



CITY COUNCIL MEETING
MONDAY, APRIL 21, 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 April 7, 2025 Special City Council meeting.
 - b. Approve minutes from the April 7, 2025 City Council meeting.
 - c. Approve a Special Event Permit for “Summer Kickoff 2025”, sponsored by Main Street West Branch for June 13 and 14, 2025.
 - d. Approve a Special Event Permit for “Summer Kickoff Road Race”, sponsored by West Branch Girls Track & Field on June 14, 2025.
 - e. Claims for April 21, 2025.
7. Presentations/Communications/Open Forum
8. Public Hearings/Non-Consent Agenda
 - a. **Public Hearing** – Regarding Adoption of the Final Proposed Budget for Fiscal Year 2026.
 - b. **Public Hearing** – Public hearing on proposal to enter into a General Obligation Corporate Purpose Loan Agreement.
 - c. **First Reading Ordinance 826** – Amending Chapter 105 – Solid Waste Control. / Move to action.
 - d. **First Reading Ordinance 827** – Amending Chapter 106 – Collection of Solid Waste. / Move to action.
 - e. **Resolution 2025-42** – Adopting the Final Budget for Fiscal Year 2026 (July 1, 2025 – June 30, 2026). / Move to action.
 - f. **Resolution 2025-43** - Approving 28E Agreements between the City of West Branch, Iowa and the Boards of Trustees of Cass, Gower, Graham, Iowa, Scott and Springdale Townships for the purposes of fire protection and aid and assistance for other emergencies or disasters relating to life and property, or hazardous materials. / Move to action.
 - g. **Resolution 2025-44** - Allowing a street closure and the consumption of alcohol on a public street within the City of West Branch, Iowa on Saturday, June 14, 2025 on the 100 block of North Downey Street for a community event. / Move to action.
 - h. **Resolution 2025-45** – Setting a time and place for a Public Hearing for the purpose of soliciting written and oral comments on the City’s proposed Amendment to the fiscal year 2025 budget. / Move to action.
 - i. **Resolution 2025-46** – Resolution of support of the application of BBCO, LLC. for funding via the Workforce Housing Tax Credit Program and pledging City monies for the same. / Move to action.
 - j. **Resolution 2025-47** – Approving an Agreement with Lark Land, Inc. for water and sanitary sewer improvements necessary for future development. / Move to action.
 - k. **Resolution 2025-48** – Resolution taking additional action on proposal to enter into a General Obligation Corporate Purpose Loan Agreement Bond. / Move to action.
 - l. **Resolution 2025-49** – Approving the City Clerk job description and approval to post the position. / Move to action.
9. Discussion – Greenview Subdivision street lights (sponsored by Councilperson Sexton)
10. City Administrator Report
11. City Attorney Report
12. City Engineer Report
13. City Staff Reports
14. Comments from Mayor and Council Members
15. Motion to adjourn

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



CITY COUNCIL CLOSED SESSION

MONDAY, APRIL 21, 2025

(IMMEDIATELY FOLLOWING REGULAR CITY COUNCIL MEETING)

CITY COUNCIL CHAMBERS

110 N. POPLAR STREET, WEST BRANCH, IOWA

1. Call to order
2. Roll call
3. **Motion to adjourn** to Closed Session per Code of Iowa Section 21.5j – To discuss purchase or sale of real estate. The preliminary discussion of purchasing or selling a particular property where the premature disclosure could be expected to increase the price. / Move to action.
4. Motion to adjourn the Closed Session.
5. 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
Special Meeting**

**April 7, 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; Tom Dean, Colton Miller, Mike Horihan, Tom Dean, Jerry Sexton. Jodee Stoolman arrived at 6:32 p.m.
City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick and Finance Officer Heidi Van Auken.

APPROVE THE AGENDA

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE

PUBLIC HEARING / NON-CONSENT AGENDA

Public Hearing – Setting the Maximum Property Tax Levy for Fiscal Year 2026

Laughlin opened the public hearing at 6:31 p.m. Jim Hoffman, 110 Bickford Drive was present and asked the Council to explain the proposed levy and asked how the city what their plans were for spending the FY26 tax dollars. Kofoed explained that the proposed levy will go down this year from \$13.19 to \$12.69 and shared where tax dollars go. Kofoed said that approximately sixty-two percent of taxes go to the general fund which includes; public safety, parks & recreation, library and administration. The remaining goes to employee benefits, FICA and IPERS, liability insurance, emergency management, debts and capital projects. There were no other questions. Laughlin closed the public hearing at 6:42 p.m.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS – NO COMMENTS

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council special meeting adjourned at 6:43 p.m.

Roger Laughlin, Mayor

ATTEST:

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
Regular Meeting**

**April 7, 2025
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 7:00 p.m.
Roll call: Council members present; Tom Dean, Colton Miller, Mike Horihan, Tom Dean, Jerry Sexton and Jodee Stoolman.

City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Finance Officer Heidi Van Auken, Police Chief Greg Hall, Public Works Director Matt Goodale and Park & Recreation Director Erin Laughlin.

Attending via Zoom: Library Director Jessie Schafer.

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 17, 2025 City Council meeting.

Approve the minutes from the April 1, 2025 Special City Council meeting.

Approve a Special Event Permit for the White Pumpkin Studio Warehouse Sale at Heritage Square on May 24, 2025.

Approve the Monthly Financial Report for February 2025.

Claims for April 7, 2025.

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
TOTAL		19,554.39
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

TOTAL 215,744.17

GRAND TOTAL EXPENDITURES 299,883.46

FUND TOTALS

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	736.15

GRAND FUND TOTAL 299,883.46

REVENUE-FISCAL YEAR 2025

FUND FEBRUARY

001 GENERAL FUND	49,493.74
022 CIVIC CENTER	335.00
031 LIBRARY	99.25
036 TORT LIABILITY	205.40
110 ROAD USE TAX	25,315.05
112 TRUST & AGENCY	4,207.11
119 EMERGENCY TAX FUND	34.36
121 LOCAL OPTION SALES TAX	20,405.29
125 TIF	1,641.04
226 DEBT SERVICE	1,204.48
300 CAPITAL IMPROVEMENT RESERVE	273.89
500 CEMETERY PERPETUAL FUND	430.46
600 WATER FUND	61,382.53
610 SEWER FUND	76,573.61
740 STORM WATER UTILITY	6,465.00
TOTAL	248,066.21

Sexton questioned the invoice to Iowa City Brake for repairs to the Oshkosh. Sexton said he thinks the City paid more in repairs than the vehicle is worth. Goodale responded and said the Oshkosh is the only city vehicle that has “wing” for plowing which is needed in parts of the town. He also stated that the vehicle is not scheduled to be replaced anytime soon.

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE

PUBLIC HEARING / NON-CONSENT AGENDA

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.

The Council had no comments.

Motion by Sexton, second by Horihan to approve Resolution 2025-35. AYES: Sexton, Horihan, Miller, Dean, Stoolman. NAYS: None. Motion carried.

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.

Tyler Duster, Manatt’s Inc. explained their request to use the former concrete plant site on South Downey Street as other contractors have in the past for the I-80 Widening project. Laughlin asked Duster if Manatt’s could control the dust from the plant so as to not affect neighboring businesses. Duster said maintaining the dust will not be a problem.

Motion by Sexton, second by Horihan to approve Resolution 2025-36. AYES: Sexton, Horihan, Dean, Stoolman, Miller. NAYS: None. Motion carried.

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.

Schechinger reminded the Council that this project has a two-year maintenance bond and that any issues will be addressed by the contractor as needed.

Motion by Miller, second by Dean to approve Resolution 2025-37. AYES: Miller, Dean, Sexton, Stoolman, Horihan. NAYS: None. Motion carried.

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.

Kofoed reminded the Council that the \$4.1 million-dollar bond consists of money for the Cedar-Johnson Road Reconstruction project and West Main Street milling. He also said that the bids for Cedar-Johnson Road came in lower than expected so there would be some extra funds to use on other projects.

Motion by Dean, second by Sexton to approve Resolution 2025-38. AYES: Dean, Sexton, Horihan, Stoolman, Miller. NAYS: None. Motion carried.

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.

Motion by Sexton, second by Dean to approve Resolution 2025-39. AYES: Sexton, Dean, Horihan, Stoolman, Miller. NAYS: None. Motion carried.

Resolution 2025-40 - Accepting the 2025 Cedar-Johnson Road Reconstruction Tree Felling Project as complete. / Move to action.

Motion by Sexton, second by Miller to approve Resolution 2025-40. AYES: Sexton, Miller, Dean, Horihan, Stoolman. NAYS: None. Motion carried.

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.

Kofoed said that P&Z reviewed and approved Darrall and Nicki Brick’s request for a boundary lot line adjustment at their property located at 608 Leonard Lane. The Brick’s would like to enlarge their existing building which will require the adjustment. City Engineer Schechinger reviewed their request and felt it was acceptable for the Brick’s to move forward with their plan as long as they would allow for a (future) through street to the west should the city annex the Rummells farm in the future. The Council had no concerns with the request.

Motion by Dean, second by Miller to approve Resolution 2025-41. AYES: Dean, Miller, Stoolman, Horihan, Sexton. NAYS: None. Motion carried.

Discussion – Cedar-Johnson Road Reconstruction Project Bond proceeds.

Kofoed said engineers estimates for the 2025 GO Bond of \$4.1 million was broken down as follows; \$3.4 million for the Cedar-Johnson Road Reconstruction project and \$750,000 for West Main Street milling. With the Cedar-Johnson Road bids coming in much lower than expected, the City has extra money that they can use for other projects. Kofoed asked the Council to provide some ideas on what other projects could be done. The Cedar-Johnson Road project will commence just north of Meadows Place and extend all the way to Ember Lane and complete the last section of Serenity Circle. Laughlin and Sexton were in favor of asphaltting from Ember Lane to the Cedar’s Edge maintenance shop (or city limits), but Miller was quick to squash that idea and said that there are still chip and seal streets in town that should be replaced before paving a road to a private

maintenance building. Dean asked if there were any other infrastructure issues that were costing the city money that should be considered. Goodale said there are a few areas with water mains that cause the city extra maintenance costs. Goodale also supported the idea of replacing the chip and seal streets as those also have annual maintenance costs associated with them. Sexton and Stoolman mentioned Greenview Subdivision and the issues it has. The consensus from Council was to put the extra money toward other city projects and asked Goodale to provide them with a top ten list of projects that may fit into the remaining bond money.

CITY ADMINISTRATOR REPORT

Kofoed reported that he would have a few agenda items for the next Council meeting for consideration and discussion including Heritage Hill, Phase 4, Greenview street lights and admin revised job descriptions.

CITY ATTORNEY REPORT – No report

CITY ENGINEER REPORT

Schechinger said a pre-construction meeting is being scheduled with Boomerang so the project can start. Meadows Part 6 utilities are in but that Barnhart is on hold until Boomerang can start their project. Schechinger said he is also keeping on FEMA with their review of the Wapsi Creek Widening project.

STAFF REPORTS

Goodale said the new yard waste site will be opening later this week to the public. The new site is north of the previous location and new signage will be placed to direct residents to the new site. Goodale also said that the yard waste site rules will be added to the City Code of Ordinances which the City Clerk has prepared and will be coming to a future Council meeting.

Brick gave an update regarding the sewer meter at the West Branch Village that was supposed to be installed two years ago. Brick said a new meter had to be installed in January, but that it is still not recording accurate sewer flows which is used for billing purposes. Brick said she has contacted City Engineer Schechinger for his assistance as they work toward a solution in the matter.

