



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

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

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

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda. /Move to action. *(This is the time to approve the agenda as presented or amend the agenda (such as tabling items). Amendments or changes to the agenda require a motion, second and a full council vote.*
6. Approve Consent Agenda/Move to action.
  - a. Approve minutes from the March 17, 2025 City Council meeting.
  - b. Approve the minutes from the April 1, 2025 Special City Council meeting.
  - c. Approve a Special Event Permit for the White Pumpkin Studio Warehouse Sale at Heritage Square on May 24, 2025.
  - d. Approve the Monthly Financial Report for February 2025.
  - e. Claims for April 7, 2025.
7. Presentations/Communications/Open Forum
8. Public Hearings /Non-Consent Agenda
  - a. **Resolution 2025-35** – Approving the Final Proposed Budget for Fiscal Year 2026 and Ordering a Notice of Public Hearing for April 21, 2025. / Move to action.
  - b. **Resolution 2025-36** – Approve a Site Plan from Manatt’s for a temporary concrete plant at 1001 S. Downey Street, West Branch. / Move to action.
  - c. **Resolution 2025-37** - Approving Pay Estimate Number 8 (Final) in the amount of \$38,589.22 to Midwest Underground Contractors Inc. for the Phase 2 - Eastside Water Main Replacement Project. / Move to action.
  - d. **Resolution 2025-38** – Setting the date for a public hearing on proposal to enter into a General Obligation Corporate Purpose Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$4,150,000. / Move to action.
  - e. **Resolution 2025-39** - Approving Pay Estimate Number 1 in the amount of \$7,695.00 to Neuzil & Son’s Inc. for Tree Felling in conjunction with the Cedar-Johnson Road Reconstruction Project. / Move to action.
  - f. **Resolution 2025-40** - Accepting the 2025 Cedar-Johnson Road Reconstruction Tree Felling Project as complete. / Move to Action.
  - g. **Resolution 2025-41** – Ordering providing a conditional declination to review a boundary line adjustment located in the City’s Extraterritorial Review Boundaries. / Move to action.
9. Discussion – Cedar-Johnson Road Reconstruction Project Bond proceeds.
10. City Administrator Report
11. City Attorney Report
12. City Engineer Report
13. City Staff Reports
  - Public Works - Yard waste site update
  - City Clerk – West Branch Village sewer meter update
14. Comments from Mayor and Council Members
15. Motion to adjourn.

*(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**

**March 17, 2025  
7:00 p.m.**

Mayor Pro Tem Tom Dean called the West Branch City Council regular meeting to order at 7:00 p.m.

Roll call: Council members present; Tom Dean, Colton Miller, Mike Horihan, Tom Dean, Jerry Sexton.

Absent: Mayor Roger Laughlin

City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Public Works Director Matt Goodale, Park & Recreation Director Erin Laughlin and Library Director Jessie Schafer.

Attending via Zoom: Finance Officer Heidi Van Auken, Deputy Clerk Jessica Brown and City Engineer Dave Schechinger.

**APPROVE THE AGENDA**

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

**APPROVE CONSENT AGENDA**

Approve minutes from the March 3, 2025 City Council meeting.

Claims for March 17, 2025.

EXPENDITURES	3/17/2025	
ALLIANT ENERGY	ALLIANT ENERGY	17,354.39
AMAZON.COM	BOOKS, DVDS, PROG PRIZES-LIB	116.80
BAKER & TAYLOR	BOOKS	415.33
BANKERS ADVERTISING	NAME TAGS-LIBRARY	61.99
BOUND TREE MEDICAL	MED SUPPLIES-FIRE	211.64
CAPITAL ONE	BLDG & PROG SUPPLIES-LIB	79.86
CEDAR COUNTY RECORDER	RECORDING FEES	58.00
CJ COOPER & ASSOCIATES	DOT DRUG TESTING-PW	180.00
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	73.98
ELECTRIC PUMP	WW PUMPS SERVICE CALL	1,487.25
FIRE SERVICE TRAINING BUREAU	CERT FEES FOR HAZMAT-FIRE	100.00
HAWKINS	CHEMICALS	3,586.64
HI-LINE	SHOP SUPPLIES	327.28
IOWA ASSN. MUN. UTILITIES	MEMBERSHIP DUES 25-26	939.00
IOWA CODIFICATION	JANUARY 2025 SUPPLEMENT	437.00
KANOPY	ON DEMAND VIDEO SERVICE	8.00
KIRKWOOD COMM. COLLEGE	BLS PROVIDER FEE-FIRE	216.00
LINN COUNTY R.E.C.	STREET LIGHTS	309.22
LRS HOLDINGS	TRASH & RECYCLING FEB 2025	18,684.75
MENARDS	PAINT SUPPLIES-PW	114.63
MOPPY MO'S	JANITORIAL SERVICES	857.50
NATIONAL PARK SERVICE	CITY CLEAN UP PERMIT FEE	100.00
OLSON, KEVIN D	LEGAL SERVICES-MARCH 2025	1,500.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	197.47
QUILL CORP	OFFICE SUPPLIES-CITY	79.73
STEEN, CATHERINE	HOTEL, MEAL, MILES REIMBURSE	516.16
STRYKER SALES CORP.	STRAP, STABILIZATION-FIRE	100.80
SUMMIT FIRE PROTECTION	DRY CHEM EXTINGUISH RECHARGE	113.75
TYLER TECHNOLOGIES	TAX FILINGS 2024	3,641.00
WEST BRANCH REPAIRS	FIRE TRUCK SERVICE	2,314.67
WEST BRANCH TIMES	LEGAL PUBLICATIONS	686.06
TOTAL		54,868.90
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	3/14/2025	56,916.05
PAID BETWEEN MEETINGS		
SISCO	HEALTH CLAIMS 3/10/2025	6.17
AT&T MOBILITY	WIRELESS SERVICE	210.04
ECONO SIGNS	CUBBY & BERANEK SIGNS	514.89
HARLESS, VERONICA	SR. FITNEES CLASSES	570.00

HI-LINE	PLANT REPAIR SUPPLIES	197.72
KNOX COMPANY	KNOX BOXES	1,019.00
LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	142.02
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,589.50
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-LIBRARY	100.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	257.89
WEX BANK	VEHICLE FUEL	936.49
SISCO	FLEX CLAIMS 3/3/2025	3,269.27
METLIFE	INSURANCE PREMIUM	2,390.15
SISCO	INSURANCE PREMIUM	18,672.83
TOTAL		29,875.97
GRAND TOTAL EXPENDITURES		141,660.92
FUND TOTALS		
001 GENERAL FUND	60,670.43	
022 CIVIC CENTER	985.19	
031 LIBRARY	6,752.39	
110 ROAD USE TAX	5,965.92	
112 TRUST AND AGENCY	28,522.62	
600 WATER FUND	20,755.94	
610 SEWER FUND	17,347.44	
740 STORM WATER UTILITY	660.99	
GRAND FUND TOTAL	141,660.92	

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

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

Bobby Sexton, 21 Greenview Dr., addressed the Council regarding the lack of street lights and speed zone signs in the Greenview Subdivision. Sexton voiced his concerns over resident and child safety in regards to the upcoming Cedar-Johnson Road Reconstruction project that will divert vehicular traffic from the Bickford and Cedar's Edge subdivisions through Greenview as a detour route. Sexton reminded the Council that the city annexed the Greenview Subdivision into city limits in 1976 (fifty years ago) and the City has not made any public improvements to the neighborhood such as concrete streets, curb & gutter or sidewalks.

Faye Goodspeed, 329 S. 1<sup>st</sup> Street, addressed the Council as a member of the newly formed Hoover's Hometown Days committee and asked the Council to pledge \$5000 of financial support to the 2025 annual event.

Jessie Simon, Executive Director, Main Street West Branch 2024 Annual Report. Simon reported on the past twelve months activities highlighting their many accomplishments and future goals. Simon thanked the countless volunteers, community members and businesses who play a vital role in the Main Street program.

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

Public Hearing – on the plans, specifications, estimate of cost and form of contract; ordering bids and directing notice of the same; all for the Cedar-Johnson Road Reconstruction Project.

Dean opened the public hearing at 7:32 p.m. There were no public comments. Dean closed the public hearing at 7:33 p.m.

Motion to suspend the rules (Per Code Section 380.3) and to combine the 2nd and 3rd readings of Ordinance 823, 824 & 825. / Move to action.

Miller stated that he normally would not approve of utilizing Code section 380.3, and further stated that with a current bill in the State House regarding eliminating cities ability to charge franchise fees in the future, Miller felt condensing the second and third readings are necessary for this situation.

Motion by Sexton, second by Miller. AYES: Sexton, Miller, Dean, Stoolman, Horihan. NAYS: None. Motion carried.

2<sup>nd</sup> Reading Ordinance 823 – Granting to Linn County Rural Electric Cooperative, its successors and assigns, a non-exclusive Twenty-Five-year Franchise to acquire, construct, erect, maintain and operate an electric system in the City of West Branch, Iowa, and to furnish and sell electric energy to the City and its inhabitants, and requiring said company to pay a franchise fee. / Move to action.

Motion by Miller, second by Sexton to approve the second reading of Ordinance 823. AYES: Miller, Sexton, Horihan, Stoolman, Dean. NAYS: None. Motion carried.

3<sup>rd</sup> Reading Ordinance 823 – Granting to Linn County Rural Electric Cooperative, its successors and assigns, a non-exclusive Twenty-Five-year Franchise to acquire, construct, erect, maintain and operate an electric system in the City of West Branch, Iowa, and to furnish and sell electric energy to the City and its inhabitants, and requiring said company to pay a franchise fee. / Move to action.

Below is a summary of Ordinance 823. A full copy is available for inspection at the City Office.

Ordinance 823

AN ORDINANCE GRANTING TO LINN COUNTY RURAL ELECTRIC COOPERATIVE, ITS SUCCESSORS AND ASSIGNS, A NON-EXCLUSIVE TWENTY-FIVE YEAR FRANCHISE TO ACQUIRE, CONSTRUCT, ERECT, MAINTAIN AND OPERATE AN ELECTRIC SYSTEM IN THE CITY OF WEST BRANCH, IOWA, AND TO FURNISH AND SELL ELECTRIC ENERGY TO THE CITY AND ITS INHABITANTS, AND REQUIRING SAID COMPANY TO PAY A FRANCHISE FEE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST BRANCH, CEDAR COUNTY, IOWA:

**Section 1. Grant of Franchise.** There is hereby granted to Linn County Rural Electric Cooperative, its successors and assigns (the "Company"), the right and franchise, from and after the effective date of this ordinance codified in this chapter, to acquire, construct, operate and maintain in the City of West Branch, Iowa (the "City"), as provided herein, the necessary facilities for the distribution, transmission and sale of electricity for public and private use and to construct and maintain, over, upon, across and under the streets, highways, avenues, alleys and bridges, the necessary facilities, fixtures and equipment for such purposes. The franchise will be effective for twenty-five years beginning with the effective date of this ordinance. Either party may exercise an option to re-evaluate or amend the franchise by providing the other party written notice setting forth its proposed amendments or items that it desires to be re-evaluated no more than 180 days nor less than 90 days prior to the end of the fifteenth year of this franchise period. The purpose of this notice is to expedite discussions between the Company and the City and shall not be an exclusive list of the first party's issues. Upon delivery of such notice, the City and Company shall meet to attempt to consider the proposed amendments. If the City and Company are unable to agree to amend the ordinance and address other issues by the end of the fifteenth year of the franchise period, either party may terminate the franchise agreement effective on the last day of the fifteenth year of the franchise period. If no written request to amend or terminate the franchise is delivered by either party to the other between 90 and 180 days prior to the end of the fifteenth year of the franchise period, the franchise will continue for another ten (10) years.

Section 17. Notice. The City shall give the Company a minimum 6-months prior to the request to implement any adjustment in the percentage of franchise fee to be collected pursuant to Section 14 hereof. The City agrees to modify the level of franchise fees imposed only once in any 24-month period. When any such Ordinance increasing, decreasing, modifying or eliminating the franchise fee shall become effective, billings reflecting the change shall commence on an agreed upon date which is not less than ninety (90) days following written notice to the Company by certified mail. The Company shall not be required to implement such new percentage unless and until it determines that it has received appropriate official documentation of final action by the City Council. In no event may the percentage of franchise fee exceed the statutory amount authorized by Iowa law.

Passed and approved this 17th day of March, 2025.

First Reading: March 3, 2025  
Second Reading: March 17, 2025  
Third Reading: March 17, 2025

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Tom Dean, Mayor Pro Tem

ATTEST:

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Leslie Brick, City Clerk

Motion by Sexton, second by Miller to approve the third reading of Ordinance 823. AYES: Sexton, Miller, Stoolman, Dean Horihan. NAYS: None. Motion carried.

2<sup>nd</sup> Reading Ordinance 824 – Repealing Ordinance No. 533, and granting to Interstate Power and Light Company, its successors and assigns, a non-exclusive twenty-five-year franchise to acquire, construct, erect, maintain and operate an electric system in the City of West Branch, Iowa and to furnish and sell electric energy to the City and its inhabitants, and requiring said company to pay a franchise fee to the City. / Move to action.

Motion by Sexton, second by Stoolman to approve the second reading of Ordinance 824. AYES: Sexton, Stoolman, Dean, Horihan, Miller. NAYS: None. Motion carried.

3<sup>rd</sup> Reading Ordinance 824 – Repealing Ordinance No. 533, and granting to Interstate Power and Light Company, its successors and assigns, a non-exclusive twenty-five-year franchise to acquire, construct, erect, maintain and operate an electric system in the City of West Branch, Iowa and to furnish and sell electric energy to the City and its inhabitants, and requiring said company to pay a franchise fee to the City. / Move to action.

Below is a summary of Ordinance 824. A full copy is available for inspection at the City Office.

ORDINANCE NO. 824

AN ORDINANCE REPEALING ORDINANCE NO. 533, AND GRANTING TO INTERSTATE POWER AND LIGHT COMPANY, ITS SUCCESSORS AND ASSIGNS, A NON-EXCLUSIVE TWENTY-FIVE YEAR FRANCHISE TO ACQUIRE, CONSTRUCT, ERECT, MAINTAIN AND OPERATE AN ELECTRIC SYSTEM IN THE CITY OF WEST BRANCH, IOWA AND TO FURNISH AND SELL ELECTRIC ENERGY TO THE CITY AND ITS INHABITANTS, AND REQUIRING SAID COMPANY TO PAY A FRANCHISE FEE TO THE CITY.

BE IT ORDAINED BY THE City Council of the City of WEST BRANCH, CEDAR County, Iowa, hereinafter referred to as the "City":

Section 1. There is hereby granted to Interstate Power and Light Company, hereinafter referred to as the "Company," its successors and assigns, the right and non-exclusive franchise to acquire, construct, reconstruct, erect, maintain and operate in the City, works and plants for the manufacture and generation of electricity and a distribution system for electric light, heat and power and the right to erect and maintain the necessary poles, lines, wires, conduits and other appliances for the distribution of electric current along, under and upon the streets, alleys and public places in the said City to supply individuals, corporations, communities, and municipalities both inside and outside of said City with electric light, heat and power for the period of twenty-five (25) years; also the right of eminent domain as provided in Section 364.2 of the Code of Iowa.

