.

Motion by Dean, second by Sexton to approve Resolution 2024-117. AYES: Dean, Sexton, Miller. NAYS: Stoolman, Horihan. Motion carried.

Resolution 2024-118 – Authorizing the temporary installation of stop signs at the Dawson Drive and Main Street crosswalk during specified times to improve safety for pedestrians and vehicles. /Move to action.

Kofoed said based on recent meetings with the school over pedestrian safety at the high school, it was determined that more signage should be installed as a temporary solution. Discussions between the school and city staff proposed that stop signs should be erected and used when crossing guards are utilized (generally before and after school.) City Engineer Schechinger said that the preferred sign type would be one that rotates or flips open when in use. He also said that he observed traffic patterns on West main Street and noted that traffic was heaviest during peak periods (before and after school) and that during the normal work day, the area does not have an unusual amount of traffic. Dean asked if the stop signs would be used for after school activities as that also creates more traffic, both vehicular and pedestrian. Schechinger said it was his understanding that school staff would be responsible for putting the signs into play when needed and added that the police department could also utilize the signs when interstate traffic is diverted through town. The Council continued discussions for several minutes, but all agreed that a temporary solution is needed. Miller asked who would be paying for the signs since the resolution implied that the city would be footing the bill for an issue they are not creating. Laughlin said that Superintendent Jimmerson said the school was willing to pay for half of the signage costs.

Motion by Sexton, second by Horihan to approve Resolution 2024-118. AYES: Sexton, Horihan, Stoolman, Dean, Miller. NAYS: None. Motion carried.

### **CITY ADMINISTRATOR REPORT**

Kofoed said the city has received quite a bit of interest in the solid waste RFP that was sent out earlier this month. He also provided a brief update on the progress with the Travelers Rest home on East Main Street.

### **CITY ATTORNEY REPORT - No report**

**CITY ENGINEER REPORT**

Cedar-Johnson Road - final plans are being completed for Cedar-Johnson Road and would have something to share soon.

Wastewater Treatment Facility Project – minor items are being resolved

Wapsi Creek Widening Project – challenges with timely responses from FEMA continue

Meadows Part 6 – final plat will be submitted soon

**STAFF REPORTS**

Goodale reported that his department will be planting trees on N. 6<sup>th</sup> Street, replacing those that were removed last year during the water main replacement project. Goodale also said leaf collection will start on October 28<sup>th</sup>.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Laughlin said that Fall Fest was well attended last weekend. Dean commented that the Lion’s Club will be presenting their ideas for more pickle ball courts at an upcoming meeting.

**ADJOURNMENT**

Motion to adjourn by Dean, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 8:15 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> November 4, 2024
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<b>AGENDA ITEM:</b> Approve a Special Event Permit application from Main Street West Branch for Christmas Past 2024
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<b>PREPARED BY:</b> City Clerk, Leslie Brick
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<b>DATE:</b> October 29, 2024
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### BACKGROUND:

Main Street West Branch is planning their annual Christmas Past event for December 6th and 7th, 2024.

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



**Special Event Permit Application**

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

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

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

The application review process begins when the City of West Branch has received a completed application. Applications for special events must be approved by all appropriate departments, including but not limited to the West 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.

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**FOR CITY OFFICE USE:**

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

West Branch Administration UB West Branch Fire Department KL West Branch Police Department GH

West Branch Public Library SS West Branch Public Works MB West Branch Parks and Recreation EL

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

Notes: \_\_\_\_\_





### Special Event Permit Application

Event Title/Name: A Christmas Past 2024

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

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

City: West Branch State: IA Zip Code: 52358

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

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

Event Coordinator Email: mainstreetwestbranch@gmail.com

Event Coordinator Cell Number: 319-530-2985

Event Coordinator Address: 127 W Main St

City: West Branch State: IA Zip Code: 52358

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

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

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

Event set up will begin: (date, day of the week and time)	Event will begin: (date, day of the week, and time)	Event will end: (date, day of the week, and time)	Removal and clean-up will be completed: (date, day of the week, and time)
Friday, Dec 6, 2024 11am	Friday, Dec 6 @ 5:00pm	Friday, Dec 6 @ 8:00pm	
	Saturday, Dec 7 @ 10am	Saturday, Dec 7 @ 8:00pm	Sunday, December 9 @ 5pm

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

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

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

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

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

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



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

Social media, newspaper, website, printed brochures & posters

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

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

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

Restoration Plan: Signage and decor will be removed Sunday.

Trash Management Plan: Request PW empties trash cans Friday 12/6 and places a couple extras recepticals  
at Heritage Square and Town Hall.

Restroom Plan: Request access to restrooms outside WBPD. Will also direct people to restrooms at Fire  
Town Hall, Rummells Center, Visitors Center, Heritage Museum and open businesses.

Signs/Banner Plan: Sponsor banner placed at Town Hall and Heritage Square.  
A-Frames used throughout the area to direct foot traffic to event activities.

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

Signature: Jessi Simon Date: 10/14/2024

**\*\*\*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.**

~~Please contact Parks and Recreation Director Melissa Russell with any questions: 319-930-0200 or  
melissa@westbranchiowa.org~~

<b>2024 Christmas Past Schedule - Tentative</b>			
	<b>Activity</b>	<b>Location</b>	<b>Time</b>
<b>Nov 30th - Small Business Saturday</b>			
	Silent Auction Opens Online	<a href="https://32auctions.com/christmaspast">Pre-Bids online 32auctions.com/christmaspast</a>	
	Holiday Elf Hunt: Holiday Movie Magic		
<b>FRIDAY - December 6, 2024</b>			
	Festival of Trees Display	Rummells Center	9am-8pm
	Silent Auction to benefit MSWB	Rummells Center	9am-8pm
	Something for My Sibling	Izzy's Treasures	9am-8pm
	Eat, Shop & Explore Historic West Branch	Main Street	Varies
	<b>Community Tree Lighting</b>	<b>Village Green</b>	<b>5:00 PM</b>
	Horse Drawn Carriage Rides	Load at Wapsi Creek Park	5-8pm
	Horse Drawn Wagon Rides	Load by Mural - 2nd St & Main St	5-8pm
	<b>Homemade Donuts</b>		<b>5-8pm</b>
	Brick Ovens & Marshmallow Roasting	Main Street/Downey Intersection	5-8pm
	Bon Fires & Hot Dog Roasting	Fire Station	5-8pm
	Gibson Train Display	Fire Station	5-8pm
	Photos with Santa	Town Hall	5-7:30pm
	Cookie Decorating Kits	Town Hall	5-8pm
	<b>Springdale UMC - Walking Tacos and Baked Goods</b>	<b>Parkside Tire</b>	<b>5-8pm</b>
	Photo Opportunities	Heritage Square	5-8pm
	Fa-la-la-la-llamas	Heritage Square	5-8pm
	<b>Liberty Commuications Open House</b>	<b>Liberty Communications</b>	<b>5-8pm</b>
	Music in the Park	Hayrack Stage at Birthplace Cottage	5:30-9:00pm
	<b>Bell Choir Concert</b>	<b>Friends Church</b>	<b>7:00 PM</b>
	<b>Ranger Program??</b>	<b>NPS Vistor's Center</b>	<b>?</b>
<b>SATURDAY - December 7, 2024</b>			
	Free Community Breakfast	Friends Church	NEED TIME
	<b>Snowball Sprint</b>	Parks & Rec	10:00 AM
	Cookie Walk	Bethany Lutheran Church	9-10:30am
	Something for My Sibling	Izzy's Treasures	9am-8pm
	Festival of Trees Display	Rummells Center	10am-8pm
	Silent Auction to benefit MSWB	Rummells Center	10am-8pm
	Eat, Shop & Explore Historic West Branch	Main Street	Varies
	<b>Local Farmer's Market</b>	<b>Rummells Center</b>	<b>10-Noon</b>
	<b>Holiday Storytime with Ms. Buol</b>	<b>Rummells Center</b>	<b>3:00 PM</b>
	<b>Homemade Donuts</b>	<b>223 Vintage Co.</b>	<b>4-8pm</b>
	Brick Ovens / Marshmallow Roasting + Hot Cocoa	Main Street/Downey Intersection	4-8pm
	BonFires / Hot Dog Roasting	WBFD	4-8pm
	Gibson Train Display	WBFD	4-8pm
	Photos with Santa	Town Hall	4-7:30pm
	Horse Drawn Wagon Rides	Main Street	5-8pm
	Horse Drawn Carriage Rides	Wapsi Park	5-8pm
	<b>Photo Opportunities</b>	<b>Heritage Square</b>	<b>5-8pm</b>
	Fa-la-la-la-llamas	Heritage Square	5-8pm
	Soup Supper & Live Nativity & Nativity Quiet Room	UMC	5-7pm
	<b>Candy Sale</b>	<b>UMC</b>	<b>8am-Noon</b>
	Elf (with magic reindeer food & donut seeds)	Heritage Square	5-8pm
	Music in the Park	Hayrack Stage at Birthplace Cottage	5:30-8:00pm
	Small Group Performances	VC	5:30-8:00pm
	Live Blacksmith Demonstrations	HeHo National Historic Site	NEED TIME
	Yellowstone Christmas	VC	NEED TIME