Hall gave kudos to Sergeant Steen on her investigative skills which have led to arrests regarding recent criminal activities in the city. Hall also encouraged the Council to consider license plate recognition (LPR) cameras. License plate recognition, are specialized cameras and software designed to capture, read, and process vehicle license plate information, often used for security, traffic management, and law enforcement purposes. Hall admitted that they are expensive, but worth the money for public safety and helping solve crimes.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

No comments.

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:56 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 21, 2025

AGENDA ITEM: Approve a Special Event Permit for “Summer Kickoff 2025”, sponsored by Main Street West Branch for June 13 and 14, 2025.
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PREPARED BY: City Clerk, Leslie Brick
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DATE: April 14, 2025

BACKGROUND:

Main Street West Branch is planning their annual “Summer Kickoff” event for June 13 and 14, 2025 that includes sidewalk sales, bike rodeo, bingo, vendors and a free community concert.

Main Street West Branch Executive Director, Jessi Simon is requesting the following:

- 1) Street Closure: 100 block of N. Downey Street on Saturday, June 8, 2024 beginning at from 2:00 p.m. until midnight for bingo, beer sales and a street dance.
- 2) Special Exception of Chapter 45.02(2): allow beer sales and consumption on the 100 block of North Downey Street. (see Resolution 2025-44 to follow.)

Herb & Lou’s and The Down Under will be selling alcoholic beverages under a special event permit with the Iowa Alcohol Beverage Division (to be coming soon.)



Special Event Permit Application

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

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

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

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

FOR CITY OFFICE USE:

Approved by _____ Date of Approval _____

West Branch Administration LB West Branch Fire Department KIS West Branch Police Department GH

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

Other _____ Other _____

Notes: _____



Special Event Permit Application

Event Title/Name: Summer Kickoff 2025

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

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

City: West Branch State: IA Zip Code: 52358

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

Event Coordinator Name and Title: Jessi Simon, Main Street Executive Director

Event Coordinator Email: mainstreetwestbranch@gmail.com

Event Coordinator Cell Number: 319-530-2985

Event Coordinator Address: 127 W Main St

City: West Branch State: IA Zip Code: 52358

Description of Event: Sidewalk Sales and retail event Fri& Sat 10am-6pm, TBD shopping/sample event Sat afternoon, street closure for beer garden with bingo +community concert on Saturday evening to boost our businesses and provide all ages entertainment.

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

See attached map. Street closure of Downey Street between W Main and Green St from 2pm - Midnight for outdoor concert.

Use of downtown sidewalks for "Sidewalk Sales", use of Town Hall, use of Wapsi Creek 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)
See attached schedule			

Maximum Number of Participants: 300 Maximum Number of Vehicles: 75

Will there be an admission fee? No What is the admission fee? \$1/card for bingo, free concert

Will food be sold? Yes (by WB restaurants) Organizers are responsible for making sure vendors have secured the appropriate permits.

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

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

Traffic Control Plan (please attach diagram): Route traffic around the block to N 1st Street & Green Street when N Downey Street is closed for the beer garden.



Public Notification Plan: Newspaper, website, posters around town, social media announcements

Amplified Sound/Noise Plan: Sound tech to assist with amplified sound during the concert.

Proposed concert time is 7-10pm. Will need access to one 50A circuit (or two 30As) at the stage location. And 2 regular outlets

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

Security Plan: Main Street will work with WBPD as recommended to ensure safety and security.

Area fenced off for dramshop requirements.

Restoration Plan: Concert ends at 10pm. Crowd encouraged to disperse to local establishments.

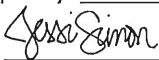
Volunteer crew to tear down fence/signs/tables etc. Stage to be removed from street by midnight.

Trash Management Plan: Additional trash cans and can bins are requested from Public Works on Friday to use during Saturday evening event.

Restroom Plan: Public use of restrooms will be available at Downunder & Herb N Lou's as well as the addition of 1-2 Porta Potties.

Signs/Banner Plan: Sponsor banner will be displayed on stage area. Vendors encourage to display their own sign at booth.

Insurance policy: Event policy is in the works for Main Street. Alcohol licensees will carry required dramshop coverage.

Signature:  Date: 4/7/2025

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

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

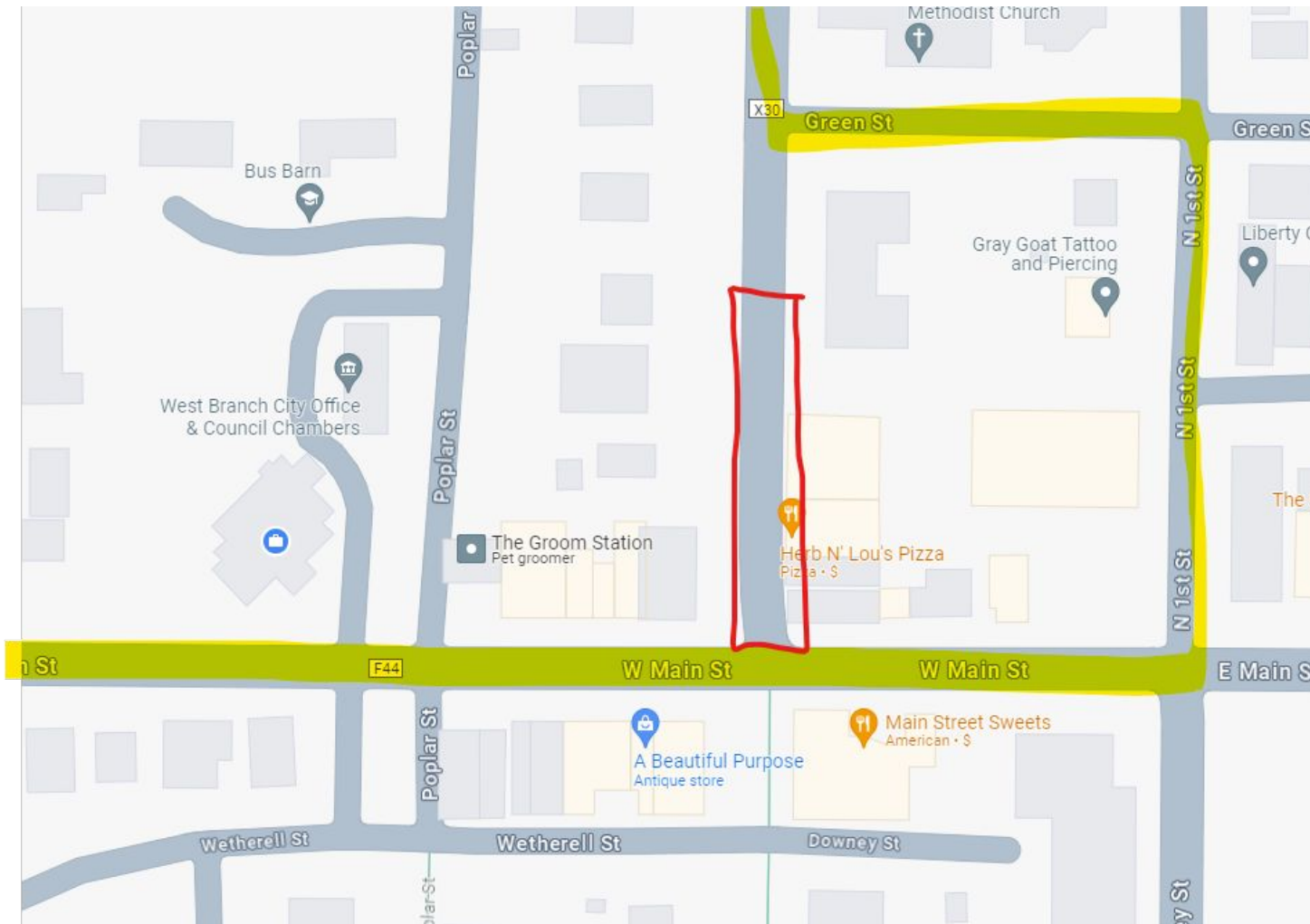
Please contact Parks and Recreation Director Melissa Russell with any questions 319-930-0393 or melissa@westbranchiowa.org.

Requested supplies from City: We will set up and tear down

- Use of plastic picnic tables and 3 pop-up tents.
- At least 12' x 20' staging with 2-3' legs.
- 100 ft of snow fence.
- Recycling receptacles and extra trash cans for beer garden area.
- Power Access: One 50A circuit (or two 30As) at the stage location. And 2 regular outlets for food vendors (near Downey/Main intersection).

Summer Kickoff 2025

Requested Location(s)						
<u>ACTIVITY</u>	<u>LOCATION</u>	<u>DATE</u>	<u>SET UP TIME</u>	<u>EVENT TIME</u>	<u>END TIME</u>	<u>LEAN UP DONE:</u>
Sidewalk Sales	Downtown Sidewalks	Fri. June 13, 2025	10:00 AM	11:00 AM	6:00 PM	7:00 PM
Bike Rodeo	Wapsi Creek Park (Parking lot)	Sat. June 14, 2025	9:00 AM	10:00 AM	11:30 AM	12:00 PM
Sidewalk Sales	Downtown Sidewalks	Sat. June 14, 2025	10:00 AM	11:00 AM	6:00 PM	7:00 PM
Vendors	Heritage Square & Town Hall	Sat. June 14, 2025	10:00 AM	11:00 AM	6:00 PM	7:00 PM
Street Closure for Beer Garden Area	N. Downey Street from Main Street to mid-block past Opera Block building (see map). Area will be used for Community Bingo (5-7pm) and Free Community Concert (7-10pm)	Sat. June 14, 2025	1:00 PM	4:00 PM	10:00 PM	Midnight

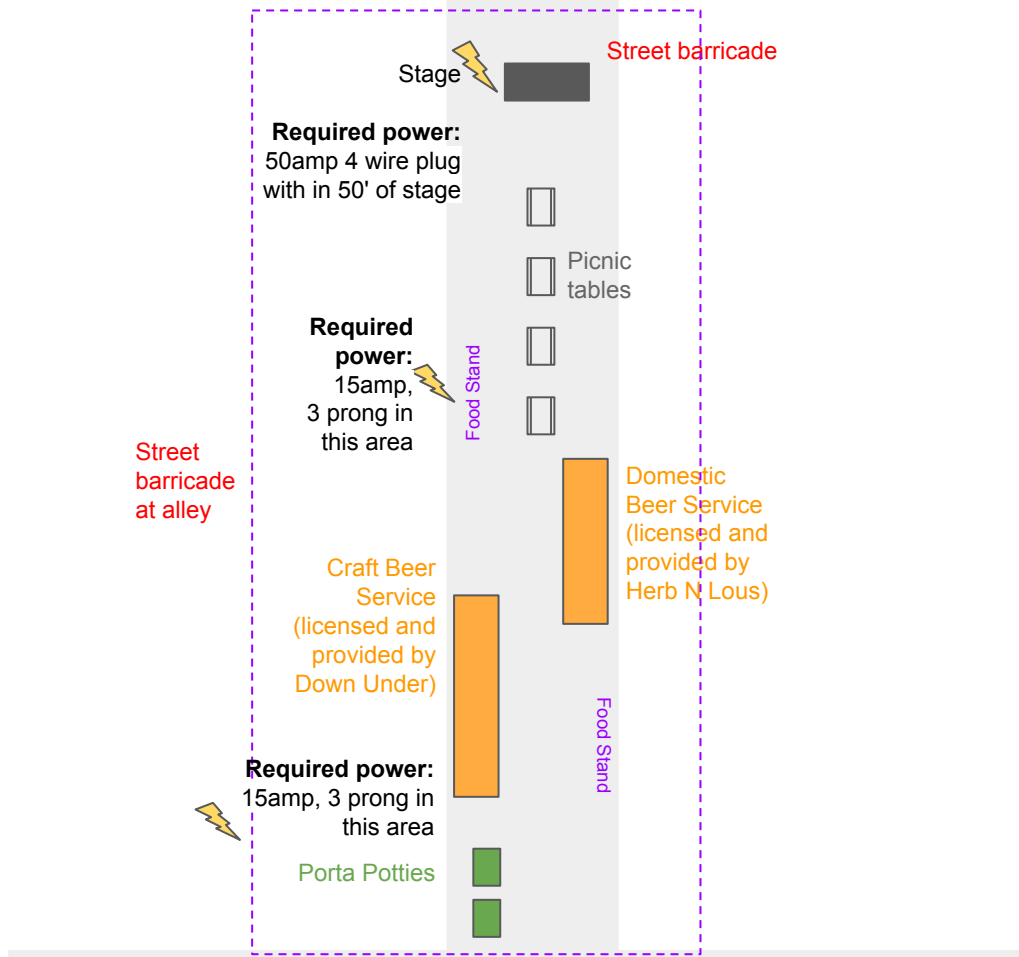


Traffic Control Plan

Kickoff to Summer
Outdoor Concert
June 14, 2025

Red Box = Street
closed, outdoor
service area.