This franchise is limited to electrical service. No other services shall be provided to the public by the Company hereunder.

Section 15. This Ordinance sets forth and constitutes the entire agreement between the Company and the City with respect to the rights contained herein, and may not be supplemented, superseded, modified or otherwise amended without the written approval and acceptance of the Company. Notwithstanding the foregoing, in no event shall the City enact or maintain any Ordinance or place any limitations, either operationally or through the assessment of fees other than those approved and accepted by the Company within this Ordinance, that create additional burdens upon the Company, or which delay utility operations.

Passed and adopted by the West Branch City Council on the 17th day of March, 2025.

First Reading: March 3, 2025

Second Reading: March 17, 2025

Third Reading: March 17, 2025

\_\_\_\_\_  
Tom Dean, Mayor Pro Tem

ATTEST:

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Leslie Brick, City Clerk

Motion by Miller, second by Sexton to approve the third reading of Ordinance 824. AYES: Miller, Sexton, Stoolman, Dean, Horihan. NAYS: None. Motion carried.

2<sup>nd</sup> Reading Ordinance 825 – Repealing Ordinance No. 695 and granting to Interstate Power and Light Company, its successors and assigns, a non-exclusive twenty-five-year franchise to erect, construct, reconstruct, maintain, and operate plant and systems for the distribution of natural gas in the City of West Branch, Iowa and to sell, distribute, and supply natural gas to said City and its inhabitants, and requiring said company to pay a franchise fee to the City. / Move to action.

Motion by Sexton, second by Stoolman to approve the second reading of Ordinance 825. AYES: Sexton, Stoolman, Dean, Horihan, Miller. NAYS: None. Motion carried.

3<sup>rd</sup> Reading Ordinance 825 – Repealing Ordinance No. 695 and granting to Interstate Power and Light Company, its successors and assigns, a non-exclusive twenty-five-year franchise to erect, construct, reconstruct, maintain, and operate plant and systems for the distribution of natural gas in the City of West Branch, Iowa and to sell, distribute, and supply natural gas to said City and its inhabitants, and requiring said company to pay a franchise fee to the City. / Move to action.

Below is a summary of Ordinance 825. A full copy is available for inspection at the City Office.

ORDINANCE NO. 825

AN ORDINANCE REPEALING ORDINANCE NO. 695 AND GRANTING TO INTERSTATE POWER AND LIGHT COMPANY, ITS SUCCESSORS AND ASSIGNS, A NON-EXCLUSIVE TWENTY-FIVE YEAR FRANCHISE TO ERECT, CONSTRUCT, RECONSTRUCT, MAINTAIN, AND OPERATE PLANT AND SYSTEMS FOR THE DISTRIBUTION OF NATURAL GAS IN THE CITY OF WEST BRANCH, IOWA AND TO SELL, DISTRIBUTE, AND SUPPLY NATURAL GAS TO SAID CITY AND ITS INHABITANTS, AND REQUIRING SAID COMPANY TO PAY A FRANCHISE FEE TO THE CITY.

BE IT ORDAINED BY THE City Council of the City of WEST BRANCH, CEDAR County, Iowa, hereinafter referred to as the "City":

Section 1. There is hereby granted to Interstate Power and Light Company, hereinafter referred to as the "Company," its successors and assigns, the right, privilege and non-exclusive franchise for the term of twenty-five (25) years from and after the passage, adoption, approval and acceptance of this Ordinance, to lay down, maintain and operate the necessary pipes, mains and other conductors and appliances in, along and under the streets, avenues, alleys and public places in the City as now or hereafter constituted, for the purpose of distributing, supplying and selling gas to said City and the residents

thereof and to persons and corporations beyond the limits thereof; also the right of eminent domain as provided in Section 364.2 of the Code of Iowa. The term "gas" as used in this franchise shall be construed to mean natural gas only.

This franchise is limited to natural gas service. No other services shall be provided to the public by the Company hereunder.

Section 13. This Ordinance sets forth and constitutes the entire agreement between the Company and the City with respect to the rights contained herein, and may not be supplemented, superseded, modified or otherwise amended without the approval and acceptance of the Company. Notwithstanding the foregoing, in no event shall the City enact or maintain any ordinance or place any limitations, either operationally or through the assessment of fees, that create additional burdens upon the Company, or which delay utility operations.

Passed and adopted by the West Branch City Council on the 17th day of March, 2025.

First Reading: March 3, 2025  
Second Reading: March 17, 2025  
Third Reading: March 17, 2025

\_\_\_\_\_  
Tom Dean, Mayor Pro Tem

ATTEST:

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Leslie Brick, City Clerk

Motion by Sexton, second by Miller to approve the third reading of Ordinance 825. AYES: Sexton, Miller, Dean, Stoolman, Horihan. NAYS: None. Motion carried.

Resolution 2025-28 - Approving Pay Estimate Number 7 in the amount of \$79,311.39 to Midwest Underground Contractors Inc. for the Phase 2 Eastside Water Main Replacement Project. / Move to action.

Eric Gould of Veenstra & Kimm that the contractor will be coming back in the spring to address settling and seeding issues from over the winter. Upon completion of that, the city will then accept the final pay estimate and release the retainage on the project.

Motion by Sexton, second by Miller to approve Resolution 2025-28. AYES: Sexton, Miller, Stoolman, Horihan, Dean. NAYS: None. Motion carried.

Resolution 2025-29 - Accepting the public improvements constructed in association with the Phase 2 Eastside Water Main Replacement Project. / Move to action.

Motion by Miller, second by Dean to approve Resolution 2025-29. AYES: Miller, Dean, Stoolman, Horihan, Sexton. NAYS: None. Motion carried.

Resolution 2025-30 – Amending the West Branch Employee Handbook (Amendment #4). / Move to action.

Stoolman stated that she had no issue with the City observing Juneteenth as a new holiday, but didn't feel that employees needed an "extra" day off, Sexton agreed with her. Miller suggested that in lieu of Juneteenth, that employee's "give-up" another pre-determined City holiday. Dean suggested tabling the item for more discussion and have the employees give their input. Kofoed expressed his opinion on the importance of the proposed holiday and resigned to let the Council make the final decision on what day the employee "gives up". Stoolman stated that employees get the day after Thanksgiving (Friday) off and it is not a "federal" holiday, so that day should be sacrificed in lieu of Juneteenth. Sexton made a motion to amend Resolution 2025-30 to add Juneteenth to the list of City holidays and remove the day after Thanksgiving (Friday).

Motion by Sexton, second by Stoolman to approve (the revised) Resolution 2025-30. AYES: Sexton, Stoolman, Dean. NAYS: Miller and Horihan. Motion carried.

Resolution 2025-31 – Authorizing early partial redemption of General Obligation Corporate Purpose Bonds, Series 2016A. / Move to action.

Van Auken explained that the city requested an additional \$150,000 in TIF for FY24 that was to be used for an interfund loan. Van Auken found out after the fact, that an interfund loan was not needed. In speaking with the City's financial advisor, it was decided that the city could use those funds to pay down TIF debt rather than return it to the County.

Motion by Miller, second by Sexton to approve Resolution 2025-31. AYES: Miller, Sexton, Stoolman, Dean, Horihan. NAYS: None. Motion carried.

Resolution 2025-32 - Resolution authorizing partial early redemption of Taxable General Obligation Urban Renewal Bonds, Series 2016B. / Move to action.

Van Auken stated that an additional \$55,000 payment (from the excess TIF funds) will pay off this bond one year early than planned.

Motion by Sexton, second by Miller to approve Resolution 2025-32. AYES: Sexton, Miller, Horihan, Stoolman, Dean. NAYS: None. Motion carried.

Resolution 2025-33 – Accepting a quote for tree felling in conjunction with the Cedar-Johnson Road Reconstruction Project. / Move to action.

Miller questioned the difference in quotes from the three companies. Gould of V&K confirmed that the low bidder is aware of the requirements for the work that needs to be done.

Motion by Sexton, second by Dean to approve Resolution 2025-33. AYES: Sexton, Dean, Stoolman, Horihan, Miller. NAYS: None. Motion carried.

Resolution 2025-34 - Accepting bids and awarding the construction contract for the Cedar-Johnson Road Reconstruction Project. / Move to action.

Dean suggested that the Council table this agenda item pending direction from the City Attorney (who is on vacation). Dean said the item could be brought back to the April 7<sup>th</sup> meeting.

Motion by Dean, second by Miller to TABLE Resolution 2025-34. AYES: Dean, Miller, Stoolman, Horihan, Sexton. NAYS: None. Motion carried.

Discussion – Nuisance Enforcement Priorities

Kofoed asked the Council for direction on nuisance priorities. Council discussed and provided their priorities to Kofoed to carry out.

**CITY ADMINISTRATOR REPORT** – No report

**CITY ATTORNEY REPORT** – Absent

**CITY ENGINEER REPORT**

Schechinger stated that Neuzil & Son's will start cutting down trees along Cedar-Johnson Road as part of the project as a deadline of April 1<sup>st</sup> is required due to bat habitat. He also said that temporary easements have been delivered to affected property owners. Schechinger said that Meadows Part 6 is continuing to grade for the new subdivision and utility work has begun. Eric Gould, of V& K said he will be resubmitting the final plans for the Wapsi Creek project to FEMA this Friday, and that he has been assured that the review is not expected to take ninety days.

**STAFF REPORTS**

Library Director Jessie Schafer reported on the spring break activities at the library and said today had good attendance and that more fun was planned for the remainder of the week.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Dean asked Public Works to investigate why no overnight parking signage was not replaced on N. Downey Street. Dean said he noticed quite a bit of overnight parking in front of businesses early the mornings.

**ADJOURNMENT**

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:14 p.m.

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Tom Dean, Mayor Pro Tem

ATTEST:

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Leslie Brick, City Clerk

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

**West Branch, Iowa  
Council Chambers**

**City Council  
Special Meeting**

**April 1, 2025  
6:30 p.m.**

Mayor Roger Laughlin called the West Branch City Council special meeting to order at 6:30 p.m.

Roll call: Council members present; Colton Miller, Jerry Sexton and Jodee Stoolman.

Via Zoom: Tom Dean and Mike Horihan.

City Staff present: City Administrator Adam Kofoed and City Clerk Leslie Brick.

Attending via Zoom: City Engineer Dave Schechinger.

#### **APPROVE THE AGENDA**

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

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

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

Resolution 2025-34 - Accepting bids and awarding the construction contract for the Cedar-Johnson Road Reconstruction Project. / Move to action.

*(This item was tabled at the March 17, 2025 City Council meeting.)*

The city received eleven (11) bids at the March 13, 2025 bid opening for the Cedar-Johnson Road Reconstruction Project. The apparent low bid came from Boomerang Corp. of Anamosa, Iowa in the amount of \$2,127,723.71. Schechinger urged the Council to accept the bid and award the contract so that the project could start. He reminded them that the contract is a “completion day” contract and that delaying the contract could affect the “good” weather days on the front end of the project as compared to the “bad” weather days at the end of the contract. The Council had no comments.

Motion by Sexton, second by Miller to approve Resolution 2025-34. AYES: Sexton, Miller, Dean, Stoolman, Horihan. NAYS: None. Motion carried.

**CITY ADMINISTRATOR REPORT** – No report

**CITY ATTORNEY REPORT** - Absent

**CITY ENGINEER REPORT** - None

#### **STAFF REPORTS**

Brick reminded the Council of the special City Council meeting on Monday, April 7, 2025 at 6:30 p.m. where the council will hold a public hearing for the proposed maximum levy. The regular meeting will follow at 7:00 p.m.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS - NONE**

#### **ADJOURNMENT**

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 6:34 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> April 7, 2025
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<b>AGENDA ITEM:</b> Approve a Special Event Permit for White Pumpkin Studio Warehouse sale on Heritage Square on Saturday, May 24, 2025 from 10:00 a.m. to 3:00 p.m.
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<b>PREPARED BY:</b> Leslie Brick, City Clerk
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<b>DATE:</b> March 19, 2025
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### BACKGROUND:

The permit has been submitted by Shannon Penisten, owner of White Pumpkin Studio. This is a warehouse sale that will be held on Heritage Square. The event is open to the public.

Staff has reviewed the application and recommend approval on the following conditions:

- 1) Alcohol sales are not permitted.
- 2) Alcohol consumption is not permitted in Heritage Square except for in designated areas.
- 3) Trash – event organizers are responsible for disposing of all trash and ensuring that Heritage Square is clean-up when done.
- 4) Insurance will be at the sole expense of the event organizer. A Certificate of Liability Insurance will be submitted to the City Office two weeks prior to the event date.
- 5) Wetherell Street and S. Downey Street must remain open at all times for vehicular traffic.



**Special Event Permit Application**

Event Title/Name: White Pumpkin Studio Warehouse Sale

Event Organization: White Pumpkin Studio Phone: 319-321-8602

Organization Address: 102 East Main Street Tax ID #: 152026743

City: West Branch State: IA

Event Website: N/A Event Email: N/A

Event Coordinator Name and Title: Shannon Penisten - White Pumpkin Studio Owner

Event Coordinator Email: whitepumpkinstudio@gmail.com

319-321-8602

Event Coordinator Cell Number: \_\_\_\_\_

Event Coordinator Address: 575 Huntington Drive

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

City: Iowa City IA 52245

Description of Event: A warehouse sale for White Pumpkin Studio.

Requested Location(s) -All city facilities will also need to be reserved using the online Facility Reservation system. If there is a request to shut down a street, a traffic control plan including detour route drawing needs to be submitted and requires City Council approval.

**Heritage Square Park**

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)
Saturday, May 24 6:30 AM	Saturday, May 24 10 AM	Saturday, May 24 3 PM	Saturday, May 24 by 6PM

Maximum Number of Participants: 60-90 people total Maximum Number of Vehicles: 30-45 max

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

Will food be sold? No  
secured the appropriate permits. Organizers are responsible for making sure vendors have

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. No other agencies involved

Traffic Control Plan (please attach diagram): The entirety of the sale will be held in the park, tables will only be setup in the greenspace of the park and not in the street or other  
sidewalks around Heritage Square. Vehicles for loading and unloading will not block the street and will allow for traffic to flow on the one-way street unimpacted. Shoppers will be confined to the park. We will put up caution tape around the edges of the area we have our tables to keep shoppers out of the street and direct the flow of traffic into and out of the sale in one area. Anyone that wants to go to the Downunder will not be impacted, we will be sure to leave their sidewalk completely open. The sidewalk across the street near White Pumpkin Studio and Izzy's would be fully accessible for those needing to get to Wetherell Street and the National Park.



Public Notification Plan: Event will be advertised on our social media pages

Amplified Sound/Noise Plan: No amplified noise at this event

Site Plan/Race Course Map (please attach diagram): Tables and checkout counter will be setup in the greenspace of the park

Security Plan: Caution tape on rebar will be setup around the perimeter of the sale for one entrance and one exit near the checkout. Someone will always be present.

Restoration Plan: The rebar holes will be filled in.

Trash Management Plan: All trash will be cleaned up throughout the event and at the end.