DECEMBER 6-7, 2024



City Office

West Branch Public Library

Parking

Festival of Trees + Silent Auction

Rummells Center

- Groom Station
- Cotton Creek Mill
- Heritage Museum
- Marg's Little Red House Antiques
- John Dick Guitars
- Fulwider Insurance

Downey Street

- Tura Lura Co.
- Elements Salon
- Martin Agency
- Herb N Lou's
- Rock Valley PT

- Roots Salon
- Cornerstone Real Estate
- Polished & Handcrafted
- Branch Out Nutrition
- Jack & Jill Grocery

1st Street

- Town Hall
- Photos w/ Santa
- Guys N Gals
- The Serving Cafe
- Parkside Service

Wapsi Creek Park

Horse Drawn Carriage Rides  
\*Reservations Required\*

Horse Drawn Wagon Rides

STOP

Main Street

Lions Club  
Mallows & Cocoa

Main Street

STOP

Roasted Hot Dogs + Bon Fires

STOP

Train Display

Parking

Poplar Street

- Farm Bureau
- Main Street Antiques
- A Beautiful Purpose
- Graceann Boutique
- Hoover Fine Arts
- The Downunder
- White Pumpkin Studio
- Touched by Power
- Main Street Sweets
- The Honey Den
- US Post Office
- Izzy's Treasures

Something For My Sibling



Heritage Square  
Fa-La-La-La-Llamas  
Santa's Sleigh



Music in the National Park

Friends Meetinghouse

Parkside Drive

Village Green Park

Fire Station

Fried Donuts

223 Vintage Co.  
Iowa Meat Shack

Blacksmith Shop

The Lively  
3 Ember Lane

Herbert Hoover National Historic Site

Birthplace Cottage

Exit 254  
80

Subway and Mexico Lindo Grill & Cantina

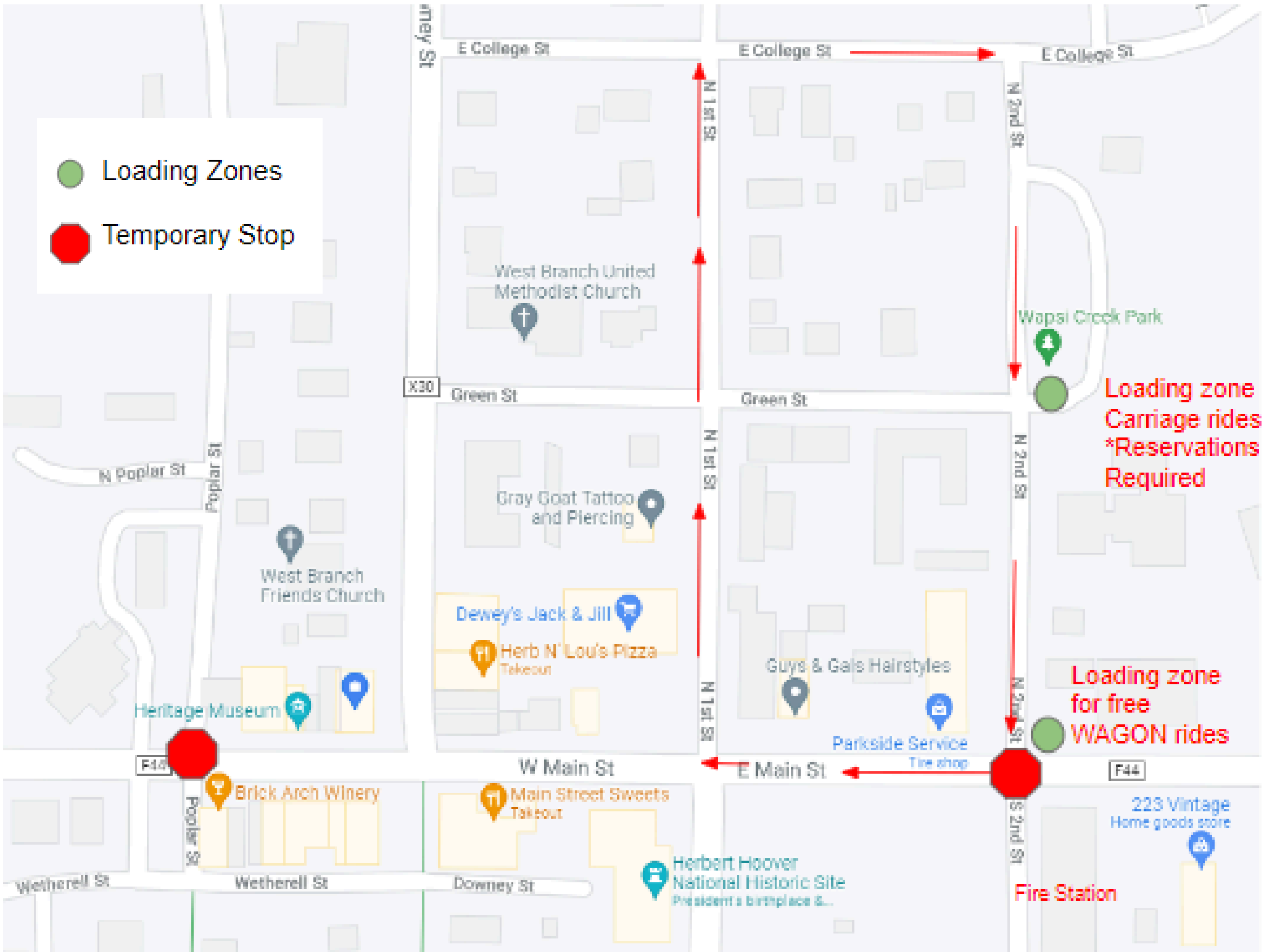
2nd Street

MAP KEY

- Eat
- Shop
- Explore
- Photo Op.

POWERED BY MAIN STREET

- Loading Zones
- Temporary Stop



Loading zone  
Carriage rides  
\*Reservations  
Required

Loading zone  
for free  
WAGON rides



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 Park + Recreation Today's Date 10/2/24

(Please print)

Name: Erin Monaghan Address: 212 Thomas Dr.

Phone: (home) [REDACTED] 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? 1 yr (+ 13 yrs. as a child)

Occupation: Non profit 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?

16 years as director of non profits that manage state + federal funds. Community outreach and development, budgeting/finance and programming are strengths along with strategic planning.

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

Well connected and aware of other resources that can be leveraged. For example, I recently connected Erin Laughlin to a program with Heritage Agency on Aging that provides free Tai Chi classes.

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> November 4, 2024
---------------------------------------

<b>AGENDA ITEM:</b> Claims for November 4, 2024
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<b>PREPARED BY:</b> Heidi Van Auken, Finance Officer
--

<b>DATE:</b> October 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****11/4/2024**

ALTORFER	SKIDLOADER PARTS-PW	46.47
AMAZON.COM	BOOKS, VIDEO GAMES-LIBRARY	165.19
BAKER & TAYLOR	BOOKS	176.92
BARCO MUNICIPAL PRODUCTS	LOCATOR FOR MAINS, SERVICE-PW	3,775.57
BROWN'S WEST BRANCH FORD	VEHICLE WINDOW REPAIR-PW	646.73
BROWN, JESSICA	MILEAGE, MEALS REIMBURSE-BROWN	198.38
CEDAR COUNTY COOPERATIVE	FUEL-PW	1,368.28
CJ COOPER & ASSOCIATES	ANNUAL ADMIN/CLEARING FEES	425.00
E O JOHNSON BUSINESS TECH	COPIER MAINTENANCE-CITY	172.91
EOCENE ENVIRONMENTAL GROUP	WIDENING WAPSI CREEK	4,228.37
FUSIONSITE MIDWEST	LHLM PORT-O-POTTY	121.00
HAWKINS	CHEMICALS	3,688.20
HI-LINE	SHOP SUPPLIES-PW	219.12
HOLIDAY INN DES MOINES	IMFOA LODGING-ADMIN STAFF	712.32
KOFOED, ADAM	TRAVEL REIMBURSE-KOFOED	643.71
MENARDS	LIGHTS REPLACEMENT-CITY OFFICE	498.31
MIDWEST UNDERGROUND CONTRACTORS	EASTSIDE WATER MAINS PH2	113,223.60
OASIS ELECTRIC	STROBING LIGHT REPAIR-LIBRARY	138.43
OLSON, KEVIN	LEGAL SERVICES-OCTOBER 2024	1,500.00
SCHAFFER, JESSICA	MILEAGE REIMBURSEMENT-SCHAFFER	44.22
STATE INDUSTRIAL PRODUCTS	CHEMICALS	250.38
STEEN, CATHERINE	HOTEL, MEAL, MILE REIMB-STEEN	222.69
STERICYCLE	SHREDDING SERVICES	90.63
SURVEYING AND MAPPING	ANNUAL GIS WEBSITE MAINTENANCE	3,600.00
<b>TOTAL</b>		<b>136,156.43</b>

**PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS****10/25/2024****67,950.03****PAID BETWEEN MEETINGS**

SISCO	HEALTH CLAIMS 10/28/2024	338.84
METLIFE	INSURANCE PREMIUM	2,223.55
SISCO	INSURANCE PREMIUM	16,981.91
SISCO	HEALTH CLAIMS 10/21/2024	68.96
ACTION SEWER & SEPTIC	LINE CLEANING, TELEWISE-PW	677.00
AERO RENTAL	COMPRESSOR RENTAL-P&R	251.45
ALLIANT ENERGY	ALLIANT ENERGY	14,662.70
ALTORFER	SKID LOADER PARTS	408.69
AMAZON.COM	BASE, BRACELETS, MOUSE-P&R	52.84
BAKER & TAYLOR	BOOKS	219.11
BYO RECREATION	CUBBY PLAYGROUND MUSHROOM	790.19
CY'S TREE SERVICE	TREE REMOVAL	20,000.00
E O JOHNSON BUSINESS TECH	COPIER MAINTENANCE-LIBRARY	189.12



HI-LINE	SHOP SUPPLIES-PW	347.34
IA LAW ENFORCEMENT ACADEMY	DEESCALATION TRAINING-LONGLETT	25.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	90.00
JOHN DEERE FINANCIAL	UNIFORM, TOOLS, SUPPLIES-PW	962.70
KELLY TREE FARM	TREES-6TH ST	7,348.50
LAW ENFORCEMENT SYSTEMS	EVIDENCE CARBON SHEETS-POLICE	202.00
MEDIACOM	CABLE SERVICE	41.90
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	3,420.32
USA BLUE BOOK	WATER TESTING SUPPLIES	258.00
VERIZON WIRELESS	VERIZON WIRELESS	454.71
WHITE CAP	TRAIL BRIDGE MATERIALS-P&R	124.50
<b>TOTAL</b>		<b>70,139.33</b>
<b>GRAND TOTAL EXPENDITURES</b>		<b>274,245.79</b>
<b>FUND TOTALS</b>		
001 GENERAL FUND		68,679.41
022 CIVIC CENTER		385.01
031 LIBRARY		5,487.92
110 ROAD USE TAX		7,171.65
112 TRUST AND AGENCY		29,294.78
321 WIDENING WAPSI CREEK		4,228.37
330 EASTSIDE WATER MAIN PH2		113,223.60
600 WATER FUND		21,972.30
610 SEWER FUND		23,052.22
740 STORM WATER UTILITY		750.53
<b>GRAND FUND TOTAL</b>		<b>274,245.79</b>

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	STEEN, CATHERINE	HOTEL, MEAL, MILE REIMB-ST	222.69
			TOTAL:	222.69
PARK & RECREATION	GENERAL FUND	FUSIONSITE MIDWEST LLC	LHLM PORT-O-POTTY	121.00
			TOTAL:	121.00
CLERK & TREASURER	GENERAL FUND	MENARDS	LIGHTS REPLACEMENT-CITY OF	79.99
			LIGHTS REPLACEMENT-CITY OF	418.32
		HOLIDAY INN DES MOINES AIRPORT	IMFOA LODGING-BROWN	237.44
			IMFOA LODGING-BRICK	237.44
			IMFOA LODGING-VAN AUKEN	237.44
		CJ COOPER & ASSOCIATES	ANNUAL ADMIN/CLEARING FEES	425.00
		KOFOED, ADAM	TRAVEL REIMBURSE-KOFOED	643.71
		STERICYCLE, INC.	SHREDDING SERVICES	90.63
		BROWN, JESSICA	MILEAGE, MEALS REIMBURSE-B	198.38
			TOTAL:	2,568.35
LEGAL SERVICES	GENERAL FUND	OLSON, KEVIN D	LEGAL SERVICES-OCTOBER 202	1,500.00
			TOTAL:	1,500.00
LIBRARY	LIBRARY	OASIS ELECTRIC LLC	STROBING LIGHT REPAIR-LIBR	138.43
		BAKER & TAYLOR INC.	BOOKS	176.92
		SCHAFFER, JESSICA	MILEAGE REIMBURSEMENT-SCHA	44.22
		AMAZON.COM.CA., INC.	BOOKS, VIDEO GAMES-LIBRARY	165.19
		E O JOHNSON BUSINESS TECHNOLOGIES	COPIER MAINTENANCE-CITY	172.91
			TOTAL:	697.67
ROADS & STREETS	ROAD USE TAX	HI-LINE INC	SHOP SUPPLIES-PW	219.12
			TOTAL:	219.12
CAPITAL PROJECT	WIDENING WAPSI CRE	EOCENE ENVIRONMENTAL GROUP, INC	WIDENING WAPSI CREEK	4,228.37
			TOTAL:	4,228.37
CAPITAL PROJECT	EASTSIDE WATER MAI	MIDWEST UNDERGROUND CONTRACTORS INC.	EASTSIDE WATER MAINS PH2	113,223.60
			TOTAL:	113,223.60
WATER OPERATING	WATER FUND	HAWKINS INC.	CHEMICALS	3,688.20
		SURVEYING AND MAPPING, LLC	ANNUAL GIS WEBSITE MAINTEN	1,800.00
			TOTAL:	5,488.20
SEWER OPERATING	SEWER FUND	ALTORFER INC	SKIDLOADER PARTS-PW	46.47
		CEDAR COUNTY COOPERATIVE	FUEL-PW	1,368.28
		BROWN'S WEST BRANCH FORD LLC	VEHICLE WINDOW REPAIR-PW	646.73
		STATE INDUSTRIAL PRODUCTS	CHEMICALS	250.38
		BARCO MUNICIPAL PRODUCTS INC	LOCATOR FOR MAINS, SERVICE	3,775.57
		SURVEYING AND MAPPING, LLC	ANNUAL GIS WEBSITE MAINTEN	1,800.00
			TOTAL:	7,887.43

DEPARTMENT                      FUND                      VENDOR NAME                      DESCRIPTION                      AMOUNT

---

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

001	GENERAL FUND	4,412.04
031	LIBRARY	697.67
110	ROAD USE TAX	219.12
321	WIDENING WAPSI CREEK @ BE	4,228.37
330	EASTSIDE WATER MAIN PH2	113,223.60
600	WATER FUND	5,488.20
610	SEWER FUND	7,887.43
-----		
	GRAND TOTAL:	136,156.43
-----		

TOTAL PAGES: 2

# West Branch Lions Club



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**We Serve**

---

# What do we mean by **Legacy Project**

- Something that will benefit a wide segment of the community, and that will be around for a long time.

# Reached out to various community leaders

---

Jessi Simon, Main Street West Branch

---

Adam Kofoed, City of West Branch

---

Tom Schwartz, Hoover Library

---

Mundi McCarty, Hoover Presidential Foundation

---

Karen Suchomel, Historical Preservation/Heritage Museum

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Marty Jimmerson, WB Schools

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Pete Swisher, National Park Service



## Goals

To see community leaders goals and wishes  
Help us identify where we could be most impactful

# Ideas



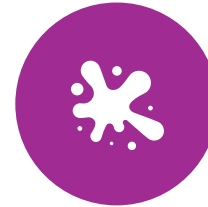
PUTT-PUTT GOLF COURSE



PICKLEBALL COMPLEX



ELECTRONIC  
ANNOUNCEMENT SIGN



SPLASH PAD



COMMUNITY BANDSTAND



HERITAGE SQUARE



UNDERGROUND RAILROAD



TOURISM – IS THERE A  
WAY WE CAN BE A  
CATALYST FOR THE  
COMMUNITY

# Why we decided on a Pickleball Complex

- Reaches the Lions goal of keeping people active and healthy
- Reaches the largest number of people
- Multi-generational
- School could use for PE classes
- Meets our definition of Legacy Project – makes the biggest impact of the community
- We felt this project would get the most backing from the community
- **Pickle ball creates a sense of community**