Traffic re-routed
around the block as
outlined in yellow.



Proposed Site Plan

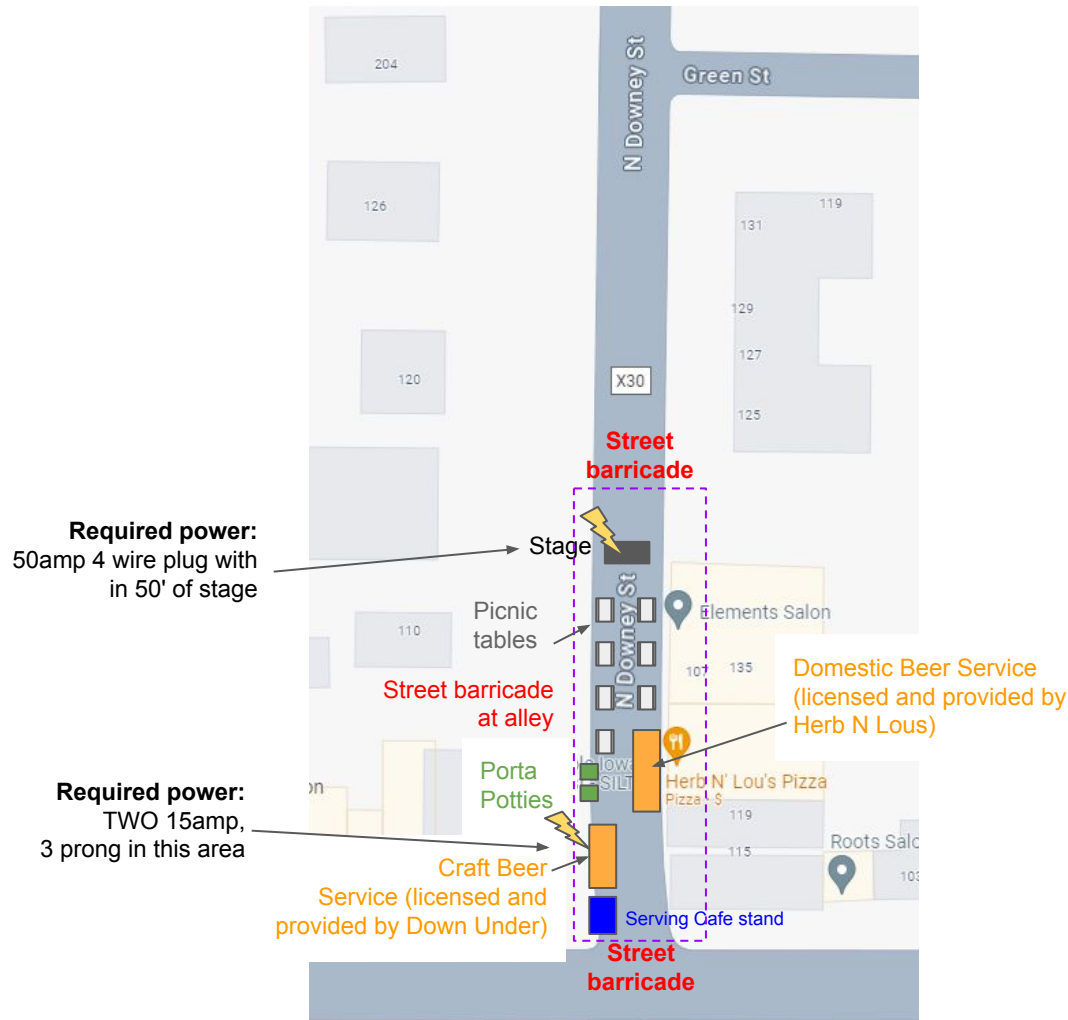
Kickoff to Summer
Outdoor Concert
June 14, 2025

Needed from City Staff:

- Confirmed access to working power (50amp, 4 wire plug within 50 feet of stage. And two 15 amp, 3 prong plug for DU area)
- Staging, Picnic Tables, Trash Cans & fencing dropped near the area on Friday (we will move to street area Sat)
- Street Barricades / detours
- Pop up tents if rain is forecasted



Main Street



Site Plan

Kickoff to Summer
Outdoor Concert
June 14, 2025

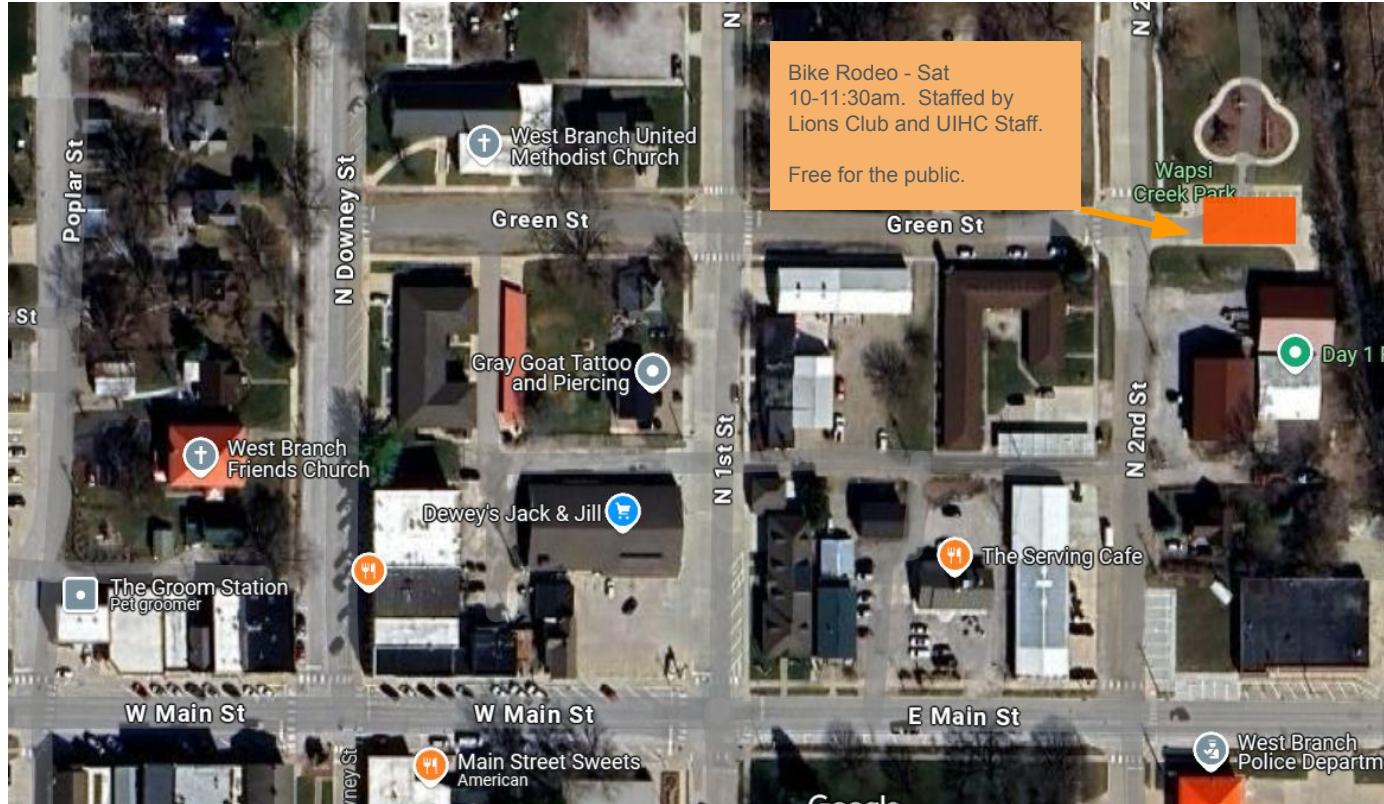
Needed from City Staff:

- Confirmed access to working power (50amp, 4 wire plug within 50 feet of stage. TWO 15 amp, 3 prong plug food service.
- Staging, Picnic Tables, Trash Cans & fencing dropped near the area on Friday (we will move to street area Sat)
- Street Barricades / detours
- Use of city's pop up tents if rain is forecasted
- City Council approved outdoor consumption area, marked with purple dotted line.

Port O Potty Location:



Bike Rodeo: Hosted with Lions Club & UIHC



A **bike rodeo** is a fun event where kids learn bike safety skills through hands-on activities and obstacle courses. This one will also include **helmet fittings**, with **free helmets available** for kids who need one.

This event will be co-hosted with the University of Iowa Health Care Stead Family Children's Hospital + WB Lions Club.

Lions carries the liability insurance for the Bike Rodeo.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 21, 2025

AGENDA ITEM: Approve a Special Event Permit for “Summer Kickoff Road Race”, sponsored by West Branch Girls Track & Field on June 14, 2025.

PREPARED BY: Leslie Brick, City Clerk
--

DATE: April 14, 2025

BACKGROUND:

The Special Event permit has been submitted by Tony Senio, West Branch Girls Track & Field coach. This is a road race and fun run/walk fundraiser to benefit the West Branch Girls Track & Field program. The event is open to the public.

Staff has reviewed the application and recommended approval.



Special Event Permit Application

Event Title/Name: Summer Kickoff Road Race (Name likely to change)

Event Organization: West Branch Girls Track & Field Phone: 319 643 7213

Organization Address: 148 N. Oliphant St. Tax ID #: 42-6024028

City: West Branch State: IA

Event Website: None yet Event Email: same as coordinator

Event Coordinator Name and Title: Tony Senio, Head Coach W.B. Girls Track & Field

Event Coordinator Email: tsenio@west-branch.k12.ia.us

Event Coordinator Cell Number: 319.930.9747

Event Coordinator Address: 1722 Grant Ave

City: West Branch State: IA Zip Code: 52358

Description of Event: Road race and fun run/walk as a fundraiser for the W.B. Girls T&F program

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, multiple streets West of Downey, *open to alternative routes

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)
<u>June 14, Saturday between 6:30-7</u>	<u>June 14, Saturday 8 am</u>	<u>June 14, Saturday 10 am</u>	<u>June 14, Saturday 10 am</u>

Maximum Number of Participants: 150 Maximum Number of Vehicles: 5

Will there be an admission fee? Yes What is the admission fee? \$5

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

Will alcohol be permitted or sold? No

Organizers are responsible for insuring all permits have been obtained and all laws and regulations are followed.