Restroom Plan: Restrooms are available at the restaurants and shops in the area.

Signs/Banner Plan: A sandwich board will be set up near the entrance of the sale.

Insurance policy: We have business insurance through Travelers.

Signature: *Shannon Penisten* Date: 3/13/2025

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

**Return completed form to: West Branch City Office, PO Box 218 or 110 N. Poplar St., West Branch, IA 52358 or email to [cityclerk@westbranchiowa.org](mailto:cityclerk@westbranchiowa.org)**



**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 may be required if City property is being used. 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. Will the event 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. Will the event interrupt the safe and orderly movement of pedestrians and vehicular traffic in the area?
3. Is the proposed location adequate for the size and nature of the event?
4. Will the event interfere with the intended use of the area?
5. Does the applicant(s) have the ability to execute the event?
6. Does the applicant(s) have the financial ability to obtain the appropriate insurance (if applicable)?
7. Does the event conflict with other scheduled special events in the community?
8. Have approvals by other governing agencies been obtained (if applicable)?
9. Have all permit requirements 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 Branch 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 LB West Branch Fire Department KS West Branch Police Department GH

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

Other \_\_\_\_\_

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> April 7, 2025
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<b>AGENDA ITEM:</b> February Monthly Financial Report
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<b>PREPARED BY:</b> Heidi Van Auken
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<b>DATE:</b> March 31, 2025
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### SUMMARY:

Monthly Financial Report: This report includes revenue, investments, expenditures, and balances for the month of February 2025.

<b>BANK TO BOOK RECONCILIATION</b>				
<b>2/28/2025</b>				
<b>BANK BALANCE @</b>				
	CASH - FIDELITY BANK & TRUST			\$ 8,424,698.15
	CASH - FIDELITY BANK & TRUST - PERPETUAL CARE FUND			\$ 35,490.60
	<b>SUB TOTAL</b>			<b>\$ 8,460,188.75</b>
<b>ADD:</b>	<b>CD'S:</b>	<b>Bank/CD #</b>	<b>Maturity Date</b>	
	ENLOW BUILDING CD	LIBERTY SAVINGS-10447	6/8/2025	\$ 11,602.53
	CEMETERY PERPETUAL CARE	HILLS BANK-30282503	2/11/2025	\$ 105,800.42
	LIBRARY-HANSEN DONATION CD	GREENSTATE-1037 (Old 1034)	8/4/2025	\$ 61,638.56
	LIBRARY-KROUTH PRINCIPAL CD	GREENSTATE-1038 (Old 1035)	9/2/2025	\$ 56,800.92
	LIBRARY-KROUTH INTEREST CD	GREENSTATE-1039 (Old 1036)	9/2/2025	\$ 26,627.79
	GEN FUND-STREETScape-ACCIONA DONATION CD	GREENSTATE-1040 (Old 1033)	12/5/2025	\$ 7,733.02
	<b>SAVINGS ACCOUNTS</b>			
	GENERAL FUND SAVINGS	GREENSTATE-0001		\$ 5.00
	LIBRARY - KROUTH INTEREST	FIDELITY-SAVINGS ACCOUNT		\$ 8,525.54
	LIBRARY - M GRAY SAVINGS	FIDELITY-SAVINGS ACCOUNT		\$ 16,359.41
	<b>TOTAL CD'S &amp; SAVINGS ACCOUNTS</b>			<b>\$ 295,093.19</b>
	<b>SUB TOTAL</b>			<b>\$ 8,755,281.94</b>
PLUS	O/S DEPOSITS			\$ -
PLUS	ADJUSTMENTS			\$ -
LESS:	O/S CREDIT CARD			\$ -
LESS:	O/S CHECKS			\$ 23,293.35
	<b>ENDING BOOK BALANCE</b>			<b>\$ 8,731,988.59</b>
	NON-RECONCILIATION ITEM-CUBBY PARK CONCESSIONS			\$ 600.00

**CLERK'S REPORT FOR THE MONTH OF FEBRUARY 2025**

DESCRIPTION	CHECKING	INVESTMENT	BEGINNING BALANCE	RECEIPTS	TRANSFER IN	DISBURSED	TRANSFER OUT	NET CHANGE LIABILITIES	CLERK'S BALANCE
<b>GENERAL</b>									
*(001) GENERAL OPERATING FUND	\$ 2,731,036.14	\$ 5.00	\$ 2,731,041.14	\$ 49,493.74		\$ 95,250.57			\$ 2,685,284.31
** FIRE APPARATUS RESERVE	\$ 44,811.50	\$ -	\$ 44,811.50						\$ 44,811.50
POLICE APPARATUS RESERVE	\$ 123,178.95	\$ -	\$ 123,178.95						\$ 123,178.95
PARK & RECREATION RESERVE	\$ 17,340.39	\$ -	\$ 17,340.39						\$ 17,340.39
PUBLIC WORKS RESERVE	\$ 14,660.00	\$ -	\$ 14,660.00						\$ 14,660.00
SIGNS-ACCIONA DTN INVESTMENT	\$ -	\$ 7,733.02	\$ 7,733.02						\$ 7,733.02
PARK EQUIPMENT/RESERVE	\$ 18,000.00	\$ -	\$ 18,000.00						\$ 18,000.00
(022) CIVIC CENTER	\$ 42,211.84	\$ -	\$ 42,211.84	\$ 335.00		\$ 1,571.80			\$ 40,975.04
(027) MEMORIAL GARDEN PROJECT	\$ 414.00	\$ -	\$ 414.00						\$ 414.00
(028) SPLASH PAD RESERVE	\$ 100.00	\$ -	\$ 100.00						\$ 100.00
(031) LIBRARY	\$ 4,580.80	\$ 98,097.38	\$ 102,678.18	\$ 99.25		\$ 12,764.63			\$ 90,012.80
(036) TORT LIABILITY	\$ (35,466.17)	\$ -	\$ (35,466.17)	\$ 205.40					\$ (35,260.77)
<b>SPECIAL REVENUE</b>									
(110) ROAD USE TAX	\$ 238,505.08	\$ -	\$ 238,505.08	\$ 25,315.05		\$ 38,309.25			\$ 225,510.88
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	\$ 465,418.87	\$ -	\$ 465,418.87	\$ 4,207.11		\$ 29,663.47			\$ 439,962.51
(119) EMERGENCY TAX FUND	\$ 6,985.02	\$ -	\$ 6,985.02	\$ 34.36					\$ 7,019.38
(121) LOCAL OPTION SALES TAX	\$ 613,435.30	\$ -	\$ 613,435.30	\$ 20,405.29					\$ 633,840.59
(125) TIF	\$ 408,305.37	\$ -	\$ 408,305.37	\$ 1,641.04					\$ 409,946.41
(126) TIF LMI MEADOWS PT 4	\$ 83,542.25	\$ -	\$ 83,542.25						\$ 83,542.25
(160) REVOLVING LOAN FUND	\$ 137,082.45	\$ -	\$ 137,082.45						\$ 137,082.45
<b>DEBT SERVICE</b>									
(226) DEBT SERVICE	\$ 375,532.86	\$ -	\$ 375,532.86	\$ 1,204.48					\$ 376,737.34
<b>CAPITAL PROJECTS</b>									
(300) CAPITAL IMPROVEMENT RESERVE	\$ 266,202.01	\$ -	\$ 266,202.01	\$ 273.89					\$ 266,475.90
(304) W MAIN ST STORMWATER IMP	\$ 10,000.00	\$ -	\$ 10,000.00						\$ 10,000.00
(308) PARK IMP - PEDERSEN VALLEY	\$ 14,827.20	\$ -	\$ 14,827.20						\$ 14,827.20
(312) DOWNTOWN EAST REDEVELOPMENT	\$ 172,412.82	\$ -	\$ 172,412.82						\$ 172,412.82
(319) RELOCATION OF WATER & SEWER LINES	\$ (365,572.60)	\$ -	\$ (365,572.60)						\$ (365,572.60)
(321) WIDENING WAPSI CREEK @ BERANEK PARK	\$ 37,829.60	\$ -	\$ 37,829.60						\$ 37,829.60
(323) I-80 WEST, WATER MAIN RELOCATE	\$ (24,271.48)	\$ -	\$ (24,271.48)						\$ (24,271.48)
(324) WW TREATMT FAC IMP 2021	\$ 80,000.00	\$ -	\$ 80,000.00						\$ 80,000.00
(326) ROUNDABOUT MAIN & CEDAR	\$ 156,500.72	\$ -	\$ 156,500.72						\$ 156,500.72
(327) SPONSORED WATER QUALITY IMPE 2021	\$ (20,000.00)	\$ -	\$ (20,000.00)						\$ (20,000.00)
(329) EASTSIDE WATER MAINS PH1	\$ 320,331.70	\$ -	\$ 320,331.70						\$ 320,331.70
(330) EASTSIDE WATER MAINS PH2	\$ -	\$ -	\$ -			\$ 865.00			\$ (865.00)
(331) CEDAR JOHNSON RD RECONSTRUCT	\$ (140,361.58)	\$ -	\$ (140,361.58)			\$ 15,201.50			\$ (155,563.08)
<b>PERMANENT</b>									
(500) CEMETERY PERPETUAL FUND	\$ 35,610.60	\$ 105,369.96	\$ 140,980.56	\$ 430.46					\$ 141,411.02
(501) KROUTH PRINCIPAL FUND	\$ (0.00)	\$ 56,829.58	\$ 56,829.58						\$ 56,829.58
(502) KROUTH INTEREST FUND	\$ -	\$ 26,627.79	\$ 26,627.79						\$ 26,627.79
<b>ENTERPRISE</b>									
(600) WATER FUND	\$ 504,908.74	\$ -	\$ 504,908.74	\$ 61,382.53		\$ 29,737.21	\$ 10,817.65		\$ 525,736.41
(603) WATER SINKING FUND	\$ 74,185.86	\$ -	\$ 74,185.86	\$ -	\$ 10,817.65				\$ 85,003.51
(610) SEWER FUND	\$ 895,388.42	\$ -	\$ 895,388.42	\$ 76,573.61		\$ 23,872.13	\$ 53,438.47		\$ 894,651.43
(611) SEWER FUND SPECIAL	\$ 915,355.83	\$ -	\$ 915,355.83	\$ -	\$ 53,438.47				\$ 968,794.30
(740) STORM WATER UTILITY	\$ 214,488.39	\$ -	\$ 214,488.39	\$ 6,465.00		\$ 1,015.67			\$ 219,937.72
<b>TOTAL</b>	<b>\$ 8,437,510.88</b>	<b>\$ 294,662.73</b>	<b>\$ 8,732,173.61</b>	<b>\$ 248,066.21</b>	<b>\$ 64,256.12</b>	<b>\$ 248,251.23</b>	<b>\$ 64,256.12</b>	<b>\$ -</b>	<b>\$ 8,731,988.59</b>
O/S CHECKS			\$8,652.19						\$23,293.35
ADJUSTMENTS			\$0.00						\$0.00
O/S DEPOSIT			\$0.00						\$0.00
O/S CREDIT CARD			\$0.00						\$0.00
<b>BANK STATEMENT BALANCE</b>			<b>\$8,740,825.80</b>						<b>\$8,755,281.94</b>



CITY OF WEST BRANCH  
 MTD TREASURERS REPORT  
 AS OF: FEBRUARY 28TH, 2025

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
328-GREENVIEW WATER MAIN NLOO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
329-EASTSIDE WATER MAIN PH1	320,331.70	0.00	0.00	320,331.70	0.00	0.00	320,331.70
330-EASTSIDE WATER MAIN PH2	0.00	0.00	865.00	( 865.00)	0.00	0.00	( 865.00)
331-CEDAR JOHNSON RD RECONS	( 140,361.58)	0.00	15,201.50	( 155,563.08)	0.00	0.00	( 155,563.08)
332-W MAIN ST IMPROVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500-CEMETERY PERPETUAL FUND	140,980.56	430.46	0.00	141,411.02	0.00	0.00	141,411.02
501-KROUTH PRINCIPAL FUND	56,829.58	0.00	0.00	56,829.58	0.00	0.00	56,829.58
502-KROUTH INTEREST FUND	26,627.79	0.00	0.00	26,627.79	0.00	0.00	26,627.79
600-WATER FUND	504,908.74	61,382.53	40,554.86	525,736.41	0.00	0.00	525,736.41
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	74,185.86	10,817.65	0.00	85,003.51	0.00	0.00	85,003.51
610-SEWER FUND	895,388.42	76,573.61	77,310.60	894,651.43	0.00	0.00	894,651.43
611-SEWER FUND SPECIAL	915,355.83	53,438.47	0.00	968,794.30	0.00	0.00	968,794.30
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	214,488.39	6,465.00	1,015.67	219,937.72	0.00	0.00	219,937.72
950-BC/BS FLEXIBLE BENEFIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>GRAND TOTAL</b>	<b>8,732,173.61</b>	<b>312,322.33</b>	<b>312,507.35</b>	<b>8,731,988.59</b>	<b>0.00</b>	<b>0.00</b>	<b>8,731,988.59</b>

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

CITY OF WEST BRANCH  
MTD TREASURERS REPORT  
AS OF: FEBRUARY 28TH, 2025

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	2,956,765.00	49,493.74	95,250.57	2,911,008.17	0.00	0.00	2,911,008.17
011-POLICE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
014-FIRE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
016-CEMETERY BLDG/EQUIP RES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
017-PARK & REC RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
018-PUBLIC WORKS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-CIVIC CENTER	42,211.84	335.00	1,571.80	40,975.04	0.00	0.00	40,975.04
026-SIGNS-ACCIONA DONATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
027-MEMORIAL GARDEN PROJECT	414.00	0.00	0.00	414.00	0.00	0.00	414.00
028-SPLASH PAD RESERVE	100.00	0.00	0.00	100.00	0.00	0.00	100.00
031-LIBRARY	102,678.18	99.25	12,764.63	90,012.80	0.00	0.00	90,012.80
036-TORT LIABILITY	( 35,466.17)	205.40	0.00	( 35,260.77)	0.00	0.00	( 35,260.77)
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	238,505.08	25,315.05	38,309.25	225,510.88	0.00	0.00	225,510.88
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	465,418.87	4,207.11	29,663.47	439,962.51	0.00	0.00	439,962.51
119-EMERGENCY TAX FUND	6,985.02	34.36	0.00	7,019.38	0.00	0.00	7,019.38
121-OPTION TAX	613,435.30	20,405.29	0.00	633,840.59	0.00	0.00	633,840.59
125-T I F	408,305.37	1,641.04	0.00	409,946.41	0.00	0.00	409,946.41
126-TIF LMI MEADOWS PT 4	83,542.25	0.00	0.00	83,542.25	0.00	0.00	83,542.25
160-REVOLVING LOAN FUND	137,082.45	0.00	0.00	137,082.45	0.00	0.00	137,082.45
225-TIF DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
226-GO DEBT SERVICE	375,532.86	1,204.48	0.00	376,737.34	0.00	0.00	376,737.34
300-CAPITAL IMPROV. RESERVE	266,202.01	273.89	0.00	266,475.90	0.00	0.00	266,475.90
301-REAP GRANT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
302-ARPA NEU FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
303-FIRE CAP PROJECT ADDITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
304-W MAIN ST STORMWATER IMP	10,000.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00
305-MAIN ST CROSSINGS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
306-4TH ST IMPROVEMENTS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
307-MAIN ST INTERSECTION IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
308-PARK IMP - PEDERSEN VALLE	14,827.20	0.00	0.00	14,827.20	0.00	0.00	14,827.20
309-PHASE I PARK IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
310-COLLEGE STREET BRIDGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
311-BERANEK PARKING IMPROVEME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
312-DOWNTOWN EAST REDEVELOPME	172,412.82	0.00	0.00	172,412.82	0.00	0.00	172,412.82
313-MAIN ST SIDEWALK-PHASE 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00
314-N FIRST ST IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
315-MAIN ST WATER MAIN IMPROV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
316-I & I LINE/GROUT PH 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
317-ORANGE ST 4TH TO 5TH IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
318-COLLEGE ST & 2ND ST IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
319-RELOCATING WATER & SEWER	( 365,572.60)	0.00	0.00	( 365,572.60)	0.00	0.00	( 365,572.60)
320-LIBRARY PARKING LOT IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
321-WIDENING WAPSI CREEK @ BE	37,829.60	0.00	0.00	37,829.60	0.00	0.00	37,829.60
322-SPLASH PAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
323-I-80 WEST, WATER MAIN REL	( 24,271.48)	0.00	0.00	( 24,271.48)	0.00	0.00	( 24,271.48)
324-WW TREATMT FAC IMP 2021	80,000.00	0.00	0.00	80,000.00	0.00	0.00	80,000.00
326-ROUNDAABOUT MAIN & CEDAR-J	156,500.72	0.00	0.00	156,500.72	0.00	0.00	156,500.72
327-SPONS WATER QUAL IMP 2021	( 20,000.00)	0.00	0.00	( 20,000.00)	0.00	0.00	( 20,000.00)