West Branch Lions Club

# Tipton Pickleball Courts



West Branch Lions Club

## Tipton Pickleball Courts



**One regret – Should have built courts north and south as to minimize sun in eyes.**

**West Branch Lions Club**

**Tipton Pickleball Courts**

# Beranek Park

Just no room



# Wapsi Creek Park

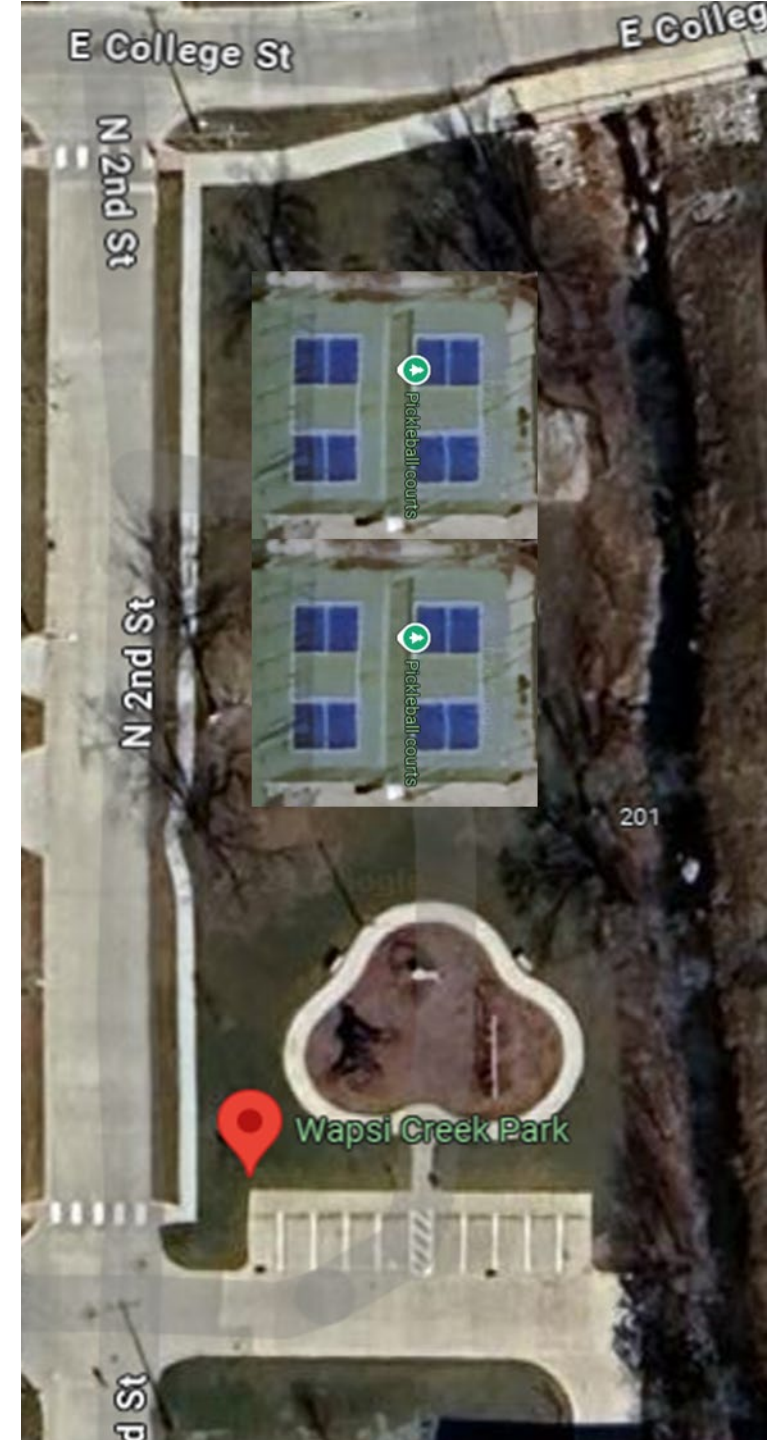
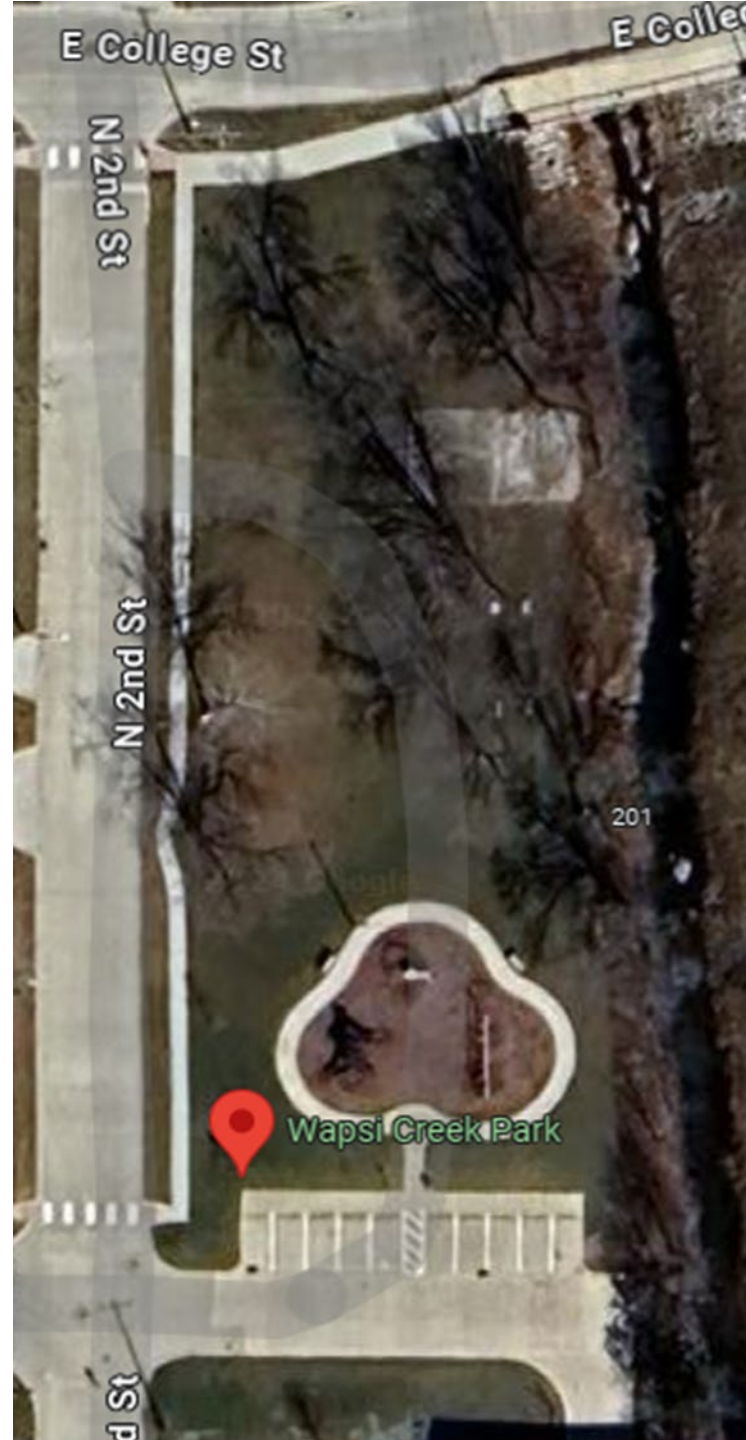
## Pros

- Complete Park
- League play fees can offset the upkeep on the courts
- Close to playground
- Close to downtown

## Cons

- Take up most of park
- Have to remove cement – added expense
- No restrooms – we were told permanent ones could not be built in flood zone
- Insufficient parking
- Would not be able to have tournaments
- Not all courts in same area
- Potentially have to repaint every time it floods - ~\$5000 to repaint
- No money off concessions for tournaments
- Sewer pipe goes through center of courts
- **COURTS LOCATED AT WAPSI PARK WILL NOT QUALIFY US FOR \$20,000 GRANT**

# Wapsi Creek Park



# Cubby Park

## Pros

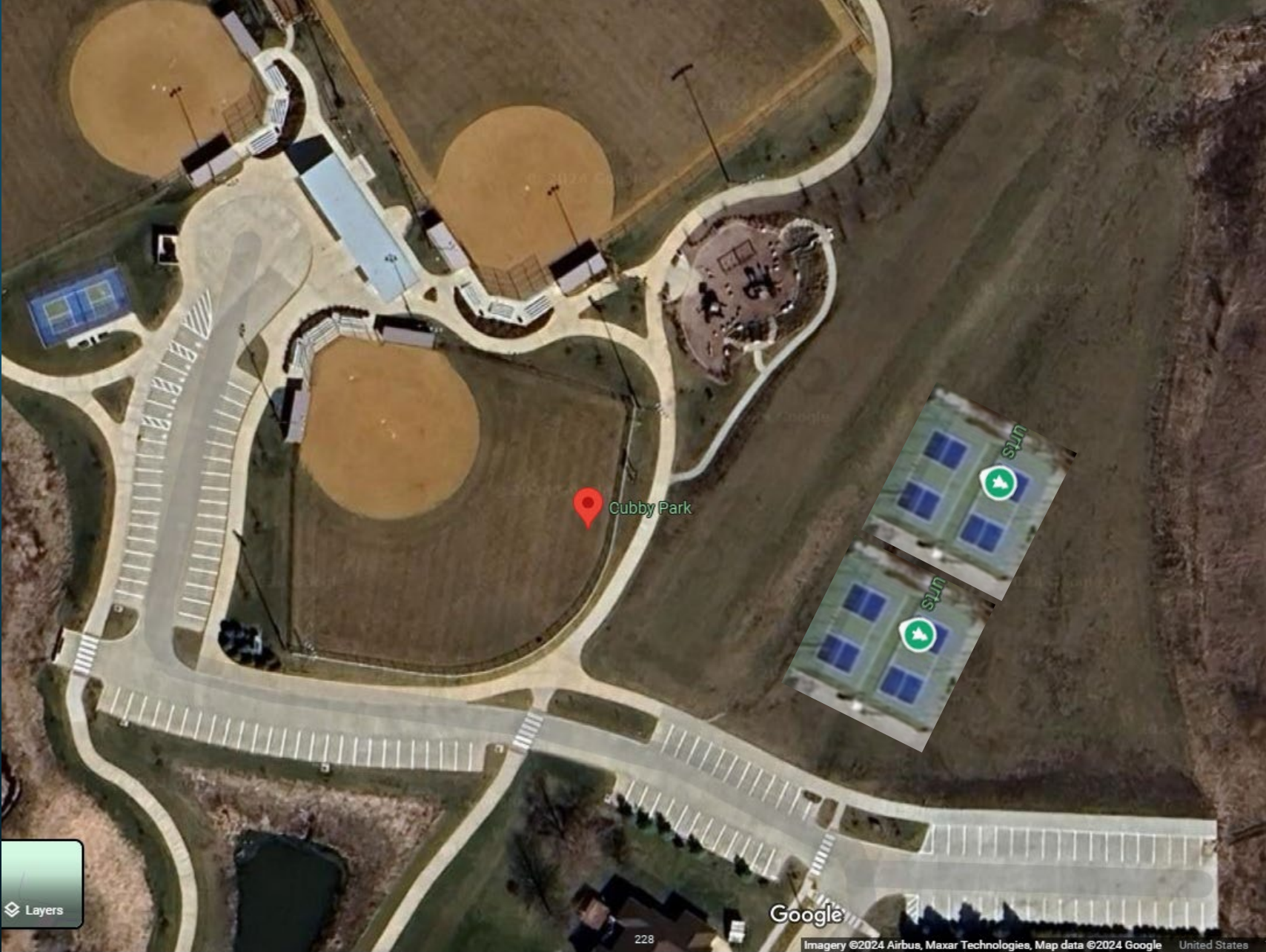
- All courts in the same area
- Plenty of parking
- Restrooms
- Concession stand
- Ability to have tournaments – money maker
- League play fees can offset the upkeep on the courts
- Close to playground
- Room for benches and/or bleachers