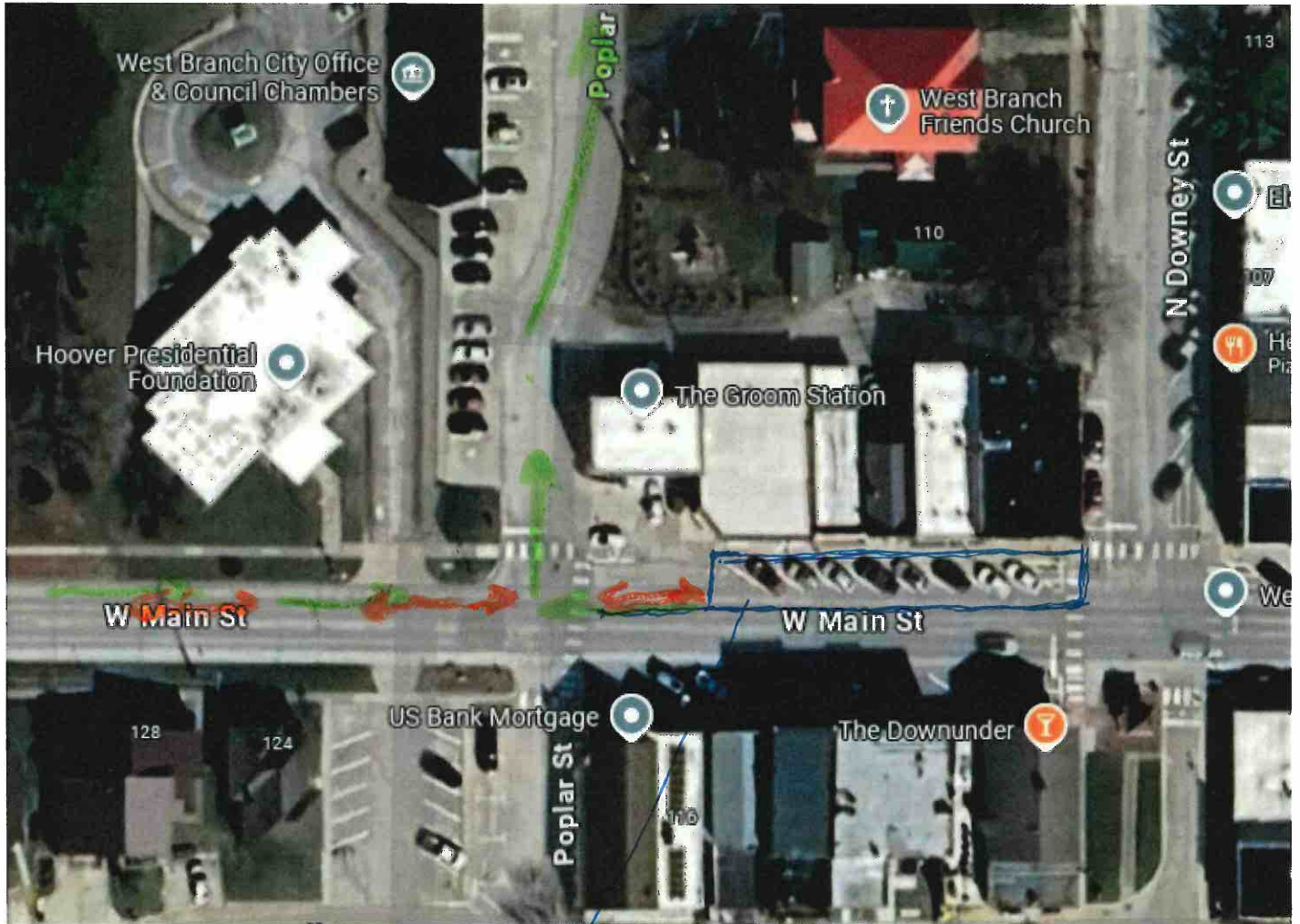
Has all approval from non-city agencies (such as NPS, Johnson County, Cedar County, WBCSD) been granted? Yes



Please list other agencies involved. WBCSD, Main Street West Branch Association

Traffic Control Plan (please attach diagram): see attached

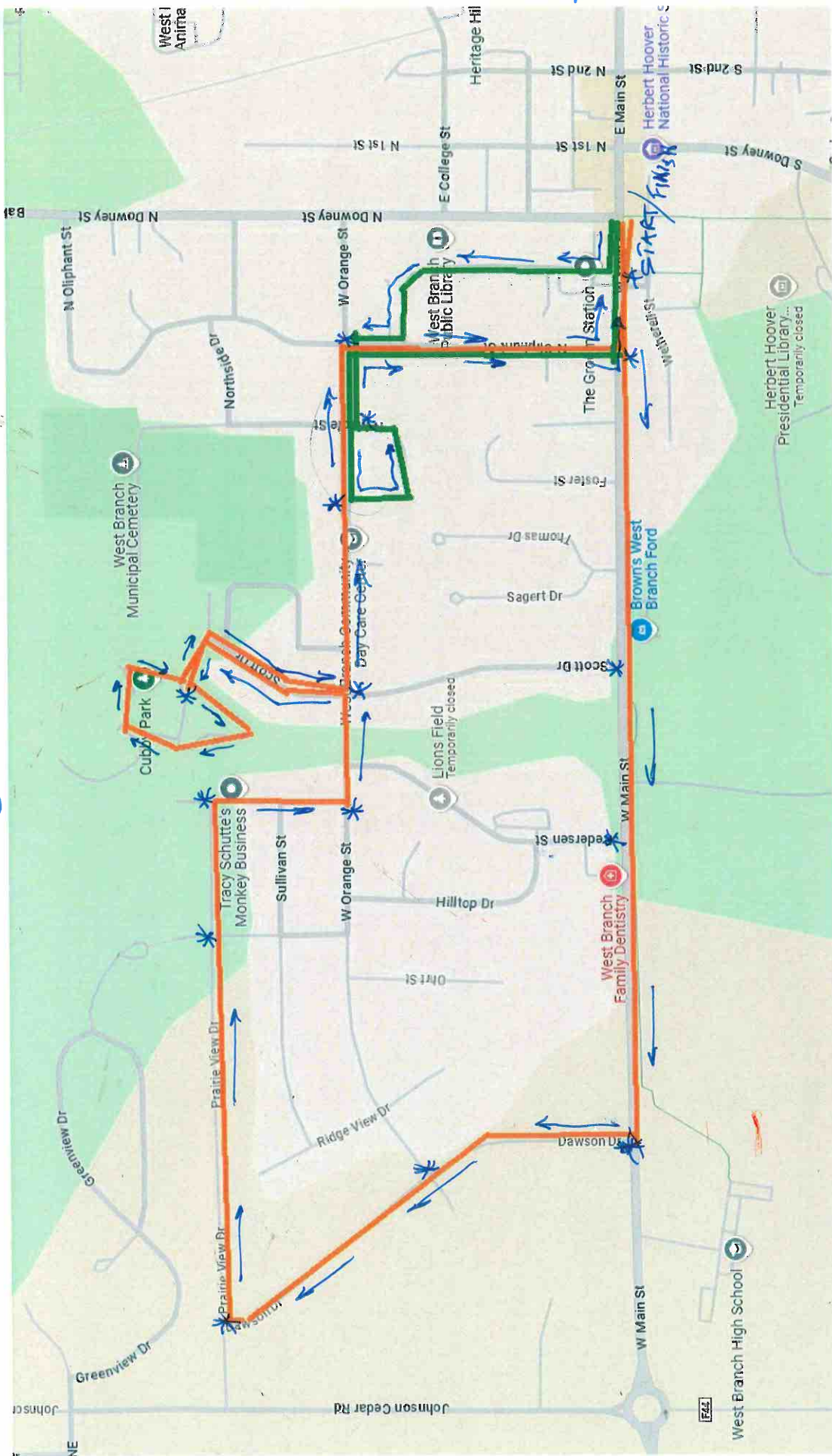
Site Plan



Requested area for start/finish, registration, etc.

SK - orange
1M - green

Course Map



Course Map

* - minimum volunteer placement

SK - orange

1M - Green

Site Plan/Race Course Map:

****See Attached****

Traffic Control plan:

I'd like to use the north lane (westbound) and north side parking spaces on Main, from N. Downey to Poplar for all pre and post-race activity including check-in, queuing and the start/finish line. I would like to start setup around 630 and I would expect to be wrapped up by 10 am at the latest, more likely 930.

Once the race has begun (8:00 am) we will instruct runners to stay in the westbound lane of Main until heading north on Dawson, so eastbound traffic on Main should see no disturbances at any point during the morning. We will station volunteers wherever PD deems necessary, especially at the places marked with blue asterisks on the attached map. I would think that by the time runners get to Dawson they will be spread out enough that none of the streets or lanes north of main need to be closed, but rather just have volunteers monitor intersections and pause vehicle traffic momentarily as needed. As the last runners turn on Dawson, we should be able to open up most of Main, only needing the north lane from Oliphant to Downey to remain closed for returning runners.

The detour suggestion for westbound Main closure would be north on Downey, west on Orange, south on Dawson.

Admittedly, I've never done this before so I will take my lead from city officials. We will accommodate and alter anything we need to. I have the cooperation of Jessi Simon with Main Street West Branch, the administration of the West Branch School District, and Parks & Rec Director, Erin Laughlin.