CITY OF WEST BRANCH  
 YTD TREASURERS REPORT  
 AS OF: FEBRUARY 28TH, 2025

FUND	BEGINNING CASH BALANCE	Y-T-D REVENUES	Y-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	2,554,262.88	1,418,649.01	1,061,903.72	2,911,008.17	0.00	0.00	2,911,008.17
011-POLICE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
014-FIRE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
016-CEMETERY BLDG/EQUIP RES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
017-PARK & REC RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
018-PUBLIC WORKS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-CIVIC CENTER	47,975.35	4,739.34	11,739.65	40,975.04	0.00	0.00	40,975.04
026-SIGNS-ACCIONA DONATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
027-MEMORIAL GARDEN PROJECT	414.00	0.00	0.00	414.00	0.00	0.00	414.00
028-SPLASH PAD RESERVE	100.00	0.00	0.00	100.00	0.00	0.00	100.00
031-LIBRARY	181,478.37	21,464.45	112,930.02	90,012.80	0.00	0.00	90,012.80
036-TORT LIABILITY	5,437.40	42,020.23	82,718.40	( 35,260.77)	0.00	0.00	( 35,260.77)
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	226,098.00	236,692.03	237,279.15	225,510.88	0.00	0.00	225,510.88
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	463,701.01	261,393.84	285,132.34	439,962.51	0.00	0.00	439,962.51
119-EMERGENCY TAX FUND	6,876.38	143.00	0.00	7,019.38	0.00	0.00	7,019.38
121-OPTION TAX	427,055.46	206,785.13	0.00	633,840.59	0.00	0.00	633,840.59
125-T I F	87,104.96	357,605.98	34,764.53	409,946.41	0.00	0.00	409,946.41
126-TIF LMI MEADOWS PT 4	83,542.25	0.00	0.00	83,542.25	0.00	0.00	83,542.25
160-REVOLVING LOAN FUND	137,082.45	0.00	0.00	137,082.45	0.00	0.00	137,082.45
225-TIF DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
226-GO DEBT SERVICE	281,930.83	200,651.51	105,845.00	376,737.34	0.00	0.00	376,737.34
300-CAPITAL IMPROV. RESERVE	210,510.63	55,965.27	0.00	266,475.90	0.00	0.00	266,475.90
301-REAP GRANT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
302-ARPA NEU FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
303-FIRE CAP PROJECT ADDITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
304-W MAIN ST STORMWATER IMP	10,000.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00
305-MAIN ST CROSSINGS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
306-4TH ST IMPROVEMENTS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
307-MAIN ST INTERSECTION IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
308-PARK IMP - PEDERSEN VALLE	14,827.20	0.00	0.00	14,827.20	0.00	0.00	14,827.20
309-PHASE I PARK IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
310-COLLEGE STREET BRIDGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
311-BERANEK PARKING IMPROVEME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
312-DOWNTOWN EAST REDEVELOPME	172,412.82	0.00	0.00	172,412.82	0.00	0.00	172,412.82
313-MAIN ST SIDEWALK-PHASE 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00
314-N FIRST ST IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
315-MAIN ST WATER MAIN IMPROV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
316-I & I LINE/GROUT PH 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
317-ORANGE ST 4TH TO 5TH IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
318-COLLEGE ST & 2ND ST IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
319-RELOCATING WATER & SEWER	( 365,572.60)	0.00	0.00	( 365,572.60)	0.00	0.00	( 365,572.60)
320-LIBRARY PARKING LOT IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
321-WIDENING WAPSI CREEK @ BE	92,690.89	0.00	54,861.29	37,829.60	0.00	0.00	37,829.60
322-SPLASH PAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
323-I-80 WEST, WATER MAIN REL	( 24,271.48)	0.00	0.00	( 24,271.48)	0.00	0.00	( 24,271.48)
324-WW TREATMT FAC IMP 2021	62,720.45	109,194.81	91,915.26	80,000.00	0.00	0.00	80,000.00
326-ROUNDAABOUT MAIN & CEDAR-J	160,820.72	0.00	4,320.00	156,500.72	0.00	0.00	156,500.72
327-SPONS WATER QUAL IMP 2021	( 20,000.00)	0.00	0.00	( 20,000.00)	0.00	0.00	( 20,000.00)

CITY OF WEST BRANCH  
 YTD TREASURERS REPORT  
 AS OF: FEBRUARY 28TH, 2025

FUND	BEGINNING CASH BALANCE	Y-T-D REVENUES	Y-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
328-GREENVIEW WATER MAIN NLOO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
329-EASTSIDE WATER MAIN PH1	320,331.70	0.00	0.00	320,331.70	0.00	0.00	320,331.70
330-EASTSIDE WATER MAIN PH2	( 9,093.42)	462,674.37	454,445.95	( 865.00)	0.00	0.00	( 865.00)
331-CEDAR JOHNSON RD RECONS	0.00	0.00	155,563.08	( 155,563.08)	0.00	0.00	( 155,563.08)
332-W MAIN ST IMPROVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500-CEMETERY PERPETUAL FUND	136,532.41	4,878.61	0.00	141,411.02	0.00	0.00	141,411.02
501-KROUTH PRINCIPAL FUND	55,415.55	1,414.03	0.00	56,829.58	0.00	0.00	56,829.58
502-KROUTH INTEREST FUND	25,966.83	660.96	0.00	26,627.79	0.00	0.00	26,627.79
600-WATER FUND	437,396.52	584,528.43	496,188.54	525,736.41	0.00	0.00	525,736.41
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	5,238.35	86,541.20	6,776.04	85,003.51	0.00	0.00	85,003.51
610-SEWER FUND	912,224.35	700,752.18	718,325.10	894,651.43	0.00	0.00	894,651.43
611-SEWER FUND SPECIAL	627,868.28	427,507.76	86,581.74	968,794.30	0.00	0.00	968,794.30
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	221,295.70	48,496.44	49,854.42	219,937.72	0.00	0.00	219,937.72
950-BC/BS FLEXIBLE BENEFIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>GRAND TOTAL</b>	<b>7,550,374.24</b>	<b>5,232,758.58</b>	<b>4,051,144.23</b>	<b>8,731,988.59</b>	<b>0.00</b>	<b>0.00</b>	<b>8,731,988.59</b>

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

**PROGRAM EXPENDITURES FOR THE MONTH OF FEBRUARY 2025**

66.67%

<b>FUNCTIONS</b>	<b>BUDGET</b>	<b>MTD EXP</b>	<b>YTD EXP</b>	<b>REMAINING</b>	<b>PERCENT</b>
	<b>EXP</b>			<b>BALANCE</b>	<b>OF EXPENSES</b>
<b>PUBLIC SAFETY</b>					
<b>POLICE DEPARTMENT</b>					
GENERAL FUND	\$ 740,370.00	\$ 36,820.65	\$ 344,533.80	\$ 395,836.20	46.54%
TORT LIABILITY	\$ 13,659.00	\$ -	\$ 12,804.44	\$ 854.56	93.74%
TRUST & AGENCY	\$ 146,830.00	\$ 12,285.67	\$ 107,289.07	\$ 39,540.93	73.07%
<b>FIRE DEPARTMENT</b>					
GENERAL FUND	\$ 284,250.00	\$ 2,392.82	\$ 87,939.66	\$ 196,310.34	30.94%
TORT LIABILITY	\$ 22,000.00	\$ -	\$ 30,212.17	\$ (8,212.17)	137.33%
TRUST & AGENCY	\$ 67,901.00	\$ 1,791.17	\$ 28,702.08	\$ 39,198.92	42.27%
<b>BUILDING INSPECTIONS</b>					
GENERAL FUND	\$ 52,990.00	\$ 1,916.96	\$ 28,416.20	\$ 24,573.80	53.63%
TRUST & AGENCY	\$ 12,387.00	\$ 863.93	\$ 9,277.17	\$ 3,109.83	74.89%
ANIMAL CONTROL	\$ 4,050.00	\$ -	\$ -	\$ 4,050.00	0.00%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 1,344,437.00</b>	<b>\$ 56,071.20</b>	<b>\$ 649,174.59</b>	<b>\$ 695,262.41</b>	<b>48.29%</b>
<b>PUBLIC WORKS</b>					
<b>ROADS &amp; STREETS</b>					
GENERAL FUND	\$ 43,250.00	\$ -	\$ 49,498.50	\$ (6,248.50)	114.45%
TORT LIABILITY	\$ 17,181.00	\$ -	\$ 16,106.20	\$ 1,074.80	93.74%
ROAD USE TAX FUND	\$ 325,174.00	\$ 38,309.25	\$ 237,279.15	\$ 87,894.85	72.97%
TRUST & AGENCY	\$ 67,038.00	\$ 4,021.15	\$ 42,986.84	\$ 24,051.16	64.12%
STREET LIGHTING - GENERAL FUND	\$ 41,000.00	\$ 3,439.22	\$ 24,799.79	\$ 16,200.21	60.49%
SOLID WASTE - GENERAL FUND	\$ 297,028.00	\$ 18,698.25	\$ 164,553.82	\$ 132,474.18	55.40%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 790,671.00</b>	<b>\$ 64,467.87</b>	<b>\$ 535,224.30</b>	<b>\$ 255,446.70</b>	<b>67.69%</b>
<b>TOTAL HEALTH &amp; SOCIAL SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
<b>CULTURE &amp; RECREATION</b>					
<b>LIBRARY</b>					
GENERAL FUND	\$ 201,215.00	\$ 12,764.63	\$ 112,930.02	\$ 88,284.98	56.12%
TORT LIABILITY	\$ 5,040.00	\$ -	\$ 7,086.73	\$ (2,046.73)	140.61%
TRUST & AGENCY	\$ 41,151.00	\$ 3,305.64	\$ 27,229.41	\$ 13,921.59	66.17%
<b>PARKS &amp; RECREATION</b>					
GENERAL FUND	\$ 235,033.00	\$ 9,060.04	\$ 108,338.54	\$ 126,694.46	46.10%
TORT LIABILITY	\$ 5,000.00	\$ -	\$ 6,200.88	\$ (1,200.88)	124.02%
TRUST & AGENCY	\$ 32,744.00	\$ 2,690.39	\$ 23,697.85	\$ 9,046.15	72.37%
<b>CEMETERY</b>					

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
GENERAL FUND	\$ 93,458.00	\$ 4,160.04	\$ 48,106.16	\$ 45,351.84	51.47%
TORT LIABILITY	\$ 1,547.00	\$ -	\$ 2,174.34	\$ (627.34)	140.55%
TRUST & AGENCY	\$ 27,881.00	\$ 1,505.98	\$ 13,329.92	\$ 14,551.08	47.81%
<b>CIVIC CENTER</b>					
GENERAL FUND	\$ 20,900.00	\$ 1,571.80	\$ 11,739.65	\$ 9,160.35	56.17%
TRUST & AGENCY	\$ -	\$ -	\$ -	\$ -	#DIV/0!
COMMUNITY & CULTURAL DEV.	\$ 12,500.00	\$ 24.77	\$ 3,511.76	\$ 8,988.24	28.09%
LOCAL CABLE ACCESS	\$ 24,395.00	\$ 212.85	\$ 15,354.91	\$ 9,040.09	62.94%
HISTORIC PRESERVATION	\$ 750.00	\$ -	\$ 337.42	\$ 412.58	44.99%
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>\$ 701,614.00</b>	<b>\$ 35,296.14</b>	<b>\$ 380,037.59</b>	<b>\$ 321,576.41</b>	<b>54.17%</b>
<b>COMMUNITY &amp; ECONOMIC DEV.</b>					
ECONOMIC DEVELOPMENT	\$ 40,500.00	\$ 4,750.00	\$ 28,425.00	\$ 12,075.00	70.19%
PLANNING & ZONING	\$ 20,000.00	\$ 360.00	\$ 4,396.26	\$ 15,603.74	21.98%
TIF DEBT SERVICE	\$ 154,887.00	\$ -	\$ 34,764.53	\$ 120,122.47	22.45%
<b>TOTAL COMMUNITY &amp; E.D.</b>	<b>\$ 215,387.00</b>	<b>\$ 5,110.00</b>	<b>\$ 67,585.79</b>	<b>\$ 147,801.21</b>	<b>31.38%</b>
<b>GENERAL GOVERNMENT</b>					
<b>MAYOR &amp; COUNCIL</b>					
GENERAL FUND	\$ 21,500.00	\$ 435.19	\$ 12,280.99	\$ 9,219.01	57.12%
TRUST & AGENCY	\$ 2,906.00	\$ 47.39	\$ 1,094.39	\$ 1,811.61	37.66%
<b>CLERK &amp; TREASURER</b>					
GENERAL FUND	\$ 202,420.00	\$ 10,962.36	\$ 122,986.64	\$ 79,433.36	60.76%
TORT LIABILITY	\$ 5,785.00	\$ -	\$ 8,133.64	\$ (2,348.64)	140.60%
TRUST & AGENCY	\$ 48,187.00	\$ 3,152.15	\$ 31,525.61	\$ 16,661.39	65.42%
LEGAL SERVICES	\$ 27,000.00	\$ 2,017.42	\$ 18,424.27	\$ 8,575.73	68.24%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 307,798.00</b>	<b>\$ 16,614.51</b>	<b>\$ 194,445.54</b>	<b>\$ 113,352.46</b>	<b>63.17%</b>
<b>GO DEBT SERVICE</b>	<b>\$ 1,326,991.00</b>	<b>\$ -</b>	<b>\$ 105,845.00</b>	<b>\$ 1,221,146.00</b>	<b>7.98%</b>
<b>CAPITAL PROJECTS</b>					
(308) PARK IMPROVEMENTS	\$ 14,827.00	\$ -	\$ -	\$ 14,827.00	0.00%
(321) WIDENING WAPSI CREEK	\$ 800,000.00	\$ -	\$ 54,861.29	\$ 745,138.71	6.86%
(324) WW TREATMENT FACILITY 2021	\$ 1,100,000.00	\$ -	\$ 91,915.26	\$ 1,008,084.74	8.36%
(326) ROUNDABOUT MAIN & CEDAR	\$ -	\$ -	\$ 4,320.00	\$ (4,320.00)	#DIV/0!
(330) EASTSIDE WATER MAINS PHASE 2	\$ 1,200,000.00	\$ 865.00	\$ 454,445.95	\$ 745,554.05	37.87%
(331) CEDAR JOHNSON RD RECON	\$ -	\$ 15,201.50	\$ 155,563.08	\$ (155,563.08)	#DIV/0!
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 3,114,827.00</b>	<b>\$ 16,066.50</b>	<b>\$ 761,105.58</b>	<b>\$ 2,353,721.42</b>	<b>24.43%</b>