## Cons

- Need to work around underground piping
- Will require leveling – added expense

# Cubby Park

Best Option







The West  
Branch Lions  
looks forward  
to helping  
West Branch  
be the best it  
can be!

## West Branch Lions Club



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# We Serve

---

Point of Contact: Sherry Kolpin

Email: [sdkolpin@gmail.com](mailto:sdkolpin@gmail.com)



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> November 4, 2024
---------------------------------------

<b>AGENDA ITEM:</b> <b>Third Reading of Ordinance 816</b> – Amending Chapter 69 – Parking Regulations. / Move to action.
--

<b>PREPARED BY:</b> Police Chief, Greg Hall
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<b>DATE:</b> October 22, 2024
-------------------------------

### **SUMMARY:**

The purpose of this ordinance is to regulate parking at City Office for the convenience of visitors conducting short-duration business and to ensure the efficient flow of traffic in the vicinity. This area is directly in front of City Office, located at 110 N. Poplar Street.

#### Hours of Enforcement

The 30-minute parking zone shall be enforced during the following hours:

Monday to Friday: 8:00 AM to 4:00 PM

Exempt hours: Saturday Sunday and legal holidays

Enforcement of this ordinance shall be the responsibility of designated City law enforcement personnel or parking enforcement officers. Vehicles parked in violation of this ordinance are subject to citation and/or towing at the owner's expense.

#### Signage

The City shall install conspicuous signs indicating "30-Minute Parking Only" at the designated area. Signage shall also display the hours of enforcement.

#### Exemptions

Exemptions to the 30-minute parking limit may be granted for official City vehicles, emergency vehicles, and vehicles displaying valid disability parking permits. Exemptions may be subject to conditions as determined by the City administration.

**ORDINANCE NO. 816**

**AN ORDINANCE AMENDING CHAPTER 69 "PARKING REGULATIONS".**

**WHEREAS**, the City of West Branch, Iowa has jurisdiction to establish Parking Regulations within the corporate limits of the City of West Branch; and

**WHEREAS**, No Parking Zones shall mean, to stop, stand, or parking of a vehicle in any of the following designated no parking zones except when necessary to avoid conflict with other traffic or in compliance with the direction of a peace officer or traffic control signal; and

**WHEREAS**, the City Council has heretofore deemed it necessary and desirable to pass legislation regulating the no parking zones within the City.

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

**Section 1: Amendment.** The Code of Ordinances is hereby amended by the City Council of West Branch, Iowa by adding the following new section to Chapter 69, "PARKING REGULATIONS", Section 69.10, THIRTY MINUTE PARKING ZONES.

*(Insert after current subsection)*

**69.10 THIRTY MINUTE PARKING ZONES.** Parking on the following streets is restricted to thirty minutes between the hours of 8:00 a.m. and 4:00 p.m. daily except Saturdays, Sundays, and legal holidays.

1. On the west side of N. Poplar Street directly in front of the City Office and/or 110 N. Poplar Street.

Renumber all remaining sections after these changes.

**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 4th day of November, 2024**

First Reading:           October 7, 2024  
 Second Reading:       October 21, 2024  
 Third Reading:         November 4, 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

<b>MEETING DATE:</b> November 4, 2024
---------------------------------------

<b>AGENDA ITEM:</b> <b>Third Reading of Ordinance 817</b> – Amending Chapter 30 – Police Department. / Move to action.
--

<b>PREPARED BY:</b> Police Chief, Greg Hall
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<b>DATE:</b> October 22, 2024
-------------------------------

### SUMMARY:

The West Branch Police Department is continually looking for ways to attract and retain police officers for the City of West Branch. While recruitment has taken several months to complete, I feel it is necessary to revisit the 8-mile residency requirement for police officers.

The subject of extending and/or eliminating the residency requirement was discussed at prior City Council meetings recently, it was expressed by the Council to consider extending the residency requirement from 8 miles to 30 miles.

Ordinance 817 reflects the City Council's desire to enact the change with support from the West Branch Police Chief.

**ORDINANCE NO. 817**

**AN ORDINANCE AMENDING CHAPTER 30 “POLICE DEPARTMENT”**

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 30 “POLICE DEPARTMENT” of the Code of West Branch, Iowa is hereby amended by deleting Section 30.11 “RESIDENCY REQUIREMENT” in its entirety and inserting in lieu thereof:

**30.11 RESIDENCY REQUIREMENT**

All full-time peace officers, including the Police Chief, shall establish a residence within a thirty (30) mile radius of West Branch within six months of their date of employment, and continued residency within that thirty (30) mile radius of West Branch is a requirement for continued employment with the City. Peace officers (excluding the Police Chief) will not utilize a city vehicle for transportation to and from any residence outside of the City limits, unless the full-time peace officer receives authorization from the Police Chief, City Administrator or City Council to do so. The Police Chief shall ensure that all full-time peace officers comply with these requirements.

2. This amendment to the ordinance shall be in full effect from and after its publication as by law provided.

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

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 4th day of November, 2024.**

First Reading:	October 7, 2024
Second Reading:	October 21, 2024
Third Reading:	November 4, 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

<b>MEETING DATE:</b> November 4, 2024
---------------------------------------

<b>AGENDA ITEM:</b> <b>Second Reading Ordinance 818</b> - Providing that General Property Taxes Levied and Collected on Certain Lots in The Meadows, Part 4A and Part 4B and Pedersen Valley, Part One in West Branch, Iowa be paid to a Special Fund for Payments on Loans in connection to the West Branch Urban Renewal Area.
--

<b>PREPARED BY:</b> City Clerk, Leslie Brick
--

<b>DATE:</b> October 22, 2024
-------------------------------

### BACKGROUND:

#### **The Meadows Part 4A and 4B:**

The City of West Branch entered into that certain Developer's Agreement with The Meadow's Development (Resolution 1743) on October 1, 2018 which includes Tax Increment Rebate payments for the development of fifty-seven lots in The Meadows Part 4A and Part 4B.

The terms of the Development Agreement state that the City shall make annual incremental tax payments to the Developer which shall be 70% of the total incremental tax revenues received by the City from the Development property. Said payments shall continue until such time the total aggregate payments equal \$395,000 or December 31, 2035, whichever occurs sooner.

#### **Pedersen Valley, Part One - KBH Holding LLC:**

The City of West Branch entered into that certain Developer's Agreement with KBH Holdings (via Resolution 2024-116) which includes Tax Increment Rebate payments for the development of a dental office.

The terms of the Development Agreement state that the City shall make annual incremental tax payments to the Developer which shall be 25% of the total incremental tax revenues received by the City from the Development property by the Cedar County Treasurer. Said payments shall continue for the lesser of ten (10) years or when the total aggregate payments of the incremental tax revenues to the Developer under this Agreement equals \$101,000.00.