Public Notification Plan: I am not sure the requirements for this, but will do whatever is necessary upon approval

Amplified Sound/Noise Plan: Speaker near start/finish line, Bullhorns

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

Security Plan: will seek volunteers to assist w/ traffic control at intersections

Restoration Plan: No disturbed areas foreseen

Trash Management Plan: we will bring cans and liners and remove

Restroom Plan: Downtown Association will have 2 portos nearby, Down Under has agreed to open restrooms as well as WB Friends Church

Signs/Banner Plan: None planned, Perhaps some small ones at start/finish line + check-in table

Insurance policy: 6A57984-25

Signature:  Date: 3.7.25

***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



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 KLS 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

MEETING DATE: April 21, 2025

AGENDA ITEM: Claims for April 21, 2025

PREPARED BY: Heidi Van Auken, Finance Officer
--

DATE: April 15, 2025

SUMMARY:

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

EXPENDITURES**4/21/2025**

AERO RENTAL	SODCUTTER RENTAL-P&R	159.50
AMAZON.COM	VARIOUS PURCHASES	610.65
ANTHONY TATMAN	MMPI-2 EVALUATION - POLICE	150.00
BROWN, JESSICA	IMFOA MILEAGE REIMBURSEMENT	187.60
CAPITAL ONE	SUPPLIES, PROG PRIZES-LIBRARY	96.25
CEDAR COUNTY RECORDER	RECORDING FEES	94.00
DONAHUES CARPET	CARPET CLEANING - LIBRARY	575.04
ELITE HOLDING COMPANY	SOCCER REVERSIBLES-P&R	255.00
IOWA ASSN. MUN. UTILITIES	QUARTERLY SAFETY TRAINING DUES	978.00
KANOPY	ON DEMAND VIDEO SERVICE	22.00
LRS HOLDINGS	TRASH & RECYCLING MARCH 2025	18,808.00
LYNCH'S PLUMBING	UNCLOG N DOWNEY MAIN	540.00
MAINSTAY SYSTEMS OF IOWA	WATCHGUARD 3 YRS - POLICE	1,778.00
MENARDS	SHELVES, BLDG SUPP-PW, P&R	684.07
MIDWEST UNDERGROUND CONTRACTORS	EAST SIDE WATER MAINS PH2	38,589.22
MOPPY MO'S	CLEANING SERVICES	945.00
NEUZIL & SONS	CEDAR JOHNSON RD TREE FELLING	7,695.00
OFFICE OF AUDITOR OF STATE	AUDIT FY24 FILING FEE	625.00
OLSON, KEVIN	LEGAL SERVICES APRIL 2025	1,500.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	579.83
PARKSIDE SERVICE	MOWER TIRE REPAIR	89.48
PAUL, BARBARA	FITNESS CLASS REFUND	25.00
PLUNKETT'S PEST CONTROL	PEST CONTROL-CITY OFFICE, TH	114.54
PROTECT YOUTH SPORTS	BACKGROUND CHECKS-P&R	94.50
PYRAMID SERVICES	TOOLS-PW	79.60
QUILL	COPY PAPER-LIBRARY	53.42
RIVER PRODUCTS COMPANY	ROCK FOR BRUSH PILE	2,947.74
SCHAFFER, JESSICA	MILEAGE REIMBURSEMENT	32.90
STATE HYGIENIC LAB	LAB ANALYSIS	1,184.00
TIPTON CONSERVATIVE	SUBSCRIPTION-LIBRARY	46.00
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	3,180.75
VEENSTRA & KIMM	VARIOUS PROJECTS	54,604.12
WEST BRANCH REPAIRS	VEHICLE REPAIRS, PARTS	590.25
TOTAL		137,914.46

PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS**4/11/2025****58,087.41****PAID BETWEEN MEETINGS**

SISCO	HEALTH & FLEX CLAIMS 4/14/2025	735.16
AT&T MOBILITY	WIRELESS SERVICE	210.04
BAKER & TAYLOR	BOOKS	510.66
LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	142.02

LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,447.95
LINN COUNTY REC	STREET LIGHTS	307.50
QC ANALYTICAL SERVICES	LAB ANALYSIS	802.00
QUILL	BLDG. & OFFICE SUPPLIES	311.50
WEX BANK	VEHICLE FUEL	1,039.30
SISCO	HEALTH CLAIMS 4/7/2025	81.10
TOTAL		5,587.23
GRAND TOTAL EXPENDITURES		201,589.10
FUND TOTALS		
001 GENERAL FUND		57,248.19
022 CIVIC CENTER		407.27
031 LIBRARY		7,816.14
110 ROAD USE TAX		8,368.12
112 TRUST AND AGENCY		10,843.14
321 WIDENING WAPSI CREEK		3,455.00
330 EASTSIDE WATER MAIN PH2		38,869.22
331 CEDAR JOHNSON RD RECON		54,558.22
600 WATER FUND		7,815.91
610 SEWER FUND		11,688.04
740 STORM WATER UTILITY		519.85
GRAND FUND TOTAL		201,589.10

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT			
POLICE OPERATION	GENERAL FUND	WEST BRANCH REPAIRS	TIRE ROTATION-POLICE	30.00			
			VEHICLE SERVICE-POLICE	111.00			
			VEHICLE REPAIR-POLICE	235.35			
			QUILL CORP	FORKS-POLICE	10.43		
			US BANK CORPORATE CARD	CREDIT CARD PURCHASES	720.00		
				CREDIT CARD PURCHASES	39.50		
			MAINSTAY SYSTEMS OF IOWA LLC	WATCHGUARD 3 YRS - POLICE	1,553.00		
				WIFI AP - POLICE	225.00		
			ANTHONY TATMAN	MMPI-2 EVALUATION - POLICE	150.00		
				TOTAL:	3,074.28		
			FIRE OPERATION	GENERAL FUND	WEST BRANCH REPAIRS	HEADLIGHT REPLACE-FIRE	62.95
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	7.00					
	CREDIT CARD PURCHASES	6.00					
MOPPY MO'S LLC	CLEANING SERVICES-FIRE	17.50					
	TOTAL:	93.45					
PARK & RECREATION	GENERAL FUND	AERO RENTAL INC	SODCUTTER RENTAL-P&R	159.50			
			MENARDS	PARK REPAIR SUPPLIES- P&R	118.14		
			US BANK CORPORATE CARD	CREDIT CARD PURCHASES	12.00		
			ELITE HOLDING COMPANY	SOCCER REVERSIBLES-P&R	255.00		
			AMAZON.COM.CA.,INC.	EASTER EGG HUNT SUPPLIES-P	180.62		
			PROTECT YOUTH SPORTS	BACKGROUND CHECKS-P&R	94.50		
			MOPPY MO'S LLC	CLEANING SERVICES-CITY TH	35.00		
			PAUL, BARBARA	FITNESS CLASS REFUND	25.00		
				TOTAL:	879.76		
			CEMETERY	GENERAL FUND	PARKSIDE SERVICE	MOWER TIRE REPAIR	44.16
							MOWER TIRE RPAIR-PW
PYRAMID SERVICES INC.	TOOLS-PW	79.60					
	TOTAL:	169.08					
CLERK & TREASURER	GENERAL FUND	PLUNKETT'S PEST CONTROL INC	PEST CONTROL-CITY OFFICE	57.27			
			US BANK CORPORATE CARD	CREDIT CARD PURCHASES	387.70		
				CREDIT CARD PURCHASES	360.00		
			OFFICE OF AUDITOR OF STATE-STATE OF IO	AUDIT FY24 FILING FEE	625.00		
			MOPPY MO'S LLC	CLEANING SERVICES-CITY TH	140.00		
			BROWN, JESSICA	IMFOA MILEAGE REIMBURSEMEN	187.60		
				TOTAL:	1,757.57		
LEGAL SERVICES	GENERAL FUND	CEDAR COUNTY RECORDER	RECORDING FEES	94.00			
			OLSON, KEVIN D	LEGAL SERVICES APRIL 2025	1,500.00		
				TOTAL:	1,594.00		
SOLID WASTE	GENERAL FUND	LRS HOLDINGS, LLC	TRASH & RECYCLING MARCH 20	18,808.00			
				TOTAL:	18,808.00		
LOCAL CABLE ACCESS	GENERAL FUND	US BANK CORPORATE CARD	CREDIT CARD PURCHASES	6.00			
				TOTAL:	6.00		
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	ANNEXATION STUDY	495.00			
				MEADOWS PT 6 REVIEW	2,062.90		
				MAIN ST HERITAGE HILL SIDE	1,448.00		
				TOTAL:	4,005.90		
TOWN HALL	CIVIC CENTER	PLUNKETT'S PEST CONTROL INC	PEST CONTROL-TOWN HALL	57.27			

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		MOPPY MO'S LLC	CLEANING SERVICES-CITY TH	350.00
			TOTAL:	407.27
LIBRARY	LIBRARY	OVERDRIVE INC	DIGITAL & AUDIO BOOKS	579.83
		QUILL CORP	COPY PAPER-LIBRARY	42.99
		TIPTON CONSERVATIVE	SUBSCRIPTION-LIBRARY	46.00
		US BANK CORPORATE CARD	CREDIT CARD PURCHASES	104.26
			CREDIT CARD PURCHASES	36.00
		DONAHUES CARPET & UPHOLSTERY CLEANING	CARPET CLEANING - LIBRARY	575.04
		SCHAFFER, JESSICA	MILEAGE REIMBURSEMENT	32.90
		KANOPY	ON DEMAND VIDEO SERVICE	22.00
		AMAZON.COM.CA., INC.	BOOKS-LIBRARY	9.99
			BOOK CM	3.93-
			TURTLE SUPPLIES	6.68
			DESK ORGANIZER	5.29
			CONTEST PRIZES	60.24
			BOOKS, GAME	240.85
			TURTLE SUPPLIES	19.98
			BOOKS, DVDS	90.93
			TURTLE SUPPLIES	6.98
			PROGRAM PRIZES	89.27
		MOPPY MO'S LLC	JANITORIAL SERVICES-LIBRAR	402.50
			TOTAL:	2,367.80
ROADS & STREETS	ROAD USE TAX	RIVER PRODUCTS COMPANY INC	ROCK FOR BRUSH PILE	2,947.74
		MENARDS	SINK REPAIR-PW	10.99
		US BANK CORPORATE CARD	CREDIT CARD PURCHASES	30.00
			TOTAL:	2,988.73
CAPITAL PROJECT	WIDENING WAPSI CRE	VEENSTRA & KIMM INC.	CHANNEL WIDENING FLOOD IMP	3,455.00
			TOTAL:	3,455.00
CAPITAL PROJECT	EASTSIDE WATER MAI	VEENSTRA & KIMM INC.	EAST SIDE WATER MAINS PH2	280.00
		MIDWEST UNDERGROUND CONTRACTORS INC.	EAST SIDE WATER MAINS PH2	38,589.22
			TOTAL:	38,869.22
CAPITAL PROJECT	CEDAR JOHNSON RD R	VEENSTRA & KIMM INC.	CEDAR JOHNSON RD RECON	46,863.22
		NEUZIL & SONS INC	CEDAR JOHNSON RD TREE FELL	7,695.00
			TOTAL:	54,558.22
WATER OPERATING	WATER FUND	US BANK CORPORATE CARD	CREDIT CARD PURCHASES	32.29
			CREDIT CARD PURCHASES	720.00
			TOTAL:	752.29
SEWER OPERATING	SEWER FUND	STATE HYGIENIC LAB	LAB ANALYSIS	1,184.00
		LYNCH'S PLUMBING INC	UNCLOG MAIN N DOWNEY	360.00
			UNCLOG MAIN THOMAS DR	180.00
		IOWA ASSN. MUN. UTILITIES	QUARTERLY SAFETY TRAINING	978.00
		WEST BRANCH REPAIRS	BATTERY-PW	150.95
		MENARDS	SHELVES FOR LAGOONS-PW	554.94
		US BANK CORPORATE CARD	CREDIT CARD PURCHASES	720.00
			TOTAL:	4,127.89

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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===== FUND TOTALS =====
001 GENERAL FUND                30,388.04
022 CIVIC CENTER                 407.27
031 LIBRARY                      2,367.80
110 ROAD USE TAX                 2,988.73
321 WIDENING WAPSI CREEK @ BE    3,455.00
330 EASTSIDE WATER MAIN PH2     38,869.22
331 CEDAR JOHNSON RD RECONS     54,558.22
600 WATER FUND                   752.29
610 SEWER FUND                   4,127.89
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                                GRAND TOTAL: 137,914.46
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TOTAL PAGES: 3

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
Revenues & Other Financing Sources				
Taxes Levied on Property	1	2,601,043	2,485,744	2,147,164
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	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
Total Revenues and Other Sources	15	15,061,391	8,629,194	14,815,565
Expenditures & Other Financing Uses				
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
Total Government Activities Expenditures	24	9,602,274	5,737,455	10,267,255
Business Type / Enterprises	25	3,068,755	2,020,375	1,292,251
Total ALL Expenditures	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
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	337,567	-990,191	2,334,773
Beginning Fund Balance July 1	30	6,560,222	7,550,413	5,215,640
Ending Fund Balance June 30	31	6,897,789	6,560,222	7,550,413