<b>FUNCTIONS</b>	<b>BUDGET</b>	<b>MTD EXP</b>	<b>YTD EXP</b>	<b>REMAINING</b>	<b>PERCENT</b>
	<b>EXP</b>			<b>BALANCE</b>	<b>OF EXPENSES</b>
<b>BUSINESS TYPE ACTIVITIES</b>					
WATER FUND	\$ 561,244.00	\$ 29,737.21	\$ 409,647.34	\$ 151,596.66	72.99%
WATER SINKING FUND	\$ 62,870.00	\$ -	\$ 6,776.04	\$ 56,093.96	10.78%
SEWER FUND	\$ 417,142.00	\$ 23,872.13	\$ 290,817.34	\$ 126,324.66	69.72%
SEWER FUND SPECIAL	\$ 641,261.00	\$ -	\$ 86,581.74	\$ 554,679.26	13.50%
STORM WATER UTILITY	\$ 42,326.00	\$ 1,015.67	\$ 49,854.42	\$ (7,528.42)	117.79%
<b>TOTAL BUSINESS TYPE ACTIVITIES</b>	<b>\$ 1,724,843.00</b>	<b>\$ 54,625.01</b>	<b>\$ 843,676.88</b>	<b>\$ 881,166.12</b>	<b>48.91%</b>
<b>NON-DEPARTMENTAL TRANSFERS</b>					
GENERAL FUND	\$ 188,877.00	\$ -	\$ -	\$ 188,877.00	0.00%
LOCAL OPTION SALES TAX	\$ 238,863.00	\$ -	\$ -	\$ 238,863.00	0.00%
TIF	\$ 514,722.00	\$ -	\$ -	\$ 514,722.00	0.00%
WATER FUND	\$ 208,288.00	\$ 10,817.65	\$ 86,541.20	\$ 121,746.80	41.55%
SEWER FUND	\$ 710,805.00	\$ 53,438.47	\$ 427,507.76	\$ 283,297.24	60.14%
<b>TOTAL NON-DEPARMENTAL TRANSFERS</b>	<b>\$ 1,861,555.00</b>	<b>\$ 64,256.12</b>	<b>\$ 514,048.96</b>	<b>\$ 1,347,506.04</b>	<b>27.61%</b>
<b>TOTAL FOR ALL FUNCTIONS</b>	<b>\$ 11,388,123.00</b>	<b>\$ 312,507.35</b>	<b>\$ 4,051,144.23</b>	<b>\$ 7,336,978.77</b>	<b>35.57%</b>

CITY OF WEST BRANCH  
 EXPENDITURES BY ACTIVITY (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2025

001-GENERAL FUND

66.67% OF FISCAL YEAR

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL NON-PROGRAM	1,861,555.00	64,256.12	514,048.96	27.61	1,347,506.04
TOTAL PUBLIC SAFETY	1,344,437.00	56,071.20	649,174.59	48.29	695,262.41
TOTAL PUBLIC WORKS	790,671.00	64,467.87	535,224.30	67.69	255,446.70
TOTAL HEALTH & SOCIAL SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	701,614.00	35,296.14	380,037.59	54.17	321,576.41
TOTAL COMMUNITY & ECON DEVELOP	215,387.00	5,110.00	67,585.79	31.38	147,801.21
TOTAL GENERAL GOVERNMENT	307,798.00	16,614.51	194,445.54	63.17	113,352.46
TOTAL DEBT SERVICE	1,326,991.00	0.00	105,845.00	7.98	1,221,146.00
TOTAL CAPITAL PROJECTS	3,114,827.00	16,066.50	761,105.58	24.43	2,353,721.42
TOTAL BUSINESS TYPE/ENTERPRISE	1,724,843.00	54,625.01	843,676.88	48.91	881,166.12
<b>TOTAL EXPENDITURES</b>	<b>11,388,123.00</b>	<b>312,507.35</b>	<b>4,051,144.23</b>	<b>35.57</b>	<b>7,336,978.77</b>





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> April 7, 2025
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<b>AGENDA ITEM:</b> Claims for April 7, 2025
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<b>PREPARED BY:</b> Heidi Van Auken, Finance Officer
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<b>DATE:</b> April 1, 2025
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### SUMMARY:

Claims Report: These are routine expenditures that include payroll, budget expenditures, and other financial items that relate to City Council approved items and/or other day-to-day operational disclosures.

**EXPENDITURES****4/7/2025**

AMAZON.COM	BLDG, PROG SUPPLIES-LIBRARY	282.38
BRICK, LESLIE	MILEAGE REIMB COURT HOUSE	23.80
CEDAR COUNTY COOP	FUEL-PW	908.26
GOERDT INSPECTION	BLDG INSPECTIONS	1,512.00
HARLESS, VERONICA	KIDS CAMP, SR. FITNESS	875.00
HAWKINS	CHEMICALS	3,333.66
HI-LINE	SHOP SUPPLIES-PW	199.65
IOWA ONE CALL	UTILITY LOCATION SERVICE	24.30
LAUGHLIN, ERIN	IPRA MILEAGE REIMBURSEMENT	71.12
MUNICIPAL SUPPLY	WATER METERS FOR REPLACEMENT	9,828.00
OASIS ELECTRIC	LIGHT FIXTURE REPAIR-LIB	164.22
STERNBERG LIGHTING	STREET LIGHT POLE	2,295.00
WEST BRANCH TIMES	SUBSCRIPTION EXP 5-30-26	37.00
<b>TOTAL</b>		<b>19,554.39</b>

**PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS****3/28/2025****64,584.90****PAID BETWEEN MEETINGS**

SISCO	HEALTH & FLEX CLAIMS 3/31/2025	198.49
ALATORE	WINDOW CLEANING-CITY	29.33
IOWA CITY BRAKE	OSH KOSH REPAIR	17,165.27
JOHN DEERE FINANCIAL	WATER PLANT SUPPLIES	6.51
LL PELLING	POTHOLE MATERIAL	2,240.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	257.89
VERIZON WIRELESS	VERIZON WIRELESS	454.71
METLIFE	INSURANCE PREMIUM	2,029.33
SISCO	INSURANCE PREMIUM	15,316.49
SISCO	HEALTH CLAIMS 3/24/2025	4,429.40
ACTION SEWER & SEPTIC	EMERGENCY LINE CLEANING	380.00
AMAZON.COM	BOOKS-LIBRARY	206.62
ARNOLD MOTOR SUPPLY	EQUIP SUPPLIES-PW	81.88
BAKER & TAYLOR	BOOKS	146.63
DOG WASTE DEPOT	DOG WASTE BAGS	59.99
HI-LINE	EQUIP SUPPLIES-PW	230.48
MACQUEEN EQUIPMENT	AIR PACKS-FIRE	90,637.76
MAINSTAY SYSTEMS OF IOWA	OFFICE SOFTWARE-P&R	249.00
MEDIACOM	CABLE SERVICE	41.90
MIDWEST UNDERGROUND CONTRACTOR	EASTSIDE WATER MAINS PH2	79,311.39
STATE HYGIENIC LAB	LAB ANALYSIS	574.00
STERICYCLE	SHREDDING SERVICES	91.39
UNIVERSITY OF IOWA HEALTH	DRUG TESTS-PW	148.00
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	894.43

SISCO	HEALTH CLAIMS 3/17/2025	563.28
<b>TOTAL</b>		<b>215,744.17</b>
<b>GRAND TOTAL EXPENDITURES</b>		<b>299,883.46</b>
<b>FUND TOTALS</b>		
001 GENERAL FUND		122,368.22
031 LIBRARY		5,556.74
110 ROAD USE TAX		12,206.26
112 TRUST AND AGENCY		31,753.66
330 EASTSIDE WATER MAIN PH2		79,311.39
600 WATER FUND		26,976.18
610 SEWER FUND		20,974.86
740 STORM WATER UTILITY		<u>736.15</u>
<b>GRAND FUND TOTAL</b>		<b>299,883.46</b>

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
BUILDING INSPECTIONS	GENERAL FUND	GOERDT INSPECTION & CONSULTATION SERVI	BLDG INSPECTIONS	1,512.00
			TOTAL:	1,512.00
ROADS AND STREETS	GENERAL FUND	STERNBERG LIGHTING	STREET LIGHT POLE	2,295.00
			TOTAL:	2,295.00
PARK & RECREATION	GENERAL FUND	HARLESS, VERONICA	KIDS SPRING BREAK CAMP	400.00
			SR. FITNESS CLASS MARCH 20	475.00
		LAUGHLIN, ERIN	IPRA MILEAGE REIMBURSEMENT	71.12
			TOTAL:	946.12
CEMETERY	GENERAL FUND	CEDAR COUNTY COOPERATIVE	FUEL-PW	908.26
			TOTAL:	908.26
CLERK & TREASURER	GENERAL FUND	WEST BRANCH TIMES	SUBSCRIPTION EXP 5-30-26	37.00
		BRICK, LESLIE	MILEAGE REIMB COURT HOUSE	23.80
			TOTAL:	60.80
LIBRARY	LIBRARY	OASIS ELECTRIC LLC	LIGHT FIXTURE REPAIR-LIB	164.22
		AMAZON.COM.CA., INC.	PAPER TOWELS	34.99
			PROG SUPPLIES	136.49
			BOOKS, DVDS	110.90
			TOTAL:	446.60
WATER OPERATING	WATER FUND	MUNICIPAL SUPPLY INC.	WATER METERS FOR REPLACEME	9,828.00
		HAWKINS INC.	CHEMICALS	3,333.66
			TOTAL:	13,161.66
SEWER OPERATING	SEWER FUND	IOWA ONE CALL	UTILITY LOCATION SERVICE	24.30
		HI-LINE INC	SHOP SUPPLIES-PW	199.65
			TOTAL:	223.95

===== FUND TOTALS =====	
001 GENERAL FUND	5,722.18
031 LIBRARY	446.60
600 WATER FUND	13,161.66
610 SEWER FUND	223.95
-----	
GRAND TOTAL:	19,554.39
-----	

**RESOLUTION 2025-35**

**A RESOLUTION APPROVING THE FINAL PROPOSED BUDGET FOR  
FISCAL YEAR 26 AND  
ORDERING A NOTICE OF PUBLIC HEARING  
FOR APRIL 21, 2025.**

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

The final proposed Fiscal Year 26 (July 1, 2025 - June 30, 2026) annual budget as set forth in the budget summary and certification of taxes and in the detailed budget in support thereof showing revenue estimates and appropriation expenditures and allocations to programs for said fiscal year is adopted and a public hearing is set for **April 21, 2025.**

**Passed and approved this 7th day of April, 2025.**

---

Roger Laughlin, Mayor

ATTEST:

---

Leslie Brick, City Clerk

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

Fiscal Year July 1, 2025 - June 30, 2026

City of: WEST BRANCH

The City Council will conduct a public hearing on the proposed Budget at: Council Chambers at City Office 110 N Poplar Street West Branch, IA 52358  
Meeting Date: 4/21/2025 Meeting Time: 07:00 PM

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

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

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

The estimated Total tax levy rate per \$1000 valuation on regular property	12.82383
The estimated tax levy rate per \$1000 valuation on Agricultural property is	3.00375

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

Phone Number  
(319) 643-5888

City Clerk/Finance Officer's NAME  
Adam Kofoed

		Budget FY 2026	Re-estimated FY 2025	Actual FY 2024
<b>Revenues &amp; Other Financing Sources</b>				
Taxes Levied on Property	1	2,601,043	2,485,744	2,147,164
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
<b>Net Current Property Taxes</b>	3	2,601,043	2,485,744	2,147,164
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	644,630	679,609	645,988
Other City Taxes	6	437,569	358,280	381,793
Licenses & Permits	7	65,000	76,500	120,229
Use of Money and Property	8	30,800	31,770	59,514
Intergovernmental	9	1,364,086	663,026	1,106,449
Charges for Fees & Service	10	2,558,313	2,344,753	2,195,140
Special Assessments	11	0	0	0
Miscellaneous	12	21,400	10,000	77,269
Other Financing Sources	13	5,285,755	117,957	7,160,733
Transfers In	14	2,052,795	1,861,555	921,286
<b>Total Revenues and Other Sources</b>	15	15,061,391	8,629,194	14,815,565
<b>Expenditures &amp; Other Financing Uses</b>				
Public Safety	16	1,322,583	1,099,668	686,157
Public Works	17	869,732	755,393	617,852
Health and Social Services	18	0	0	0
Culture and Recreation	19	837,862	628,050	551,687
Community and Economic Development	20	307,279	269,461	233,180
General Government	21	360,338	303,392	246,724
Debt Service	22	789,653	1,326,991	1,073,507
Capital Projects	23	5,114,827	1,354,500	6,858,148
<b>Total Government Activities Expenditures</b>	24	9,602,274	5,737,455	10,267,255
Business Type / Enterprises	25	3,068,755	2,020,375	1,292,251
<b>Total ALL Expenditures</b>	26	12,671,029	7,757,830	11,559,506
Transfers Out	27	2,052,795	1,861,555	921,286
Total ALL Expenditures/Transfers Out	28	14,723,824	9,619,385	12,480,792
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out</b>	29	337,567	-990,191	2,334,773
Beginning Fund Balance July 1	30	6,560,222	7,550,413	5,215,640
<b>Ending Fund Balance June 30</b>	31	6,897,789	6,560,222	7,550,413



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> April 7, 2025
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<b>AGENDA ITEM:</b> Resolution 2025-36 -Approving the Site Plan for Manatt's Inc for a Temporary Concrete Plant.
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<b>PREPARED BY:</b> City Administrator, Adam Kofoed
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<b>DATE:</b> March 27, 2024
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### BACKGROUND:

Manatt's Inc. respectfully requests your consideration of the attached Site Plan application. Manatt's, a well-known concrete paving contractor from Brooklyn, Iowa is a subcontractor on the 2025 phase of the I-80 East Bound paving project.