## ORDINANCE 818

AN ORDINANCE PROVIDING THAT GENERAL PROPERTY TAXES LEVIED AND COLLECTED ON CERTAIN LOTS IN THE MEADOWS, PART 4A AND PART 4B AND PEDERSEN VALLEY, PART ONE, WEST BRANCH, IOWA, IN THE CITY OF WEST BRANCH, COUNTY OF CEDAR, STATE OF IOWA, BY AND FOR THE BENEFIT OF THE STATE OF IOWA, CITY OF WEST BRANCH, COUNTY OF CEDAR, WEST BRANCH COMMUNITY SCHOOL DISTRICT, AND OTHER TAXING DISTRICTS, BE PAID TO A SPECIAL FUND FOR PAYMENT OF PRINCIPAL AND INTEREST ON LOANS, MONIES ADVANCED TO AND INDEBTEDNESS, INCLUDING BONDS ISSUED OR TO BE ISSUED, INCURRED BY SAID CITY IN CONNECTION WITH SAID WEST BRANCH URBAN RENEWAL AREA.

WHEREAS, KLM Investments, LLC and the City of West Branch entered into that certain development agreement for the construction of a project located in the Meadows Subdivision, Parts 4A and 4B, West Branch, Iowa; and

WHEREAS, the following properties are located in the West Branch Urban Renewal Area:

- a. Lot 1, The Meadows Subdivision, Part 4B, West Branch, Iowa
- b. Lot 4, The Meadows Subdivision, Part 4B, West Branch, Iowa
- c. Unit A, Lot 5, The Meadows Subdivision, Part 4B, West Branch, Iowa
- d. Unit B, Lot 5, The Meadows Subdivision, Part 4B, West Branch, Iowa
- e. Unit A, Lot 6, The Meadows Subdivision, Part 4B, West Branch, Iowa
- f. Unit B, Lot 6, The Meadows Subdivision, Part 4B, West Branch, Iowa
- g. Unit A, Lot 8, The Meadows Subdivision, Part 4B, West Branch, Iowa
- h. Unit B, Lot 8, The Meadows Subdivision, Part 4B, West Branch, Iowa
- i. Lot 28, The Meadows Subdivision, Part 4B, West Branch, Iowa
- j. Lot 29, The Meadows Subdivision, Part 4B, West Branch, Iowa
- k. Parcel N of Lots 1-3, The Meadows Subdivision, Part 4A, West Branch, Iowa

(the “Meadows Properties”); and

WHEREAS, KBH Holdings and the City of West Branch entered into that certain development agreement for the construction of a project on Lot 1, Pedersen Valley, Part One, West Branch, Iowa (collectively the “Pedersen Valley Properties”); and

WHEREAS, indebtedness has been incurred by the City, and additional indebtedness is anticipated to be incurred in the future, to finance urban renewal project activities within the West Branch Urban Renewal Area, and the continuing needs of redevelopment of the Property within the West Branch Urban Renewal Area are such as to require the continued application of the incremental tax resources of the West Branch Urban Renewal Area; and

WHEREAS, the following enactment is necessary to accomplish the objectives described in the premises.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST BRANCH, IOWA, THAT:

Section 1: The taxes levied against the Meadows Properties and Pedersen Valley Properties by and for the benefit of the State of Iowa, City of West Branch, County of Cedar, West Branch Community School District, and all other taxing districts from and after the effective date of this Ordinance shall be divided as hereinafter in this Ordinance provided.

Section 2: As to the Meadows Properties and Pedersen Valley Properties, that portion of the taxes which would be produced by the rate at which the tax is levied each year by and for each of the taxing districts taxing the Property in the West Branch Urban Renewal Area upon the total sum of the assessed value of Property, being the first day of the calendar year preceding the effective date of this Ordinance, that date being January 1, 2023, shall be allocated to and when collected be paid into a fund for the respective taxing district as taxes by or for said taxing district into which all other property taxes are paid. The taxes so determined may be referred to herein as the “base period taxes.”

Section 3: That portion of the taxes each year in excess of base period taxes for the Meadows Properties and Pedersen Valley Properties shall be allocated to and when collected be paid into the special tax increment fund previously established by the City of West Branch to pay the principal of and interest on loans, monies advanced to, or indebtedness, whether funded, refunded, assumed or otherwise, including bonds issued under authority of Section 403.9 or Section 403.12 of the Code of Iowa, incurred by the City of West Branch, Iowa to finance or refinance, in whole or in part, urban renewal projects



undertaken within the West Branch Urban Renewal Area pursuant to the Urban Renewal Plan, as amended.

Section 4: At such time as the loans, monies advanced, bonds and interest thereon and indebtedness of the City of West Branch referred to in Section 3 hereof have been paid, or the City has provided for the division of taxes for a total of twenty (20) fiscal years, whichever is sooner, all monies thereafter received from taxes upon the Property shall be paid into the funds for the respective taxing districts in the same manner as taxes on all other property.

Section 5: All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed. In the event that any provision of this Ordinance shall be determined to be contrary to law it shall not affect other provisions or application of this Ordinance which shall at all times be construed to fully invoke the provisions of Section 403.19 of the Code of Iowa with reference to the West Branch Urban Renewal Area and the territory contained therein.

Section 6: This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

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

First Reading:           October 21, 2024  
Second Reading:       November 4, 2024  
Third Reading:

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

ATTEST:

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

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

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> November 4, 2024
---------------------------------------

<b>AGENDA ITEM:</b> <b>Second Reading Ordinance 819</b> - Providing that General Property Taxes Levied and Collected each year on lots in Heritage Hill Subdivision, West Branch, Iowa be paid to a Special Fund for Payments on Loans in connection to the West Branch Urban Renewal Area.
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<b>PREPARED BY:</b> City Clerk, Leslie Brick
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<b>DATE:</b> October 22, 2024
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### BACKGROUND:

The City of West Branch entered into that certain Developer's Agreement with BBCO LLC (Resolution 2022-66) on June 20, 2022 which includes Tax Increment Rebate payments for improvements made to the property known as Heritage Hill Subdivision.

Developer's Agreement which states that the Developer is eligible for 75% of available tax increment revenues created by the Project over a 10-year period after an initial period of abatement for ten (10) years.

During each year of the abatement period, the City shall calculate the savings to the Developer based upon the real estate taxes saved by subtracting the annual real estate taxes that would have been paid pursuant to a 100% assessment on the Development Project and the actual amount paid by the Developer during the abatement period (the "Abatement Taxes Saved").

## ORDINANCE 819

AN ORDINANCE PROVIDING THAT GENERAL PROPERTY TAXES LEVIED AND COLLECTED EACH YEAR ON PARCELS LOCATED IN HERITAGE HILL, WEST BRANCH, IOWA, IN THE CITY OF WEST BRANCH, COUNTY OF CEDAR, STATE OF IOWA, BY AND FOR THE BENEFIT OF THE STATE OF IOWA, CITY OF WEST BRANCH, COUNTY OF CEDAR, WEST BRANCH COMMUNITY SCHOOL DISTRICT, AND OTHER TAXING DISTRICTS, BE PAID TO A SPECIAL FUND FOR PAYMENT OF PRINCIPAL AND INTEREST ON LOANS, MONIES ADVANCED TO AND INDEBTEDNESS, INCLUDING BONDS ISSUED OR TO BE ISSUED, INCURRED BY SAID CITY IN CONNECTION WITH SAID WEST BRANCH URBAN RENEWAL AREA.

WHEREAS, BBCO, LLC and the City of West Branch entered into that certain development agreement for the construction of a project located in Heritage Hill, West Branch, Iowa, namely on Parcel No. 0500-13-05-361-007-0 (the "Property"); and

WHEREAS, the Property is located in the West Branch Urban Renewal Area; and

WHEREAS, indebtedness has been incurred by the City, and additional indebtedness is anticipated to be incurred in the future, to finance urban renewal project activities within the West Branch Urban Renewal Area, and the continuing needs of redevelopment of the Property within the West Branch Urban Renewal Area are such as to require the continued application of the incremental tax resources of the West Branch Urban Renewal Area; and

WHEREAS, the following enactment is necessary to accomplish the objectives described in the premises.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST BRANCH, IOWA, THAT:

Section 1: The taxes levied against the Property by and for the benefit of the State of Iowa, City of West Branch, County of Cedar, West Branch Community School District, and all other taxing districts from and after the effective date of this Ordinance shall be divided as hereinafter in this Ordinance provided.

Section 2: As to the Property, that portion of the taxes which would be produced by the rate at which the tax is levied each year by and for each of the taxing districts taxing the Property in the West Branch Urban Renewal Area upon the total sum of the assessed value of Property, being the first day of the calendar year preceding the effective date of this Ordinance, that date being January 1, 2023, shall be allocated to and when collected be paid into a fund for the respective taxing district as taxes by or for said taxing district into which all other property taxes are paid. The taxes so determined may be referred to herein as the "base period taxes." The assessed value of the Property on said January 1, 2023 is \$74,730.00.

Section 3: That portion of the taxes each year in excess of base period taxes for the Property shall be allocated to and when collected be paid into the special tax increment fund previously established by the City of West Branch to pay the principal of and interest on loans, monies advanced to, or indebtedness, whether funded, refunded, assumed or otherwise, including bonds issued under authority of Section 403.9 or Section 403.12 of the Code of Iowa, incurred by the City of West Branch, Iowa to finance or refinance, in whole or in part, urban renewal projects undertaken within the West Branch Urban Renewal Area pursuant to the Urban Renewal Plan, as amended.