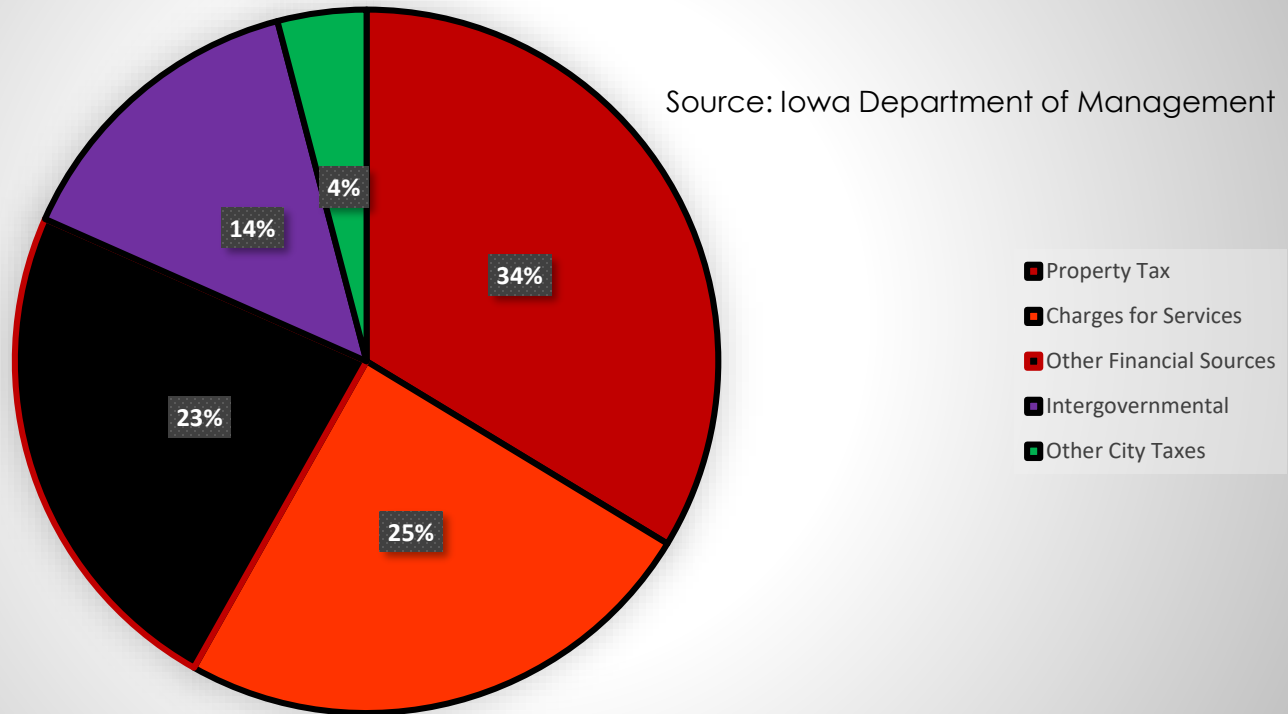


City of West Branch

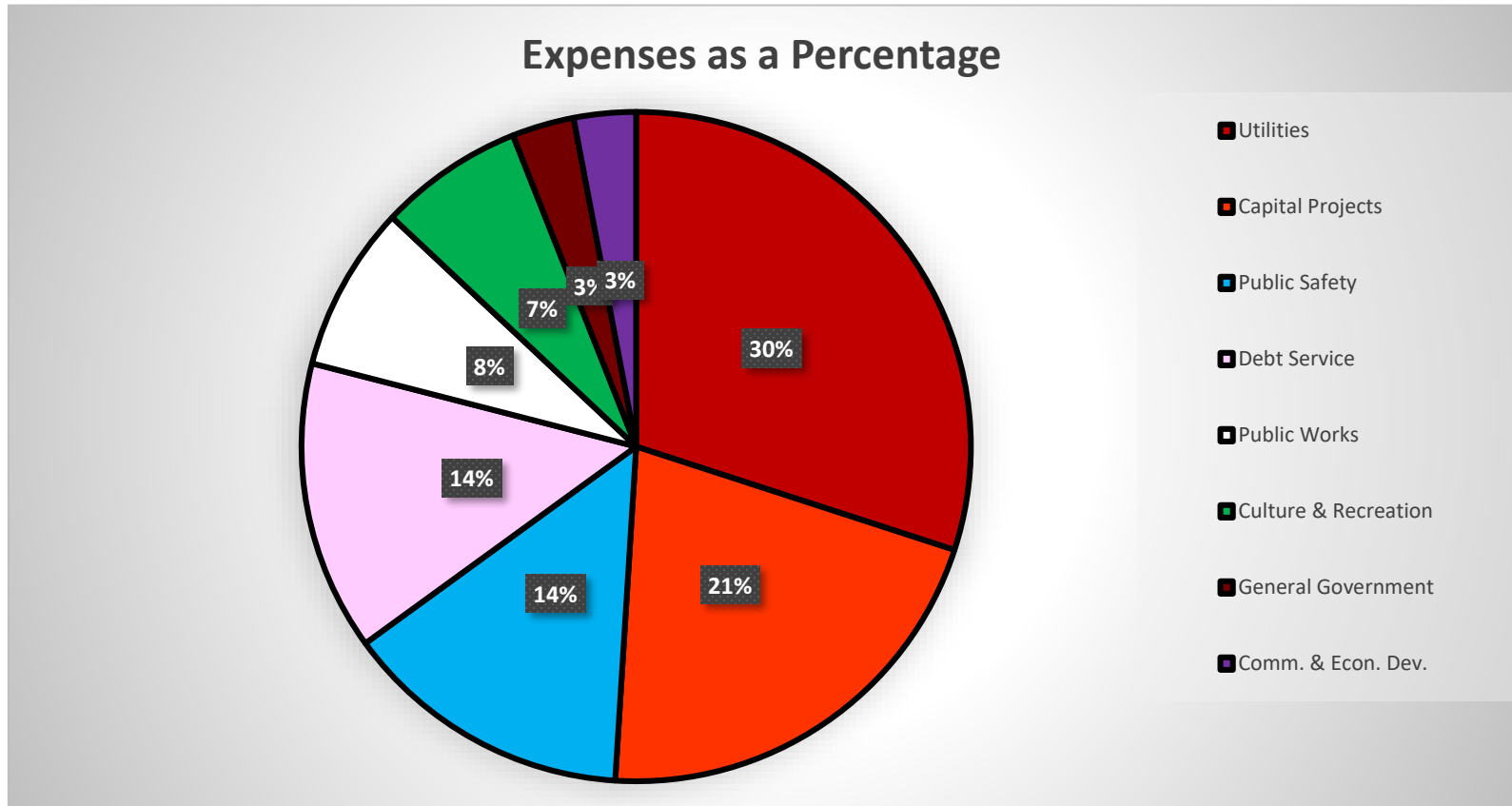
FISCAL YEAR 2025-2026
BUDGET PRESENTATION

How does my community get funded?

City Revenue as a Percentage



Where does my community spend its money?



Source: Iowa Department of Management

Property Tax Levy

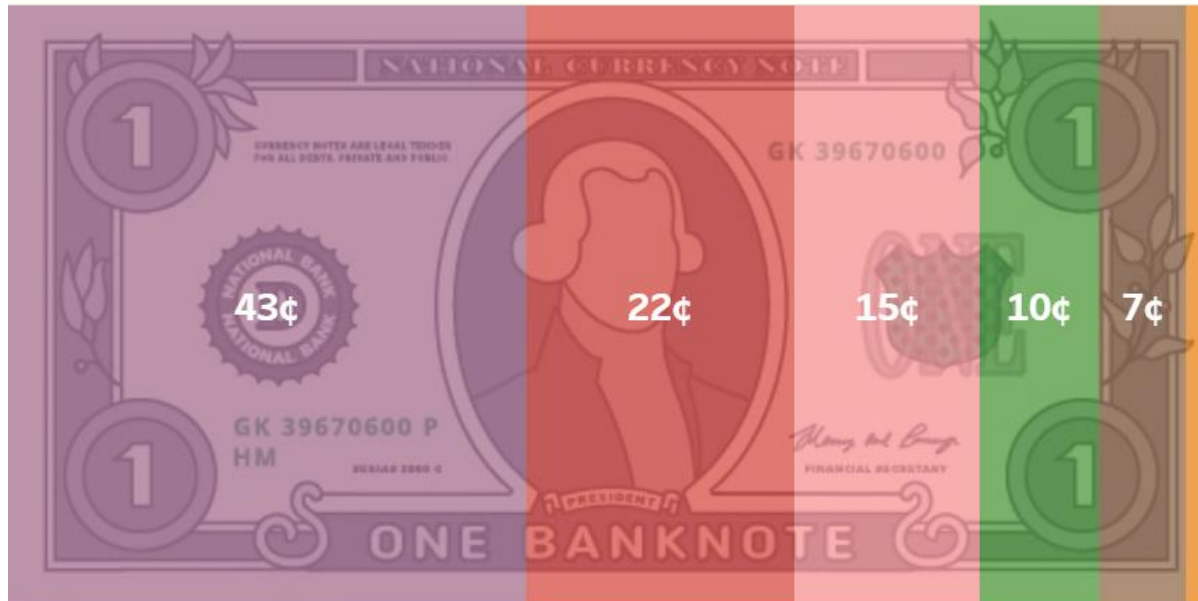
Iowa Department of Management	Current Year Certified Property Tax 2024 - 2025	Budget Year Effective Property Tax 2025 - 2026	Budget Year Proposed Property Tax 2025 - 2026
Taxable Valuations for Non-Debt Service	185,278,586	200,138,403	200,138,403
Consolidated General Fund	1,529,897	1,529,897	1,604,466
Operation & Maintenance of Public Transit	0	0	0
Aviation Authority	0	0	0
Liability, Property & Self Insurance	74,526	74,526	118,910
Support of Local Emergency Mgmt. Comm.	12,466	12,466	13,097
Unified Law Enforcement	0	0	0
Police & Fire Retirement	0	0	0
FICA & IPERS (If at General Fund Limit)	200,723	200,723	211,770
Other Employee Benefits	213,641	213,641	188,905
Capital Projects (Capital Improv. Reserve)	99,369	99,369	135,093
Taxable Value for Debt Service	209,464,833	222,508,006	222,508,006
Debt Service	355,122	355,122	327,194
CITY REGULAR TOTAL PROPERTY TAX	2,485,744	2,485,744	2,599,435
CITY REGULAR TAX RATE	13.19494	11.74524	12.82383
Taxable Value for City Ag Land	501,287	535,274	535,274
Ag Land	0	0	1,608
CITY AG LAND TAX RATE	0.00000	0.00000	3.00375
Tax Rate Comparison-Current VS. Proposed			
Residential property with an Actual/Assessed Valuation of \$100,000/\$110,000	Current Year Certified 2024/2025	Budget Year Proposed 2025/2026	Percent Change
City Regular Residential	611	669	9.49
Commercial property with an Actual/Assessed Valuation of \$300,000/\$330,000	Current Year Certified 2024/2025	Budget Year Proposed 2025/2026	Percent Change
City Regular Commercial	2,699	2,990	10.78

Note: Actual/Assessed Valuation is multiplied by a Rollback Percentage to get to the Taxable Valuation to calculate Property Taxes. Residential and commercial properties have the same rollback percentage through \$150,000 of actual/assessed valuation.