Manatt's proposes to place its portable and temporary concrete batch plant at 1001 S. Downey. This site is owned by Bedrock LLC and is currently zoned HCI – Highway Commercial Industrial District.

Manatt's would move to the site in mid- April to begin paving and will depart in late June/July. The plant would be removed upon completion of the project.

The Planning & Zoning Commission approved the proposed Site Plan at their March 25, 2025 meeting.



1775 Old 6 Rd  
PO Box 535  
Brooklyn, Iowa 52211

641 522.9206 O  
641 522.5594 F

City of West Branch

Site Plan Application

Manatt's, Inc., a concrete paving company out of Brooklyn, Iowa will be working on the project IM-NHS-080-7(128)251—03-52 HMA Pavement – Grade and new in Johnson and Cedar Counties on Interstate 80. Manatt's, Inc. proposes to set up its temporary portable concrete batch plant at 1001 S. Downey, West Branch, Iowa. This property, owned by Bedrock LLC, is currently zoned HCl – Highway Commercial Industrial District. Manatt's, Inc. expects to move to the site around mid-April to begin paving and will depart Late June/July. The plant will be removed upon project completion.

All haul routes will be limited to I-80, ensuring that no truck traffic related to Manatt's, Inc. operation will travel on West Branch roads north of I-80. Project and plant access will be restricted to Baker (Downey) from the I-80 interchange South to the plant site.

Manatt's, Inc. will comply with all applicable IDNR permitting requirements for the plant site, including air emissions permits and Storm Water Discharge Permits. Water will be utilized for dust control as needed, and appropriate erosion control measures will be implemented.

Manatt's, Inc. respectfully requests your consideration of the attached application. Please feel free to reach out with any questions or concerns regarding this application.

Rachel Kesterson  
Manatt's, Inc.  
rachelk@manatts.com





110 N POPLAR ST, PO BOX 215, WEST BRANCH, IA 52358

**SITE PLAN APPLICATION**

**Applicant Information:**

Name: Manatt's, Inc.

Address: PO Box 535 Brooklyn IA 52211  
Street or PO Box # City State Zip Code

Phone: (641) - 522 - 9206

Email: rachel.k@manatts.com

**Additional Contact:**

Name: Chris Sawin

Phone: 319 - 560 - 1135

Email: chriss@manatts.com

**Property Owner (if other than applicant):**

Name: Bedrock LLC

Address: PO Box 1940 Iowa City IA 52244  
Street or PO Box # City State Zip Code

Phone: 319 - 331 - 1558

Email: Andy.Bockendtedt

**Property Information:**

Address (if no address, list name of closest streets): 1001 S. Downey St.

Assessor's Parcel # (Attach Legal Description): 0500 - 13 - 17 - 100 - 001 - 0

Current Zoning: HCI - Highway Commercial Industrial District

During the review process, the Planning and Zoning Commission or City Staff may visit the property. Please sign here if the property owner does not wish to allow Commission or Staff to enter onto the property.

X \_\_\_\_\_

Rachel Kesterson

Signature of Applicant

03-17-25

Date

**Submittal deadline: 14 days prior to next regularly scheduled Planning and Zoning Commission meeting.**

**Site Plan Application Fee: \$200.00. Special Meeting Request fees are \$150.00 per meeting.**

\*Additional costs that may be charged include: Public Hearing publishing costs, Engineer and Attorney fees, Lift Station Connection Fees (Chpt.100) and mailing costs. Applicant will be billed for additional costs and must be paid before Site Plan Application will proceed.

**Include with this application:**

- 1 complete copy of this application form.
- Detailed Site Plan – The site plan shall contain all the information required by Sections 167.04 and 167.06 unless otherwise waived by the Zoning Administrator. Submit 5 copies of site plan and associated documents, no larger than 11 x 17 or email Acrobat "PDF" files of all materials to [leslie@westbranchiowa.org](mailto:leslie@westbranchiowa.org) for distribution.
- Other information deemed necessary by the City Staff for the review of the proposed project

**For Staff Use:**

- 3/19/25 Date application received - includes detailed site plan
- 3/19/25 Date complete application forwarded to Planning & Zoning Commission, Mayor, City Council, City Engineer, City Attorney, Fire Chief, Public Works Director and Zoning Administrator
- N/A Date of Pre-application conference
- \_\_\_\_\_ Date comments / recommendations received from City Engineer
- \_\_\_\_\_ Date comments / recommendations received from Zoning Administrator
- 3/25/25 Date of next Planning & Zoning Commission meeting, application must be received at least 14 days prior to the P & Z meeting
- n/a Date of second Planning & Zoning Commission meeting
- 3/25/25 Date Planning & Zoning approved Site Plan
- 4/7/25 Date of City Council meeting to approve Site Plan (approved by Planning & Zoning)
- \_\_\_\_\_ Action taken by City Council Approve Deny
- \_\_\_\_\_ Date applicant notified of City Council decision

Miscellaneous Information:

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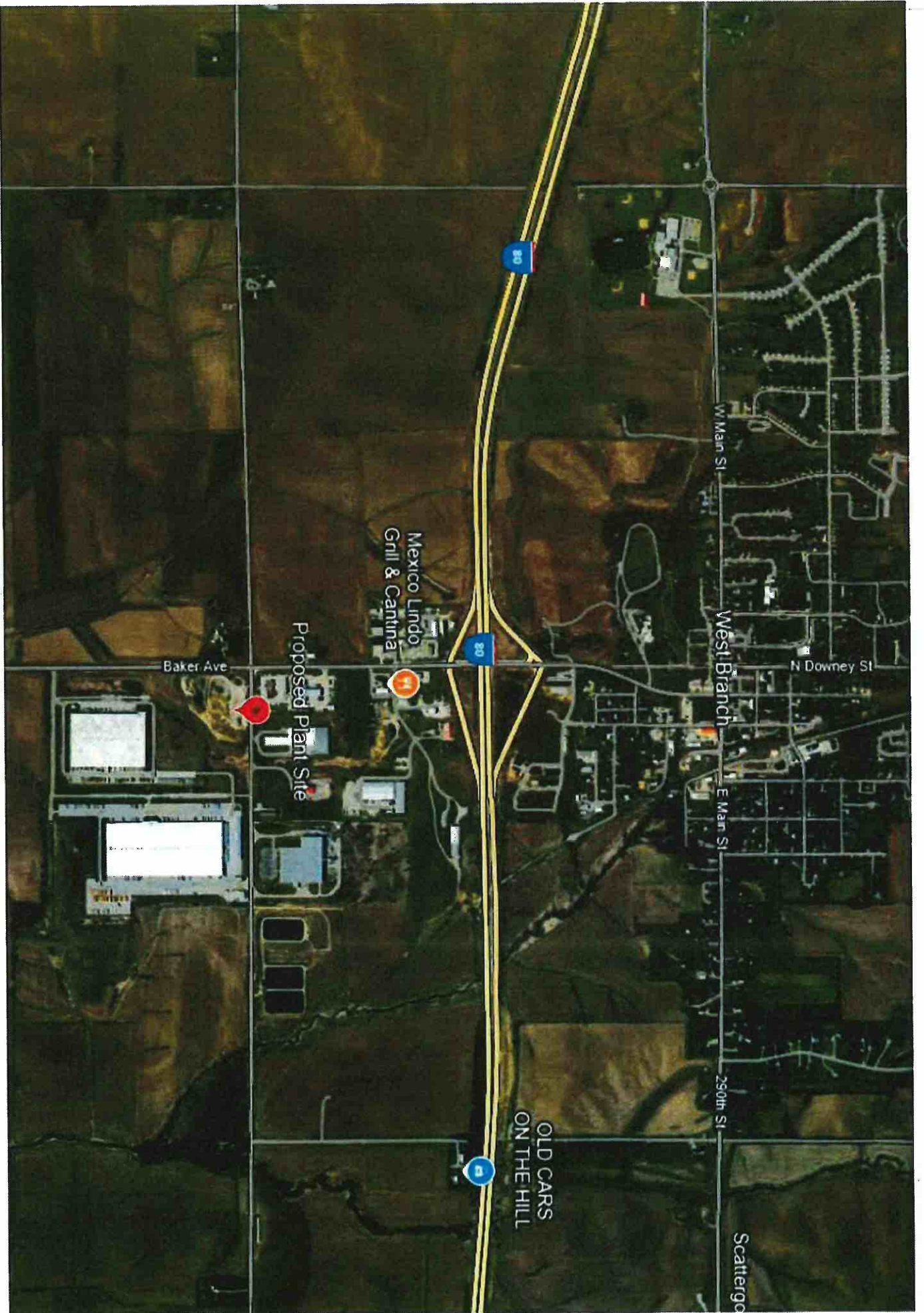
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\_\_\_\_\_  
Signature of City Official

\_\_\_\_\_  
Date



Proposed Plant Site

Mexico Lindo  
Grill & Cantina

Baker Ave

W Main St

West Branch

N Downey St

E Mar St

290th St

OLD CARS  
ON THE HILL

Scattergo



# Cedar County, IA

## Summary

Parcel ID 050013171000010  
 Alternate ID  
 Property Address 1001 S. Downey St  
 West Branch  
 Sec/Twp/Rng 17-79-4  
 Brief/Legal Description PROCTER & GAMBLE 2ND ADD LOT 1,NW  
 (Note: Not to be used on legal documents)  
 Document(s) DED: 1624-19 (2021-12-06)  
 REC: 102-388  
 Gross Acres 26.30  
 Exempt Acres N/A  
 Net Acres 26.30  
 Class C - Commercial  
 Tax District WEST BRANCH CTY WEST BRANCH SCH  
 School District WEST BRANCH

## Owners

Primary Owner (Deed Holder) Bedrock LLC PO Box 1940 Iowa City, IA 52244-1940	Secondary Owner	Mailing Address
--	-----------------	-----------------

## Doing Business As

AG LAND

## 2023 Tax Statement Payable Fiscal Year 2024/2025



## Historical Tax Statements



## Land

Lot Area 26.30 Acres;1,145,628 SF

## Sales

Date	Seller	Buyer	Recording	Sale Condition - NUJTC	Type	Multi Parcel	Amount
11/22/2021	RUMMELLS FARMS INC	BEDROCK LLC	1624 19	Vacant lot	Deed		\$645,000.00

**Recent Sales in Area**

Sale date range:

From: 03/17/2022

To: 03/17/2025



Distance: 1500 Feet

**Valuation**

Classification	2024	2023	2022	2021
Land	\$70,730	\$70,730	\$70,730	\$70,730
<b>Total Assessed Value</b>	<b>\$70,730</b>	<b>\$70,730</b>	<b>\$70,730</b>	<b>\$70,730</b>

**Taxation**

Classification	2023 Pay 2024-2025	2022 Pay 2023-2024	2021 Pay 2022-2023
+ Taxable Land Value	\$32,778	\$38,654	\$63,657
+ Taxable Building Value	\$0	\$0	\$0
+ Taxable Dwelling Value	\$0	\$0	\$0
= Gross Taxable Value	<b>\$32,778</b>	<b>\$38,654</b>	<b>\$63,657</b>
- Military Exemption	\$0	\$0	\$0
- Homestead 65+ Exemption	\$0	\$0	\$0
= Net Taxable Value	<b>\$32,778</b>	<b>\$38,654</b>	<b>\$63,657</b>
x Levy Rate (per \$1000 of value)	36.22779	36.24667	35.72576
= Gross Taxes Due	<b>\$1,187.47</b>	<b>\$1,401.08</b>	<b>\$2,274.19</b>
- Ag Land Credit	\$0.00	\$0.00	\$0.00
- Disabled and Senior Citizens Credit	\$0.00	\$0.00	\$0.00
- Family Farm Credit	\$0.00	\$0.00	\$0.00
- Homestead Credit	\$0.00	\$0.00	\$0.00
- Business Property Credit	\$0.00	\$0.00	(\$906.39)
- Prepaid Tax	\$0.00	\$0.00	\$0.00
= Net Taxes Due	<b>\$1,188.00</b>	<b>\$1,402.00</b>	<b>\$1,368.00</b>

**Tax History**

Year	Due Date	Amount	Paid	Date Paid	Receipt
2023	March 2025 September 2024	\$594 \$594	Yes Yes	2024-10-29 2024-10-29	20167
2022	March 2024 September 2023	\$701 \$701	Yes Yes	2024-03-29 2023-09-27	20216
2021	March 2023 September 2022	\$684 \$684	Yes Yes	2022-09-30 2022-09-30	20127
2020	March 2022 September 2021	\$716 \$716	Yes Yes	2021-12-06 2021-09-30	20130
2019	March 2021 September 2020	\$693 \$693	Yes Yes	2021-03-30 2020-09-30	20048
2018	March 2020 September 2019	\$645 \$645	Yes Yes	2020-03-24 2019-09-30	19973

**Iowa Land Records**

NOTICE! Iowa Land Records has launched a new 2.0 version of their web portal. Please see the following to access the new portal or for more information.

- If you work in the real estate industry professionally, submit a Business Application
- If you are an individual searching for your records or the records of family members, submit a Citizen Search Application

[Search Business Application](#)

[Citizen Search Application](#)

Already have an account? [Login Here](#)

[YOUTUBE 'Search 2.0 - Webinar 8.15.2023'](#)

Data for Cedar County between Beacon and Iowa Land Records is available on the Iowa Land Records site beginning in 1984. For records prior to 1984, contact the County Recorder.

**Map**



No data available for the following modules: Residential Dwellings, Commercial Buildings, Agricultural Buildings, Soils Report, Yard Extras, Permits, Tax Sale Certificates, Special Assessments, Photos, Sketches.

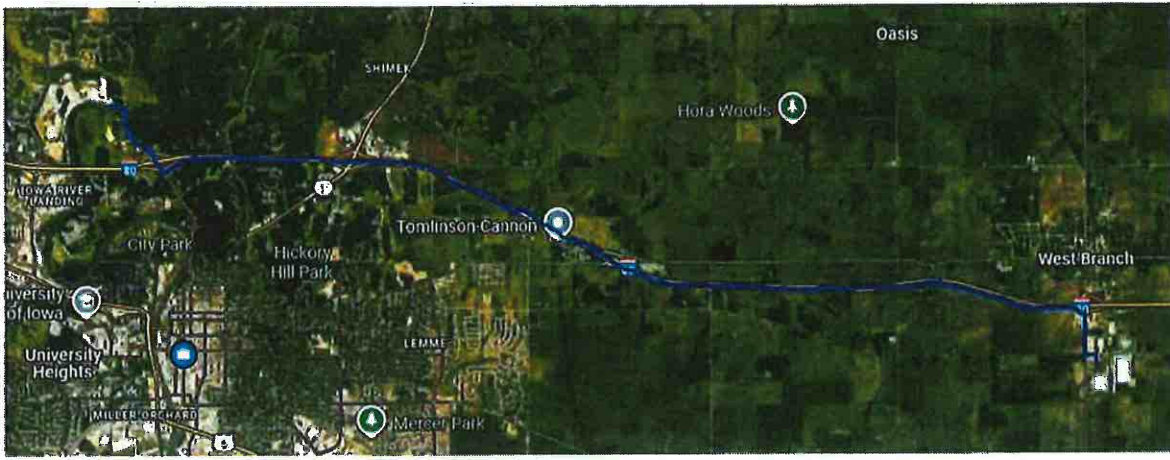
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Contact Us









**RESOLUTION 2025-36**

**RESOLUTION APPROVING THE SITE PLAN FOR MANATT’S INC FOR A  
TEMPORARY CONCRETE PLANT.**

WHEREAS, Manatt’s Inc. (“Manatt’s”), is leasing a parcel known as 1001 S. Downey Street, West Branch, Iowa (the “Property”); and

WHEREAS, Manatt’s has submitted a proposed Site Plan for a temporary concrete plant for an upcoming project; and

WHEREAS, the City Engineer and Public Works Director have reviewed the proposed site plan and provided comments; and

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

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

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the site plan of Manatt’s Inc., Brooklyn, Iowa, is hereby approved.