Section 4: At such time as the loans, monies advanced, bonds and interest thereon and indebtedness of the City of West Branch referred to in Section 3 hereof have been paid, or the City has provided for the division of taxes for a total of twenty (20) fiscal years, whichever is sooner, all monies thereafter received from taxes upon the Property shall be paid into the funds for the respective taxing districts in the same manner as taxes on all other property.

Section 5: All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed. In the event that any provision of this Ordinance shall be determined to be contrary to law it shall not affect other provisions or application of this Ordinance which shall at all times be construed to fully invoke the provisions of Section 403.19 of the Code of Iowa with reference to the West Branch Urban Renewal Area and the territory contained therein.

Section 6: This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

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

First Reading:           October 21, 2024  
Second Reading:       November 4, 2024  
Third Reading:

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

ATTEST:

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

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

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> November 4, 2024
---------------------------------------

<b>AGENDA ITEM:</b> Resolution 2024-119 - Approving an Agreement with Main Street West Branch regarding Hooverball.
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<b>PREPARED BY:</b> Erin Laughlin, Parks and Recreation Director
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<b>DATE:</b> October 22, 2024
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### BACKGROUND:

Whitney's Wings has been running Hooverball as part of Hoover's Hometown Days for the past few years but is no longer interested in being involved. West Branch Parks and Recreation wants to enter this agreement to take over this activity but with the support of MSWB. This agreement lays out the services MSWB will provide and the services the city will provide. It minimizes the start-up cost for the city, allows prizes to continue to be awarded, and allows the city to collect profits from participant registrations. While this is a 1-year agreement, the intention is for Parks and Rec to own Hooverball at Hoover's Hometown Days indefinitely.

**RESOLUTION 2024-119**

**A RESOLUTION APPROVING AN AGREEMENT WITH MAIN STREET WEST  
BRANCH REGARDING HOOVERBALL.**

WHEREAS, the West Branch Parks and Recreation Director and Main Street West Branch have heretofore negotiated an agreement for the splitting of duties and responsibilities for Hooverball at Hoover's Hometown Days; and

WHEREAS, this Agreement (see Exhibit A) requires approval of the City Council.

NOW, THEREFORE, It Is Resolved by the Council of the City of West Branch, Iowa, that the City Council of the City of West Branch that the Agreement is hereby approved. Further, the Mayor and City Clerk are hereby directed to execute the agreement on behalf of the City.

**Passed and approved this 4<sup>th</sup> day of November, 2024.**

---

Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk



## **Hoover's Hometown Days Youth & Adult Hoover-Ball Activities Contract Agreement**

The purpose of this agreement is for the City of West Branch Parks and Recreation Department to assist with the execution of Hoover-Ball as part of Hoover's Hometown Days.

This Agreement ("Agreement") is made and entered into as of September 1, 2024, between The City of West Branch (Party A) located at 110 N Poplar St West Branch Iowa and Main Street West Branch DBA Hoover's Hometown Days (Party B) located at 127 W Main Steet West Branch Iowa, collectively referred to as the "Parties".

### **1. Services:**

#### **Party A agrees to provide the following services:**

- Set up and tear down for Youth and Adult Hoover-Ball championship games and Youth Camps as part of Hoover's Hometown Days
- Coordinating logistics and managing all activities for Youth and Adult Hoover-Ball tournaments during Hoover's Hometown Days and Youth Camps in advance
- Support advertising and promotion of Youth and Adult Hoover-Ball championship games and Youth Camp
- Securing any volunteers needed to staff the above events
- Coordinating and executing the registration process including pre-registrations and walk-up registrations
- Oversee selection, ordering, and inventory of trophies, shirts, medals, and all other supplies with a mutually agreed on budget
- Storage of newly purchased supplies
- Coordination and execution of Hoover-Ball equipment usage agreement with the Hoover Presidential Foundation
- Allow Party B to exclusively solicit donations and/or sponsors related to Hoover-Ball and retain any profit from said contributors to support future Hoover's Hometown Days activities

#### **Party B agrees to provide the following:**

- Provide an annual budget to reasonably pay for all Youth Hoover-Ball and Adult Hoover-Ball expenses during Hoover's Hometown Days including equipment, supplies, advertising and prizes - to be reviewed and mutually agreed upon by both parties annually
- Holding the insurance for Youth and Adult Hoover-Ball events during Hoover's Hometown Days



- Securing permits required for Youth and Adult Hoover-Ball to occur during Hoover's Hometown Days
- Allow Party A to keep any profit from Hoover-Ball Tournament registration fees

2. Term: This Agreement shall commence on September 1, 2024, and continue until August 31, 2025, unless terminated earlier as provided herein.

3. Payment: No money will be exchanged in consideration for the services provided in this agreement.

4. Termination: Either Party may terminate this Agreement nine (9) months prior to Hoover's Hometown Days by providing written notice to the other Party.

5. Confidentiality: Both Parties agree to maintain the confidentiality of any proprietary or confidential information obtained during the course of this Agreement.

6. Indemnification: Both parties agree to hold the other harmless from and against any and all claims, damages, losses and expenses arising out of or resulting from this agreement.

7. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa.

8. Entire Agreement: This Agreement constitutes the entire understanding between the Parties with respect to the subject matter hereof and supersedes all prior agreements and understandings, whether written or oral.

9. Amendments: This Agreement may only be amended in writing and signed by both Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first above written.





CITY:

MAIN STREET:

By: \_\_\_\_\_  
Roger Laughlin, Mayor

By: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Print name and title

By: \_\_\_\_\_  
Leslie Brick, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> November 4, 2024
---------------------------------------

<b>AGENDA ITEM:</b> <b>Resolution 2024-120</b> - Revising Resolution 1743 regarding the collection of funds to be used for low-to-moderate income housing assistance.
---

<b>PREPARED BY:</b> Heidi Van Auken, Finance Officer
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<b>DATE:</b> October 31, 2024
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### SUMMARY:

Pursuant to Section 403.22 of the Code of Iowa, the City is required to set aside a percentage of the incremental tax rebates to be used for assistance for low-to-moderate income housing assistance.

The TIF rebate agreement between the City and KLM Investments approved on October 1, 2018 with Resolution 1743, did not specify the LMI percentage of 33.32, and therefore, the LMI amount was not certified to Cedar County.

With this resolution, the City desires to create a debt obligation for the LMI portion that should have been created in 2018 to certify and collect incremental tax revenues for the amount of \$131,614.

Prepared by: Kevin D. Olson, West Branch City Attorney, PO Box 5640, Coralville, Iowa 52241  
Return to: City of West Branch, Iowa, 110 N. Poplar Street, West Branch, Iowa 52353

**RESOLUTION 2024-120**

**RESOLUTION REVISING RESOLUTION 1743 REGARDING THE  
COLLECTION OF FUNDS TO BE USED FOR LOW-TO-MODERATE  
INCOME HOUSING ASSISTANCE.**

WHEREAS, the City Council of the City of West Branch passed Resolution No. 1743 on October 1, 2018, approving a development agreement that provided tax increment rebates to the developer for a residential development; and

WHEREAS, pursuant to Section 403.22 of the Code of Iowa, the City is required to set aside 33.32% of the incremental tax rebates to be used for low to moderate income housing assistance; and

WHEREAS, the City Council desires to create said obligation to collect from incremental tax revenues received from the development.

NOW, THEREFORE, It Is Resolved by the Council of the City of West Branch, Iowa, that the Finance Officer is directed to collect the amount of \$131,614 in incremental tax revenues to satisfy the requirements of said Section 403.22 of the Code of Iowa.

**Passed and approved this 4th day of November, 2024.**

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

ATTEST:

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> November 4, 2024
---------------------------------------

<b>AGENDA ITEM:</b> <b>Resolution 2024-122</b> - Approving the conveyance of a previously vacated alley. / Move to action.
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<b>PREPARED BY:</b> Leslie Brick, City Clerk
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<b>DATE:</b> November 1, 2024
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### SUMMARY:

The City was notified that the property at 326 N. 4<sup>th</sup> Street had an issue with the title opinion for an upcoming sale. The situation is that alleys located on or near the property were vacated in 1883 and 1895 (according to the records of Cedar County) but that the City never conveyed the alleys to the property owner.

This resolution and Quit Claim Deed will convey the previously vacated alley to the property owner.

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

## **RESOLUTION 2024-121**

### **RESOLUTION APPROVING THE CONVEYANCE OF A PREVIOUSLY VACATED ALLEY.**

WHEREAS, the City Council of the City of West Branch has previously vacated the alley adjacent to Lots 22, 23, 26 and 27, in Block 12, West Branch, Cedar County, Iowa, on April 5, 1883 as shown in Rec 2, Page 127 and May 27, 1895 as shown in Rec 3, Page 419, Records of Cedar County, Iowa (the “Vacated Alley”); and

WHEREAS, a title examiner is requesting that the city convey the alley to the adjacent property owner to effectuate said transfer; and

WHEREAS, it is now necessary for the City Council to approve the conveyance of said previously vacated alley.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar, Iowa, that the City Attorney is directed to prepare a quit claim deed for the Vacated Alley to convey the Vacated Alley to the adjacent property owner. Further, the Mayor and City Clerk are hereby directed to execute a quit claim deed to memorialize said vacation.