Reasons for tax increase if proposed exceeds the current:

The tax rate comparison is not accurate, showing a 9.49 % increase. Assessments did not increase this year and our rate decreased from \$13.19 to \$12.69. A \$0.50 reduction equates to a \$24 decrease in taxes per \$100,000 assessed value. Please contact the city office for more information.

Where do my property taxes go?



* Calculated values are rounded to the nearest cent which may add up to a total slightly more or less than \$1.00

Data Source: Iowa Department of Management

Budget Category

- Public Safety
- Culture & Recreation
- Public Works
- General Government
- Transfers
- Community & Economic Development
- Health & Social Services
- Debt Service
- Capital Projects



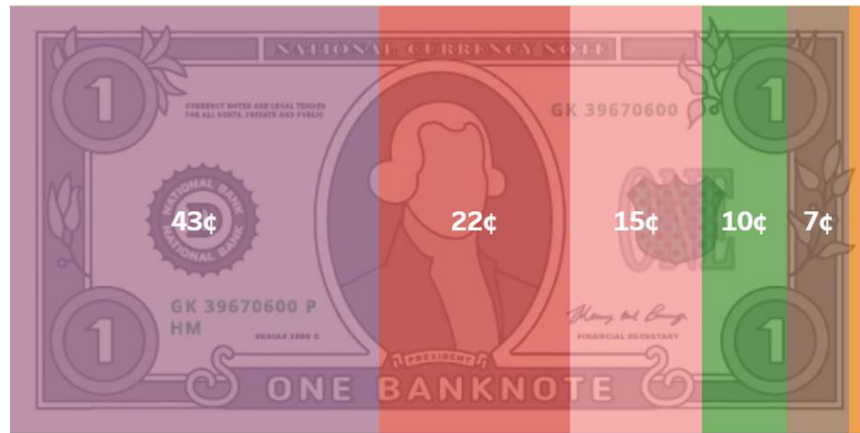
IOWA STATE UNIVERSITY
 Extension and Outreach
 Community and Economic Development

Contact erinm1@iastate.edu with questions

Source: Iowa State University Extension

How Does West Branch Compare to Peer Communities?

Graph F



* Calculated values are rounded to the nearest cent which may add up to a total slightly more or less than \$1.00

Data Source: Iowa Department of Management

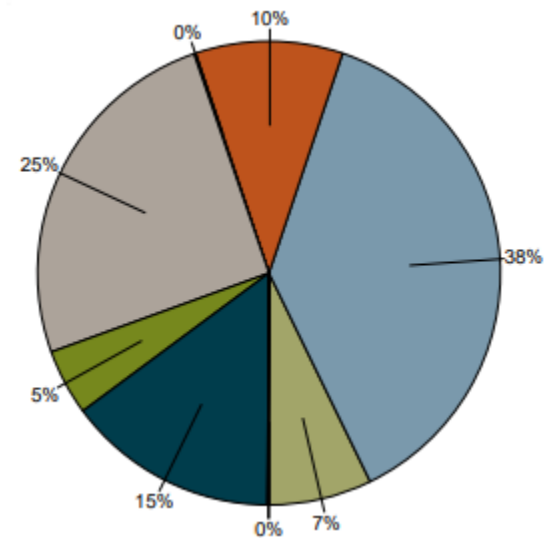
Budget Category

- Public Safety
- Culture & Recreation
- Public Works
- General Government
- Transfers
- Community & Economic Development
- Health & Social Services
- Debt Service
- Capital Projects



IOWA STATE UNIVERSITY
 Extension and Outreach
 Community and Economic Development

Contact erin1@iastate.edu with questions



Source: Iowa State University Extension

2025–2026 Budget Recap

Lower Property Tax Rate

West Branch’s property tax rate has decreased due to growth. With more properties on the tax roll, we can maintain services without as high of a levy.

Maximized Capital Reserve Levy

We’ve increased the capital reserve levy to its maximum, which will save taxpayers an estimated \$300,000 over the next 15 years in interest costs for future bond projects.

Focused Community Planning

We’re investing in our future with ten planning studies in partnership with the University of Iowa. These include expanded public engagement and collaboration with our key community partners.

Enhanced Quality of Life Initiatives

With our improved financial footing, we’re supporting projects that enhance West Branch, such as improvements to the cemetery road, trail grant applications across the high school, and maintenance of the Hoover Trail.

Supporting Our Workforce

The budget continues to uphold the city’s merit-based pay policy, which has strengthened our ability to recruit and retain staff. Two years ago, we saw 70% turnover among full-time employees. Over the last year, that number has dropped to just 6%.

General Obligation Debt

2013 Go Bond: \$95,905

Sewer and Debt Service

2015 GO Bond: Paid off in June! 😊

2016 A \$101,000

TIF paid off 😊, LOST, Debt Service

2016 B GO Bond Paid off! 😊

2017 GO Bond \$265,748

Paid off LOST portion 😊, TIF, Debt

2023 GO Bond: \$324,000

TIF, Water, Debt Service

Total Debt: \$789,153

Debt Service: \$329,002

Water: \$74,600

Sewer: \$69,543

TIF: \$292,778

LOST: \$23,230

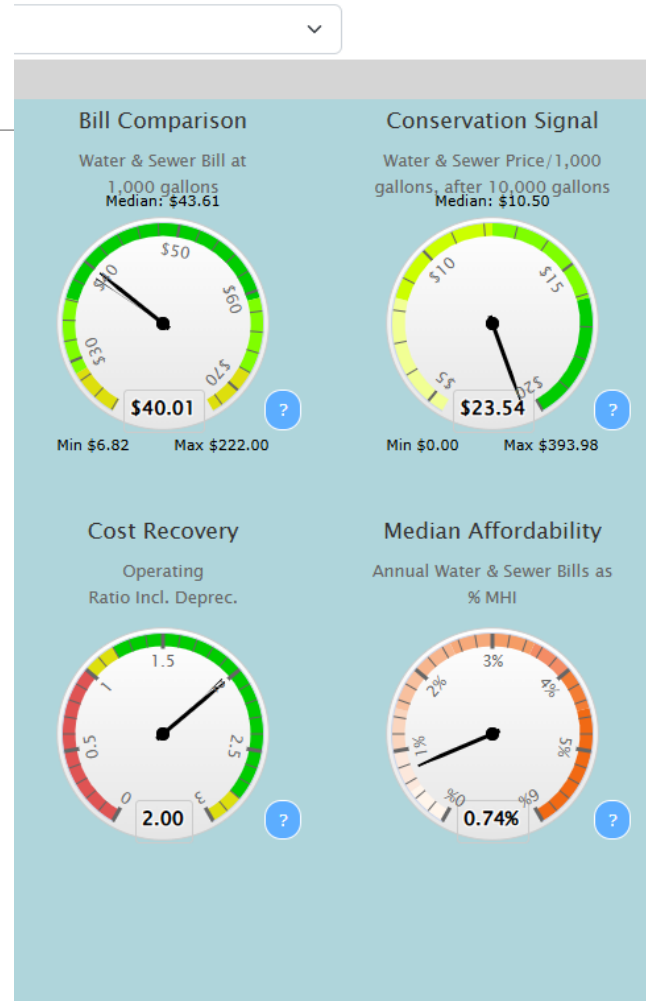


Revenue Bond Debt

SRF Bonds

Water: \$135,000

Sewer: \$641,280



at the University of North Carolina, Chapel Hill.

TIF Rebates DOM Estimate

Casey's \$52,573
Little Lights/EMV: \$15,000
Meadows 4: \$83,541
Meadows LMI :\$48,073
Parkside BP: \$11,325
Heritage Hill: \$8,340



Funded Capital Projects

\$4 Million for Cedar Johnson
Road & West Main Street Milling.

\$1 million for Wapsi Creek
Widening (\$700k from grants)

\$1.8 million for Phase I of
Eastside Watermains (GO Debt)

FY 25 Phase II Eastside (Water
Revenue Bond SRF Loan)

Summary of Birdseye Budget as of Today

FY-26 Budget Summary					
December Reserves	Projected	Projected		To/From	Projected
Fund	Beginning	Revenues	Expenses	Fund Balance	Ending
	Balance				Balance
General Fund	\$2,579,356	\$2,577,526	\$2,304,529	\$123,892	\$2,703,249
Special Revenues				\$0	\$0
Tort and Liability	-\$35,739	\$121,510	\$117,000	\$4,510	-\$31,229
Road Use Tax	\$203,718	\$350,006	\$340,002	\$10,004	\$213,721
Employee Benefits	\$501,071	\$400,675	\$507,963	-\$107,288	\$393,783
Emergency Tax Fund	\$7,020	\$0	\$0	-\$7,020	\$0
Local Option	\$647,105	\$300,000	\$0	\$238,597	\$885,702
TIF	\$407,650	\$599,557	\$170,779	\$136,000	\$543,650
LMI TIF	\$83,542	\$48,073	\$30,000	\$18,073	\$101,615
Revolving Loan Fund	\$137,082	\$0	\$0	\$0	\$137,082
Debt Service	\$375,069	\$337,194	\$789,653	\$7,692	\$382,761
All Capital Projects	\$0			\$0	\$0
Capital Improve. Reserve	\$265,838	\$138,500	\$0	\$138,500	\$404,338
Permanent Funds				\$0	\$0
Enterprise Funds				\$0	\$0
Water Funds	\$507,766	\$904,000	\$637,280	\$57,080	\$564,846
Sinking Water Fund	\$59,327	\$0	\$135,040	\$0	\$59,327
Sewer Fund	\$947,726	\$1,168,000	\$515,250	-\$58,073	\$889,654
Sewer Fund Special	\$895,061	\$0	\$641,280	\$0	\$895,061
Storm Sewer	\$209,603	\$72,000	\$39,905	-\$67,905	\$141,698
TOTAL	\$9,181,657	\$13,056,104	\$12,656,201	\$399,903	\$9,581,560

Future Strategic Plan Coming Soon!

CITY OF WEST BRANCH, IOWA

**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



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	April 21, 2025
AGENDA ITEM:	First Reading Ordinance 826 – Amending Chapter 105 – Solid Waste Control.
PREPARED BY:	City Clerk, Leslie Brick
DATE:	April 8, 2025

SUMMARY: West Branch Code of Ordinance update:

(Current language)

105.06 SEPARATION OF YARD WASTE REQUIRED.

All yard waste shall be separated by the owner or occupant from all other solid waste accumulated on the premises and shall be composted on the premises, placed in biodegradable bags and set out at curbside for collection by the City or hauled to the City **wood pile.**

105.09 WASTE STORAGE CONTAINERS.

1. Container Specifications. Waste storage containers shall comply with the following specifications and shall be provided by the City or its contracted hauling contractor:

A. Residential. Residential waste containers shall be **of not less than 35 gallons or more than 65 gallons in capacity. Recycling containers shall be not less than 65 gallons or more than 95 gallons in capacity.** All containers shall be maintained to be leakproof and waterproof by the property owner or tenant. Residents may also set out for pickup single use collection bags affixed with an appropriate tag and placed on the top of the waste container.