**Passed and approved this 7th day of April, 2025.**

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

ATTEST:

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



## REQUEST FOR COUNCIL CONSIDERATION

**MEETING DATE:** April 7, 2025

**AGENDA ITEM:** **Resolution 2025-37** - Approving Pay Estimate Number 8 (final) in the amount of \$38,589.22 to Midwest Underground Contractors Inc. for the Phase 2 Eastside Water Main Replacement Project.

**PREPARED BY:** City Clerk, Leslie Brick

**DATE:** March 31, 2025

### SUMMARY:

Midwest Underground Contractors Inc., of Walford, Iowa was awarded the construction contract for the Eastside Water Main Replacement Project by the West Branch City Council through the passage of Resolution 2024-11 on February 20, 2024 in the amount of \$840,277.00.

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

Pay Estimate Number	Amount	Resolution #	Date
1	\$151,804.97	2024-48	May 6, 2024
2	\$112,526.84	2024-62	June 17, 2024
3	\$82,852.75	2024-89	August 5, 2024
4	\$78,679.00	2024-92	August 19, 2024
5	\$114,796.72	2024-101	September 16, 2024
6	\$113,223.60	2024-110	October 21, 2024
7	<u>\$79,311.39</u>	2025-28	March 17, 2025
	\$733,195.27		

**RESOLUTION 2025-37**

**RESOLUTION APPROVING PAY ESTIMATE NUMBER 8 (FINAL) IN THE AMOUNT OF \$38,589.22 TO MIDWEST UNDERGROUND CONTRACTORS INC. FOR THE PHASE 2 - EASTSIDE WATER MAIN REPLACEMENT PROJECT**

**WHEREAS**, Midwest Underground Contractors, Inc., of West Branch, Iowa was awarded the construction contract for the Phase 2 Eastside Water Main Replacement Project (the “Project”) by the West Branch City Council through the passage of Resolution 2024-11 on February 20, 2024 in the amount of \$840,227.00; and

**WHEREAS**, Midwest Contractors, Inc. has declared that said Project has now been completed in accordance with drawings and specifications on the Project and based on observations by project managers of Veenstra & Kimm who are contracted with the City of West Branch to oversee the construction process; and

**WHEREAS**, the City Council of West Branch previously approved Pay Estimate Number 1 through 7 in the amount of \$733,195.27 to Midwest Underground Contractors, Inc. of Walford, IA to date; and

**WHEREAS**, it is now necessary for the City Council to accept Pay Estimate Number 8 (final) in the amount of \$38,589.22 to Midwest Underground Contractors, Inc.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the West Branch, Iowa, that Pay Estimate Number 8 (final) in the amount of \$38,589.22 to Midwest Underground Contractors, Inc. is approved.

**Passed and approved this 7th day of April 2025.**

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

ATTEST:

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



March 28, 2025

**PAY ESTIMATE NO. 8 (final)**  
**PHASE 2 EAST SIDE WATER MAIN REPLACEMENT**  
**WEST BRANCH, IOWA**

Midwest Underground Contractors, Inc.  
3000 Highway 151 E  
Walford, IA 52351

Contract Amount \$840,277.00  
Contract Date February 20, 2024  
Pay Period Retainage

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
2.1	Clear + Grubb	Unit	448	\$ 22.00	\$ 9,856.00		\$ -
2.2	Special Back Fill Material	CY	350	\$ 50.00	\$ 17,500.00		\$ -
2.3	Subgrd Stbl Mtrl, PlymGrid TX-160	SY	1,120	\$ 4.00	\$ 4,480.00		\$ -
2.4	Excavation, Cl 13, Rdwy + Borrow	CY	43	\$ 16.00	\$ 688.00		\$ -
2.5	Excav, Cl 10, Unstbl Mtrl, Core-Out	CY	350	\$ 16.00	\$ 5,600.00		\$ -
2.6	Topsoil, Furn + Spread	CY	100	\$ 42.00	\$ 4,200.00	145.43	\$ 6,108.06
2.7	Topsoil, Strip, Salvage + Spread	CY	100	\$ 22.00	\$ 2,200.00		\$ -
2.8	Modified Subbase	CY	178	\$ 45.00	\$ 8,010.00	203.2	\$ 2,887.00
2.9	Rmvl of Pav't	SY	648	\$ 12.00	\$ 7,776.00	612.32	\$ 7,347.84
2.10	Rmvl of Sidewalk	SY	4	\$ 12.00	\$ 48.00	26.57	\$ 318.84
2.11	Disconnect & Rmvl of Water Main	LF	230	\$ 25.00	\$ 5,750.00	230	\$ 5,750.00
2.12	Rmvl of Water Valve	Ea	7	\$ 750.00	\$ 5,250.00	6	\$ 4,500.00
2.13	Rmv Storm SWR Pipe LE 36"	LF	97	\$ 30.00	\$ 2,910.00	28	\$ 840.00
2.14	Std/S-F PCC Pav't, Cl A Cl 3, 7"	SY	254	\$ 100.00	\$ 25,400.00	117.07	\$ 11,707.00
2.15	Std/S-F PCC Pav't, Cl A Cl 3, 10"	SY	394	\$ 105.00	\$ 41,370.00	437.79	\$ 45,967.95
2.16	St SWR G-Main, Trnch, CMP ,15"	LF	88	\$ 58.00	\$ 5,104.00		\$ -
2.17	St SWR G-Main, Trnch, CMP, 21"	LF	8	\$ 130.00	\$ 1,040.00		\$ -
2.18	Connect to Existing Storm	Ea	1	\$ 1,200.00	\$ 1,200.00		\$ -
2.19	Driveway, PCC, 6"	SY	41	\$ 100.00	\$ 4,100.00	57.48	\$ 5,748.00
2.20	Sidewalk, PCC, 6"	SY	4	\$ 120.00	\$ 480.00	26.57	\$ 3,188.40
2.21	WM, Bored, Certalok, 6"	LF	2,056	\$ 60.00	\$ 123,360.00	1,962	\$ 117,720.00
2.22	WM, Trenched, DR-18 C900, 6"	LF	20	\$ 40.00	\$ 800.00	99	\$ 3,960.00
2.23	WM, Bored, DIP, 6", Nitrile Gaskets	LF	1,380	\$ 98.00	\$ 135,240.00	1384	\$ 135,632.00
2.24	WM, Trenched, DR-18 C900, 8"	LF	73	\$ 55.00	\$ 4,015.00	12.88	\$ 708.40
2.25	WM, Bored, DIP, 8", Nitrile Gaskets	LF	222	\$ 150.00	\$ 33,300.00	222	\$ 33,300.00
2.26	WM, Trenched, DR-18 C900, 12"	LF	20	\$ 85.00	\$ 1,700.00	28	\$ 2,380.00
2.27	WM, Trenched, DIP, 12", Nitrile Ga	LF	6	\$ 350.00	\$ 2,100.00	8	\$ 2,800.00
2.28	Trenched in Place Service	Ea	25	\$ 1,500.00	\$ 37,500.00	22	\$ 33,000.00
2.29	Bored in-Place Service	Ea	38	\$ 1,900.00	\$ 72,200.00	25	\$ 47,500.00
2.30	Valve, Gate, 6"	Ea	14	\$ 2,100.00	\$ 29,400.00	12	\$ 25,200.00
2.31	Valve, Gate, 8"	Ea	2	\$ 2,800.00	\$ 5,600.00	1	\$ 2,800.00
2.32	Valve, Gate, 12"	Ea	2	\$ 4,700.00	\$ 9,400.00	1	\$ 4,700.00
2.33	Flushing Device (Blowoff), 6"	Ea	4	\$ 1,750.00	\$ 7,000.00	3	\$ 5,250.00
2.34	Fire Hydrant Assembly, WM-201	Ea	4	\$ 7,000.00	\$ 28,000.00	6	\$ 42,000.00
2.35	Construction Survey	LS	1	\$ 18,000.00	\$ 18,000.00	1	\$ 18,000.00

2.36	Traffic Control	LS	1	\$ 4,700.00	\$ 4,700.00	1	\$ 3,500.00
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	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
2.37	Mobilization	LS	1	\$ 55,000.00	\$ 55,000.00	1	\$ 55,000.00
2.38	Turf Reinforcement Mat (TRM)	Sq	50	\$ 90.00	\$ 4,500.00	10.7	\$ 963.00
2.39	Seed + Fertilize (Urban)	LS	1	\$ 17,500.00	\$ 17,500.00	1	\$ 17,500.00
2.40	Saw Cutting Dust Control	LS	1	\$ 3,000.00	\$ 3,000.00	1	\$ 3,000.00
2.41	Vibration Monitoring	LS	1	\$ 95,000.00	\$ 95,000.00	1	\$ 95,000.00
<b>Contract Price:</b>					<b>\$ 840,277.00</b>		<b>\$ 744,276.49</b>

### MATERIALS STORED SUMMARY

	Description	# of Units	Unit Price	Extended Cost
2.21	WM, Bored, Certalok, 6"	0	\$ 40.00	
2.23	WM, Bored, DIP, 6", Nitrile Gaskets	0	\$ 98.00	
2.24	WM, Trenched, DR-18 C900, 8"	0	\$ 55.00	
2.25	WM, Bored, DIP, 8", Nitrile Gaskets	0	\$ 150.00	
2.26	WM, Trenched, DR-18 C900, 12"	0	\$ 85.00	
2.27	WM, Trenched, DIP, 12", Nitrile Gaskets	0	\$ 350.00	
2.30	Valve, Gate, 6"	0	\$ 2,100.00	
2.31	Valve, Gate, 8"	0	\$ 2,800.00	
2.32	Valve, Gate, 12"	0	\$ 4,700.00	
<b>Total</b>				<b>\$ -</b>

<b>SUMMARY</b>			
		<b>Total Approved</b>	<b>Total Completed</b>
Contract Price		\$ 840,277.00	\$ 744,276.49
Approved Change Order (list each)	Change Order No. 1	\$ 18,500.00	\$ 18,500.00
	Change Order No. 2	\$ 983.00	\$ 983.00
	Change Order No. 3	\$ 8,025.00	\$ 8,025.00
	Revised Contract Price		\$ 867,785.00

Stored \$ -

Total Earned \$ 771,784.49

Retainage (5%)

Total Earned Less Retainage \$ 771,784.49

Total Previously Approved (list each)	Pay Estimate No. 1	\$ 151,804.97	
	Pay Estimate No. 2	\$ 112,526.84	
	Pay Estimate No. 3	\$ 82,852.75	
	Pay Estimate No. 4	\$ 78,679.00	
	Pay Estimate No. 5	\$ 114,796.72	
	Pay Estimate No. 6	\$ 113,223.60	
	Pay Estimate No. 7	\$ 79,311.39	

Total Previously Approved \$ 733,195.27

Percent Complete 100%


**Amount Due This Request \$ 38,589.22**


**The amount \$38,589.22 is recommended for approval for payment in accordance with the terms of the contract.**

**Prepared By:**  
Midwest Underground Contractors, Inc.

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

**Approved By:**  
West Branch, Iowa

Signature:   
Name: Justin Lopata  
Title: President  
Date: March 31, 2025

Signature:   
Name: Eric Gould  
Title: Engineer  
Date: March 28, 2025

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





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> April 7, 2025
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<b>AGENDA ITEM:</b>	<b>Resolution 2025-38</b> - Setting the date for a public hearing on proposal to enter into a General Obligation Corporate Purpose Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$4,150,000.
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<b>PREPARED BY:</b>	City Clerk, Leslie Brick
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<b>DATE:</b>	April 2, 2025
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### SUMMARY:

John Danos, Dorsey & Whitney Bond Counsel has prepared the following document to enable the City Council to set a public hearing date on the General Obligation Corporate Purpose Loan Agreement.

This resolution will set April 21, 2025 at 7:00 p.m. for the City Council to hold the public hearing. The public hearing notice will be published and posted on April 10, 2025.

**RESOLUTION 2025-38**

**RESOLUTION SETTING THE DATE FOR A PUBLIC HEARING ON PROPOSAL TO ENTER INTO A GENERAL OBLIGATION CORPORATE PURPOSE LOAN AGREEMENT AND TO BORROW MONEY THEREUNDER IN A PRINCIPAL AMOUNT NOT TO EXCEED \$4,150,000**

**WHEREAS**, the City of West Branch (the “City”), in Cedar and Johnson Counties, State of Iowa, proposes to enter into a General Obligation Corporate Purpose Loan Agreement (the “Loan Agreement”), pursuant to the provisions of Section 384.24A of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$4,150,000 for the purpose of paying the costs, to that extent, of (a) constructing street, water system, sidewalk, sanitary sewer system and storm water drainage improvements; and (b) acquiring and installing street lighting, signage and signalization improvements (the “Projects”), and it is necessary to fix a date of meeting of the City Council at which it is proposed to take action to enter into the Loan Agreement and to give notice thereof as required by such law;

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

Section 1. This City Council shall meet on April 21, 2025, at the City Council Chambers, 110 N. Poplar Street, West Branch, Iowa, at 7:00 o’clock p.m., at which time and place hearing will be held and proceedings will be instituted and action taken to enter into the Loan Agreement described in the preamble hereof.

Section 2. The City Clerk is hereby directed to give notice of the proposed action on the Loan Agreement setting forth the amount and purpose thereof, the time when and place where the said meeting will be held by publication at least once, not less than four (4) and not more than twenty (20) days before the date of said meeting, in a legal newspaper which has a general circulation in the City. The notice shall be in substantially the following form:

NOTICE OF PROPOSED ACTION TO INSTITUTE PROCEEDINGS TO  
ENTER INTO A LOAN AGREEMENT AND TO BORROW MONEY  
THEREUNDER IN A PRINCIPAL AMOUNT NOT TO EXCEED \$4,150,000

(GENERAL OBLIGATION)

The City Council of the City of West Branch, Iowa (the “City”), will meet on April 21, 2025, at the City Council Chambers, 110 N. Poplar Street, West Branch, Iowa, at 7:00 o’clock p.m., for the purpose of instituting proceedings and taking action on a proposal to enter into a loan agreement (the “Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$4,150,000 for the purpose of paying the costs, to that extent, of (a) constructing street, water system, sidewalk, sanitary sewer system and storm water drainage improvements; and (b) acquiring and installing street lighting, signage and signalization improvements.