**Passed and approved this 4<sup>th</sup> day of November, 2024.**

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

ATTEST:

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> November 4, 2024
---------------------------------------

<b>AGENDA ITEM:</b> <b>Discussion</b> - Historic Preservation Commission proposal to help fund renovations for the Traveler’s Rest property.
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> October 29, 2024
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### DIRECTION:

- Staff is seeking direction from the city council to continue pursuing or to stop administrative work for Traveler’s Rest initiatives.
- Historic preservation commission is asking for \$20,000 from the city’s LMI fund to preserve the residence.
  - The 2017 historic preservation plan sought to add Traveler’s Rest as a locally preserved landmark and to be placed on the National Register of Historic Places.
  - The 2020 comprehensive plan supported the following initiatives:
    - Conserve the historic nature of West Branch.
    - Housing diversity.
    - Investing in historic tourism advantage.
    - Maintain and revitalize older housing.

### BACKGROUND:

“Traveler’s Rest” is the historic name of a property located at one E Main Street in West Branch, Iowa. The property was owned by James Townsend, an early settler of West Branch and a well-known antislavery advocate. Townsend operated an inn in the house for several years. Among Townsend’s guests was abolitionist John Brown. Townsend may also have used the property as a station on the Underground Railroad.

The historic preservation commission supported 5-0 to direct City Administrator Adam Kofoed an administrative initiative to seek incentives to help renovate “Traveler’s Rest” and keep it lead paint and asbestos safe for young children to eventually, tour the home.

### THE FINANCIAL PLAN

East Central Intergovernmental Association (ECIA) has roughly secured \$100,000 in federal grants from multiple agencies, mostly through the healthy living and lead safe removal programs to assist in rehabilitation Traveler’s Rest. Due to the historical significance and certifications to improve the house, the project only received a few bids at higher than expected costs.

ECIA is looking for roughly \$40,000 in funding:

1. Property owner
2. Heritage Foundations \$10,000
3. City of West Branch \$20,000 out of LMI housing fund (\$83,000).
4. Private fundraising

#### **THE FUTURE PLAN**

- City works out an agreement for right of first refusal with grant support for the project and a historical marker.
- NPS write a preliminary national registry proposal to proper historical preservation offices.
- Rehabilitation occurs at Traveler's Rest.
- NPS finalizes national registry nomination.
- City, NPS, Main Street, Hoover Foundation and other partnering organizations start advocacy for tying West Branch's Quakerism philosophy as a core value to President Hoover's life and political philosophy.
- Multiple partner agencies to seek purchasing the Traveler's Rest.
- NPS starts maintaining the property.
- Public campaign to replicate the hiding cave.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> November 4, 2024
---------------------------------------

<b>AGENDA ITEM:</b> Discussion – Temporary Stop Sign on West Main Street.
<b>PREPARED BY:</b> Adam Kofoed, City Administrator
<b>DATE:</b> October 29, 2024

**Background**

The City has installed a temporary stop sign at the high school campus. This measure was taken to improve traffic control and enhance safety due to concerns raised by the school district. The goal is to determine if the stop sign effectively addresses these concerns before making it permanent. *For implementation purposes, the stop sign will eventually need to be added to the City’s Code of Ordinances.*

**Policy Considerations**

Current Review Period: None

**Proposed Duration:**

A period that allows for adequate data collection on traffic patterns, safety incidents, and community feedback.

**Comparison with Best Practices:**

Standard review periods for temporary measures range from 3-12 months depending on factors like seasonal traffic flow, adjacent construction, and community needs.

**Pros and Cons of Longer Review**

Provides comprehensive data over various seasons.	Potential prolonged inconvenience for drivers.
Allows adjustment based on initial results and community feedback	Could delay other planned traffic adjustments

**Pros and Cons of a Shorter Review Period.**

Quicker assessment and decision-making	Limited data, potentially impacting decision accuracy
Addresses urgent community concerns sooner	May overlook longer-term traffic trends

**Staff Recommendations**

Establish Review Period We recommend a three-month period to observe intersection conflicts.





### Patron Visits

14,708

### Programs

285 Programs    5,478 ↑ Attendees

### Did you know:

- Summer programs help prevent “summer slide” and prepare kids for the next school year
- The library hosts big screen movies, craft nights, and more for adults and seniors, for free!

### Circulation

Physical 18,876    Digital 10,000 ↑

#### Amount Saved

\$506,691    \$34,615



- West Branch and rural Cedar County residents can get access to FREE ebooks, digital audiobooks (like Audible, only free), and digital magazines
- We set a new record for audiobook downloads this year!



**\$245**

The average library user saved \$245 this year by using the library instead of buying media themselves.

### Collection

Physical items		Digital items	
923	269	16,982 ↑	152,874

295 ↑

### Questions Answered

Including research, book/movie recommendations, technology help



- WBPL has two librarians with Master’s degrees who are certified by the State
- We have specialized training and undergo continuing education
- We offer notary and faxing services to help with official forms



### Computer Use

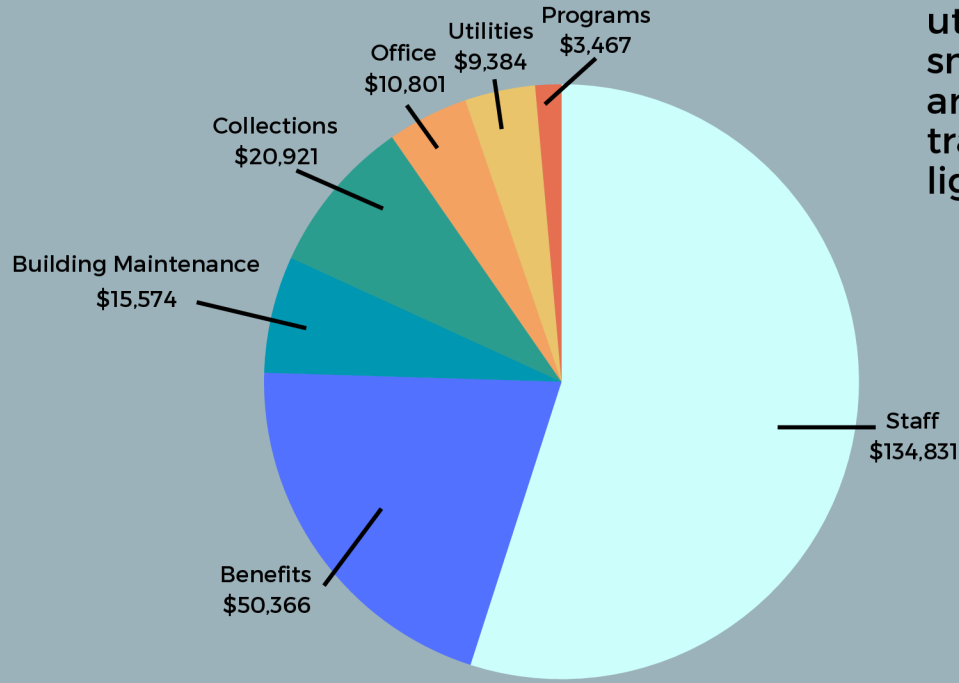
2,776 sessions ↑

### Wifi Use

1,851 sessions

- Library computers have high speed internet, cameras, and mics
- Residents use our computers to apply for jobs, file paperwork, and attend digital meetings on Zoom
- Our wifi is on 24/7 and reaches all the way to our parking lot

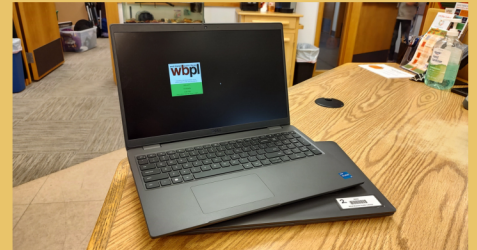
# Expenditures



- We've saved on utilities by installing smart thermostats and beginning to transition to LED lighting

- Office: technology, office equipment, postage, office supplies
- Collections: books, DVDs, games, digital books, audiobooks, digital video

# Condition of the Library



## Recent projects:

- Finished outdoor spaces
- Replaced memorial gazebo with picnic table and planters
- Filled sinkhole
- New patron laptops
- Updated fire alarm system

## Upcoming projects:

- Fix drainage around library to improve safety
- Platforms for picnic tables
- Update security camera system
- Repair east side sidewalks
- Interior painting
- Replace 2 patron computers



### Staff

Library Director: Jessica Schafer • Public Services Librarian: Kat Korsmo

### Board of Trustees

Lizabeth Osborne, President • Seth Goodspeed, Vice President • Annika Pettitt, Secretary  
Lisa Kofoed • Deb Kauffman-Watson • Erin Monaghan • Holly Wasion

### Friends of the Library

Lisa Nelson, President • Sarah Hetrick, Vice President • Kelley Schlitz, Treasurer • Liz Solchenberger, Secretary  
Deb Kauffman-Watson, Member