The Loan Agreement is proposed to be entered into pursuant to authority contained in Section 384.24A of the Code of Iowa and will constitute a general obligation of the City.

It is estimated the annual increase in property taxes on a residential property with an actual valuation of one hundred thousand dollars resulting from the City entering into the Loan Agreement will be \$70.69, however the City Council may determine for any fiscal year while the Loan Agreement is outstanding to budget other available revenues to the payment of some or all of the debt service coming due thereunder.

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

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

Leslie Brick  
City Clerk

Section 3. Pursuant to Section 1.150-2 of the Income Tax Regulations (the “Regulations”) of the Internal Revenue Service, the City declares (a) that it intends to undertake the Projects which are reasonably estimated to cost approximately \$4,150,000, (b) that other than (i) expenditures to be paid or reimbursed from sources other than the issuance of bonds, notes or other obligations (the “Bonds”), or (ii) expenditures made not earlier than 60 days prior to the date of this Resolution or a previous intent resolution of the City, or (iii) expenditures amounting to the lesser of \$100,000 or 5% of the proceeds of the Bonds, or (iv) expenditures constituting preliminary expenditures as defined in Section 1.150-2(f)(2) of the Regulations, no expenditures for the Projects have heretofore been made by the City and no expenditures will be made by the City until after the date of this Resolution or a prior intent resolution of the City, and (c) that the City reasonably expects to reimburse the expenditures made for costs of the City out of the proceeds of the Bonds. This declaration is a declaration of official intent adopted pursuant to Section 1.150-2 of the Regulations.

Section 4. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

**Passed and approved April 7, 2025.**

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> April 7, 2025
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<b>AGENDA ITEM:</b> <b>Resolution 2025-39</b> - Approving Pay Estimate Number 1 in the amount of \$7,695.00 to Neuzil & Son's Inc. for Tree Felling in conjunction with the Cedar-Johnson Road Reconstruction Project.
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<b>PREPARED BY:</b> City Clerk, Leslie Brick
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<b>DATE:</b> April 2, 2025
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### SUMMARY:

Neuzil & Son's Inc., of Oxford, Iowa was awarded the tree felling project in conjunction with the 2025 Cedar-Johnson Road Reconstruction Project by the West Branch City Council through the passage of Resolution 2025-33 on March 17, 2025 in the amount of \$8,100.00.

**RESOLUTION 2025-39**

**RESOLUTION APPROVING PAY ESTIMATE NUMBER 1 IN THE AMOUNT OF \$7,695.00 TO NEUZIL & SON'S INC. FOR TREE FELLING IN CONJUNCTION WITH THE 2025 CEDAR-JOHNSON ROAD RECONSTRUCTION PROJECT.**

**WHEREAS**, Neuzil & Son's Inc., of Oxford, Iowa was awarded the tree felling contract in conjunction with the 2025 Cedar-Johnson Road Reconstruction Project (the "Project") by the West Branch City Council through the passage of Resolution 2025-33 on March 17, 2025 in the amount of \$8,100.00; and

**WHEREAS**, Neuzil & Son's Inc. has completed said Project in accordance with specifications on the Project and based on observations by project managers of Veenstra & Kimm who are contracted with the City of West Branch to oversee the construction process; and

**WHEREAS**, it is now necessary for the City Council to accept Pay Estimate Number 1 in the amount of \$7,695.00 to Neuzil & Son's, Inc.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the West Branch, Iowa, that Pay Estimate Number 1 in the amount of \$7,695.00 to Neuzil & Son's, Inc. is approved.

**Passed and approved this 7th day of April, 2025.**

---

Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk



**VEENSTRA & KIMM INC.**

2600 University Parkway, Suite 1  
Coralville, Iowa 52241

319.466.1000 // 888.241.8001  
www.v-k.net

April 1, 2025

**PAY ESTIMATE NO. 1**  
**2025 CEDAR JOHNSON ROAD RECONSTRUCTION**  
**TREE FELLING**  
**WEST BRANCH, IOWA**

Neuzil & Son's, Inc.  
3691 James Avenue SW  
Oxford, IA 52322

Contract Amount \$8,100.00  
Contract Date March 17, 2025  
Pay Period March 21, 2025 - March 28, 2025

**BID ITEMS**

Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.1 Felling of trees within limits indicated. Stumps shall be left in place. Grubbing shall be done by others	LS	XXXXX	XXXXX	\$ 8,100.00	100%	\$ 8,100.00
<b>Contract Price:</b>				<b>\$ 8,100.00</b>		<b>\$ 8,100.00</b>

**SUMMARY**

	Total Approved	Total Completed
Contract Price	\$ 8,100.00	\$ 8,100.00
Approved Change Order (list each)		
Revised Contract Price	\$ 8,100.00	\$ 8,100.00

Stored

Total Earned \$ 8,100.00  
Retainage (5%) \$ 405.00  
Total Earned Less Retainage \$ 7,695.00

Total Previously Approved (list each)		

Total Previously Approved \$ -  
Amount Due This Request \$ 7,695.00

Percent Complete 100%

The amount \$7,695.00 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:  
Neuzil & Son's, Inc.

Recommended By:  
Veenstra & Kimm, Inc.

Approved By:  
West Branch, Iowa

Signature: Steve Neuzil  
Name: Steve Neuzil  
Title: President/owner  
Date: 4/1/2025

Signature: [Signature]  
Name: Eric Gould  
Title: Engineer  
Date: April 1, 2025

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> April 7, 2025
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<b>AGENDA ITEM:</b> Resolution 2025-40 - Accepting the 2025 Cedar-Johnson Road Reconstruction Tree Felling Project as complete.
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<b>PREPARED BY:</b> City Clerk, Leslie Brick
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<b>DATE:</b> April 2, 2025
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### SUMMARY:

Neuzil & Son's Inc. has successfully completed the 2025 Cedar-Johnson Road Reconstruction Tree Felling Project. After the project is accepted as complete, final payment can be made to the contractor after 30 days of that acceptance.



**RESOLUTION 2025-40**

**RESOLUTION ACCEPTING THE 2025 CEDAR-JOHNSON ROAD  
RECONSTRUCTION TREE FELLING PROJECT AS COMPLETE.**

**WHEREAS**, Neuzil & Son’s Inc., of Oxford, Iowa was awarded the tree felling contract in conjunction with the 2025 Cedar-Johnson Road Reconstruction Project (the “Project”) by the West Branch City Council through the passage of Resolution 2025-33 on March 17, 2025 in the amount of \$8,100.00; and

**WHEREAS**, Neuzil & Son’s Inc. has completed said Project in accordance with specifications on the Project and based on observations by project managers of Veenstra & Kimm who are contracted with the City of West Branch to oversee the construction process; and

**WHEREAS**, once the project is accepted, final payment can be made to Neuzil & Son’s Inc., after waiting a minimum of thirty days; and

**WHEREAS**, it is now necessary for the City Council to approve acceptance of said project.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council accepts the project as complete and the final amount of the contract is \$8,100.00 for the project known as the 2025 Cedar-Johnson Road Reconstruction Tree Felling Project.

**Passed and approved this 7th day of April, 2025.**

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk

**CERTIFICATE OF COMPLETION**

**2025 CEDAR JOHNSON ROAD RECONSTRUCTION  
TREE FELLING  
WEST BRANCH, IOWA**

March 28, 2025

We hereby certify that we have made an on-site review of the completed construction of the 2025 CEDAR JOHNSON ROAD RECONSTRUCTION TREE FELLING under the Contract as performed by Neuzil & Son's, Inc. of Oxford, Iowa.

As Engineers for the project it is our opinion that the work performed is in substantial accordance with the plans and specifications, and that the final amount of the contract is Eight Thousand One Hundred and 00/100 Dollars (\$8,100.00)].

**VEENSTRA & KIMM, INC.**

Accepted: **CITY OF WEST BRANCH, IOWA**

By  \_\_\_\_\_

By \_\_\_\_\_

Title Project Engineer

Title Mayor

Date April 1, 2025

Date \_\_\_\_\_



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	April 7, 2025
<b>AGENDA ITEM:</b>	<b>Resolution 2025-41</b> - Ordering providing a conditional declination to review a boundary line adjustment located in the City's Extraterritorial Review Boundaries.
<b>PREPARED BY:</b>	Adam Kofoed, City Administrator
<b>DATE:</b>	April 2, 2025

### **BACKGROUND:**

The applicant has submitted a request to extend a lot line within the City of West Branch's 2-mile extraterritorial review area. Under city regulations, the City of West Branch retains the right to review subdivision changes within this area.

### **Planning & Zoning Recommendation**

The Planning and Zoning Commission reviewed the request and determined that while the city maintains its review authority, further procedural steps are unnecessary since:

- The county, property owners, and city agree on the extension.
- The proposed lot line adjustment aligns with Concept #4, which has been approved.
- The project meets HCI zoning setbacks as required.

As a result, Planning & Zoning unanimously voted to waive the city's right to review, contingent upon strict adherence to Concept #4 and compliance with all zoning regulations.

### **Staff Recommendation**

Staff supports the Planning & Zoning Commission's recommendation and recommends approval of the waiver, ensuring that Concept #4 is implemented as designed.

**RESOLUTION 2025-41**

**ORDERING PROVIDING A CONDITIONAL DECLINATION TO REVIEW A  
BOUNDARY LINE ADJUSTMENT LOCATED IN THE CITY'S  
EXTRATERRITORIAL REVIEW BOUNDARIES.**

**WHEREAS**, Lots 8 and 9 of Slach's Commercial Subdivision (the "Property") is located within the City's extraterritorial review boundary within unincorporated Cedar County; and

**WHEREAS**, the owner of Lots 8 and 9 of Slach Subdivision, Cedar County, Iowa, have heretofore presented a proposed boundary line adjustment which has been reviewed by the West Branch Planning and Zoning Commission; and

**WHEREAS**, the Planning and Zoning Commission reviewed the proposal and believes that no further review is warranted as long as the owners implement Concept #4 attached hereto as Exhibit "A."

**WHEREAS**, city staff agrees that with the implementation of Concept #4, no further review is warranted.

**NOW, THEREFORE**, It Is Resolved by the Council of the City of West Branch, Iowa, that the City Council provides a conditional declination to review said boundary line adjustment any further as long as Concept #4 is implemented as part of this development.

**BE IT FURTHER RESOLVED**, that if the property owner refuses to implement Concept #4, that the City Council will indeed exercise further review of this boundary line adjustment.

**Passed and approved this 7th day of April, 2025.**

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

ATTEST:

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





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> April 7, 2025
------------------------------------

<b>AGENDA ITEM:</b> <b>Discussion:</b> Cedar-Johnson Road Reconstruction Project Bond proceeds
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> April 2, 2025
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### **BACKGROUND:**

Our initial estimate for the Cedar-Johnson Road Reconstruction Project was \$3.5 million. However, with recent bids coming in at \$2.1 million, additional funds are now available. Councilperson Miller is proposing a discussion with the council on how to allocate these excess funds.

Since the project is funded through essential corporate purpose bonds, the funds must be used for infrastructure. Additionally, spending outside of a TIF district may be subject to limitations based on the debt payment schedule.

### **DISCUSSION TOPICS:**

- Extending the project to the city limits
- Improving the road or intersection at 350th Street in front of Bickford
- Replacing panels on N 4th Street
- Allocating funds toward the Main Street Project or addressing semi-truck rerouting per the city's strategic plan
- Seeking input from Public Works on priority projects

**DRAFT 2025-2030 CAPITAL IMPROVEMENT PLAN (Next Page)**

<b>Project</b>	<b>Total</b>	<b>Draft Projections</b>
<b>Large Project: Downtown Streets, Utilities, ADA Accessibility</b>	45	2030
<b>Medium Project: Downtown Semi Rerouting</b>	40	2028
<b>Medium Project: Water Plant Filters</b>	36	2027
<b>Medium Project: Trail System</b>	33	2027
<b>Medium Project: Downtown Beautification</b>	30	TBD
<b>Medium Project: Chip and Seal to Curb and Gutter</b>	29	TBD
<b>Small Project: Traveler's Rest Network to Freedom</b>	21	Ongoing
<b>Medium Project: Greenview Water Loop</b>	17	2030
<b>Small Project: Hotel Recruitment</b>	17	Ongoing
<b>Large Project: Recreation &amp; Library Center</b>	16	2033
<b>Medium Project: N. Downey Water Loop</b>	16	TBD
<b>Small Project: Splash Pad</b>	14	TBD Rec Center
<b>Small Project: Mural Park Revisioning</b>	12	2026
<b>Small Project: Town Hall Improvements</b>	10	TBD
<b>Large Project Chip and Seal to Curb and Gutter</b>	3	TBD
<b>Small Project: Cubby Park Night Winter Trail</b>	3	TBD
<b>Small Project Wapsie/Beranek Park Revisioning</b>	1	2026
<b>Large Project: N. Oliphant Street &amp; Hydrant System Improvements</b>	1	TBD





## Leslie Brick

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**From:** Deana Cavin <dcavin@cityofdurantiowa.com> on behalf of Deana Cavin  
**Sent:** Wednesday, April 12, 2023 8:48 AM  
**To:** Leslie Brick; Susie Siddell; cdfindir@gmtel.net  
**Subject:** RE: [External] Brush pile rules for your city

Leslie:

Here's Durant's. We also have signs where grass clippings go, leaves, and tree brush and that they cannot leave bags. Hope this helps!

**105.12 CITY YARD WASTE SITE.** The designated City yard waste site will be governed by all signage at said facility as well as the following restrictions:

1. City waste site is for City residents only. *No commercial waste.*
2. Disposal of leaves, yard brush, and grass clippings are the only allowed materials. *Tree branches must smaller than eight (8) inches in diameter.*
3. Disposal of items other than grass clippings, yard brush, or leaves at the City yard waste site may be cited for littering under this chapter or any other applicable City ordinance.
4. Any non-resident of the City depositing any materials at the City yard waste site may also be subject to citation for littering under this chapter or any other applicable City ordinance. *This includes any commercial company with tree debris.*
5. A minimum fine of \$150.00 for disposal of items that are not yard waste is posted at the site.  
*(Section 105.12 – Ord. 2022-03 – Jul. 22 Supp.)*

Deana Cavin 563-785-4451  
City Operations Officer/Clerk Pop. 1871

**From:** Leslie Brick <leslie@westbranchiowa.org>  
**Sent:** Wednesday, April 12, 2023 8:43 AM  
**To:** Deana Cavin <dcavin@cityofdurantiowa.com>; Susie Siddell <susie.siddell@solon-iowa.com>; cdfindir@gmtel.net  
**Subject:** [External] Brush pile rules for your city

Good morning ladies!

Would you happen to have any written rules regarding the use of your brush pile? Ours is currently closed due to needing to relocate it. When we re-open it, we want to establish rules that are reasonable and supported by our residents. Right now we allow all size of trees to be dumped which has become very expensive for chipping it when the pile gets too big.

Any info you can provide will be most helpful.

Thank you and have a great day!

Leslie