(Adding new section)

105.12 CITY YARD WASTE SITE. The designated City yard waste site will be governed by all signage at said facilities 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 be smaller than eighteen (18) inches in diameter. Tree stumps are not allowed. (105.02(16))
3. Yard waste in biodegradable bags are allowed. No plastic bags are allowed.
4. 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.
5. 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.
6. Penalties for improper disposal of items that are not yard waste is:
 - a. First Offense: \$250.00
 - b. Second Offense: \$500.00
 - c. Third (and subsequent) Offense: \$750.00

ORDINANCE NO. 826

AN ORDINANCE AMENDING CHAPTER 105 - SOLID WASTE CONTROL

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

1. **Amendment.** Section 105.06 of the Code of Ordinances is hereby amended by replacing “wood pile” with “yard waste site.”

105.06 SEPARATION OF YARD WASTE REQUIRED. All yard waste shall be separated by the owner or occupant from all other solid waste accumulated on the premises and shall be composted on the premises, placed in biodegradable bags and set out at curbside for collection by the City or hauled to the City **yard waste site**.

2. **Amendment.** Section 105.09 is hereby amended by deleting it in its entirety and replacing it with the following:

105.09 WASTE STORAGE CONTAINERS. Waste storage containers shall comply with the following specifications and shall be provided by the City or its contracted hauling contractor:

A. Residential. Residential waste **and recycling** containers shall be **provided by the City’s contracted hauler**. All containers shall be maintained to be leakproof and waterproof by the property owner or tenant. Residents may also set out for pickup single use collection bags affixed with an appropriate tag and placed on the top of the waste container.

3. **Amendment.** Section 105 of the Code of Ordinances is hereby amended by adding a new Subsection 105.12, which reads as follows:

105.12 CITY YARD WASTE SITE. The designated City yard waste site will be governed by all signage at said facilities 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 be smaller than eighteen (18) inches in diameter. Tree stumps are not allowed. (105.02(16))*
 3. Yard waste in biodegradable bags are allowed. *No plastic bags are allowed.*
 4. 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.
 5. 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.*
 6. Penalties for improper disposal of items that are not yard waste is:
 - a. First Offense: \$250.00
 - b. Second Offense: \$500.00
 - c. Third (and subsequent) Offense: \$750.00
4. **Conflicts.** All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.
 5. **Adjudication.** If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.
 6. **Effective Date.** This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

Passed and approved on the ____ day of _____, 2025.

First Reading: April 21, 2025

Second Reading:

Third Reading:

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

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

City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	April 21, 2025
AGENDA ITEM:	First Reading Ordinance 827 – Amending Chapter 106 – Collection of Solid Waste.
PREPARED BY:	City Clerk, Leslie Brick
DATE:	April 8, 2025

SUMMARY: West Branch Code of Ordinance update:

(Current language)

106.08 COLLECTION FEES.

The collection and disposal of solid waste as provided by this chapter are declared to be beneficial to the property served or eligible to be served and there shall be levied and collected fees for the same, in accordance with the following:

(Goreham vs. Des Moines, 1970, 179 NW 2nd, 449 [Iowa 1970])

1. Schedule of Fees. The fees for solid waste collection and disposal service, used or available, are:

A. 35-gallon waste container - \$12.75 per month.

B. 65-gallon waste container - \$14.75 per month.

C. Recycling collection - \$4.75 per month.

D. Each bag of solid waste set out for collection shall have a sticker purchased at a cost set by the contractor.

Proposed language:

1. Schedule of Fees. The fees for solid waste collection and disposal service used are available and are on file at City Hall.

ORDINANCE NO. 827

AN ORDINANCE AMENDING CHAPTER 106 - COLLECTION OF SOLID WASTE

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

1. **Amendment.** Section 106.08 is hereby amended by deleting it in its entirety and replacing it with the following:

106.08 COLLECTION FEES. The collection and disposal of solid waste as provided by this chapter are declared to be beneficial to the property served or eligible to be served and there shall be levied and collected fees for the same, in accordance with the following:

(Goreham vs. Des Moines, 1970, 179 NW 2nd, 449 [Iowa 1970])

1. **Schedule of Fees.** The fees for solid waste collection and disposal service used are available and are on file at City Hall.
2. **Conflicts.** All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.
3. **Adjudication.** If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.
4. **Effective Date.** This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

Passed and approved on the ____ day of _____, 2025.

First Reading: April 21, 2025
Second Reading:
Third Reading:

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

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

RESOLUTION 2025-42

**A RESOLUTION ADOPTING THE FINAL ANNUAL BUDGET FOR
FISCAL YEAR 2026**

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

The final fiscal year 2026 (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.

Passed and approved the 21st 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
Revenues & Other Financing Sources				
Taxes Levied on Property	1	2,601,043	2,485,744	2,147,164
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	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
Total Revenues and Other Sources	15	15,061,391	8,629,194	14,815,565
Expenditures & Other Financing Uses				
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
Total Government Activities Expenditures	24	9,602,274	5,737,455	10,267,255
Business Type / Enterprises	25	3,068,755	2,020,375	1,292,251
Total ALL Expenditures	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
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	337,567	-990,191	2,334,773
Beginning Fund Balance July 1	30	6,560,222	7,550,413	5,215,640
Ending Fund Balance June 30	31	6,897,789	6,560,222	7,550,413



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 21, 2025

AGENDA ITEM:	Resolution 2025-43 - Approving 28E Agreements between the City of West Branch, Iowa and the Boards of Trustees of Cass, Gower, Graham, Iowa, Scott and Springdale Townships for the purposes of fire protection and aid and assistance for other emergencies or disasters relating to life and property, or hazardous materials.
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PREPARED BY:	City Clerk, Leslie Brick
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DATE:	April 8, 2025
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SUMMARY:

The West Branch Fire Department annually approves a 28E Agreement with the surrounding townships to provide fire protection, aid and assistance for other emergencies and disasters relating to life, property and hazardous materials.

The financial provisions of the Agreement for the townships are as follows for FY26 (July 1, 2025- June 30, 2026)

Cass Township	\$6,121.00
Gower Township	\$38,342.00
Graham Township	\$20,639.00
Iowa Township	\$10,619.00
Scott Township	\$85,138.00
Springdale Township	\$38,253.00

RESOLUTION 2025-43

RESOLUTION APPROVING 28E AGREEMENTS BETWEEN THE CITY OF WEST BRANCH, IOWA AND THE BOARDS OF TRUSTEES OF CASS, GOWER, GRAHAM, IOWA, SCOTT AND SPRINGDALE TOWNSHIPS FOR THE PURPOSES OF FIRE PROTECTION AND AID AND ASSISTANCE FOR OTHER EMERGENCIES OR DISASTERS RELATING TO LIFE AND PROPERTY, OR HAZARDOUS MATERIALS.

WHEREAS, it is in the best interest of the City of West Branch and Cass, Gower, Graham, Iowa, Scott and Springdale Townships to have a joint agreement for the purpose of providing fire protection and aid and assistance for other emergencies or disasters relating to life and property, or hazardous materials; and

WHEREAS, the City Council finds it in the best interest of the residents of West Branch to have updated agreements in place to provide these services to the various townships; and

WHEREAS, it is now necessary to approve said agreements.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the aforementioned 28E Agreements are hereby approved. Further, the Mayor is directed to execute the agreements on behalf of the City.

Passed and approved this 21st day of April, 2025.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 21, 2025

AGENDA ITEM: Resolution 2025-44 - Allowing a street closure and the consumption of alcohol on a public street within the City of West Branch, Iowa on Saturday, June 14, 2025 on the 100 block of North Downey Street for a community event.

PREPARED BY: City Clerk, Leslie Brick
--

DATE: April 14, 2025

BACKGROUND:

Main Street West Branch is planning their annual “Summer Kickoff” event for June 13 and 14, 2025 that includes sidewalk sales, bike rodeo, bingo, vendors and a free community concert.

Main Street West Branch Executive Director, Jessi Simon is requesting the following:

- 1) Street Closure: 100 block of N. Downey Street on Saturday, June 8, 2024 beginning at from 2:00 p.m. until midnight for bingo, beer sales and a street dance.
- 2) Special Exception of Chapter 45.02(2): allow beer sales and consumption on the 100 block of North Downey Street.



April 1, 2025

West Branch City Council:

This letter formally requests a special exception of Chapter 45.02(2) of the West Branch Code of Ordinances to allow beer sales and consumption in a specified section of public street for a community event on June 14, 2025.

Main Street West Branch is planning to host our 4th annual "Kickoff to Summer" event including the return of a free outdoor concert for the community to enjoy in addition to Sidewalk Sales and other activities designed to attract people to Eat, Shop & Explore in our historic Main Street district. The ultimate goal is to drive traffic to our local businesses, promote West Branch and provide an opportunity to make positive memories in our community. Full details and sketch of the event area can be found on our Special Event Permit request.

Main Street is prepared to execute all safety requirements related to this special exception including street barricades, fencing and signage to indicate the designated area. The liquor licenses will be carried by Herb N Lous and The Downunder, both of which are prepared to carry dramshop coverage and work together to handle alcohol sales during the concert. We will also encourage local eateries to host food stands or offer grab & go meals for attendees to enjoy during the show.

Thank you in advance for supporting our efforts to build community and support our local businesses.

Sincerely,

A handwritten signature in black ink that reads "Jessi Simon".

Jessi Simon
Executive Director
Main Street West Branch
319-643-7100

A handwritten signature in black ink that reads "Stacy Waters".

Stacy Waters
Board President

RESOLUTION 2025-44

A RESOLUTION ALLOWING A STREET CLOSURE AND THE CONSUMPTION OF ALCOHOL ON A PUBLIC STREET WITHIN THE CITY OF WEST BRANCH, IOWA ON SATURDAY, JUNE 14, 2025 ON THE 100 BLOCK OF NORTH DOWNEY STREET FOR A COMMUNITY EVENT.

WHEREAS, Main Street West Branch is requesting an exception of the West Branch Code of Ordinance to allow the consumption and sale of alcohol on the 100 block of North Downey Street during their Kickoff to Summer event which includes a free community concert; and

WHEREAS, Chapter 45.02(2) of the Code of Ordinances of the City of West Branch, Iowa prohibits the consumption of alcoholic liquor, wine and beer upon the public streets and highways unless permitted by separate resolution of the City Council; and

WHEREAS, staff has reviewed their Special Event application and determined that only beer (no hard liquor or glass containers) should be allowed to be served or consumed on the street for the event; and

WHEREAS, Main Street West Branch also requests a street closure for the 100 block of North Downey Street from 2:00 p.m. on Saturday, June 14, 2025 to midnight for the event; and

WHEREAS, it is now necessary for the City Council to approve said consumption of alcohol on a public street and street closure for the annual event.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of West Branch, Iowa that the aforementioned street closure and allowance of alcohol consumption on the 100 block of North Downey Street from 2:00 p.m. June 14, 2025 to midnight is hereby approved.

Passed and approved this 21st day of April 2025.

Roger Laughlin, Mayor

Attest:

Leslie Brick, City Clerk

RESOLUTION 2025-45

**SETTING TIME AND PLACE FOR A PUBLIC HEARING FOR THE PURPOSE
OF SOLICITING WRITTEN AND ORAL COMMENTS ON THE CITY'S
PROPOSED FISCAL YEAR 2025 BUDGET AMENDMENT**

WHEREAS, the City Council of the City of West Branch, Iowa, previously approved the annual budget for Fiscal Year 2025; and

WHEREAS, a budget amendment is necessary to permit the appropriation and expenditure of amounts anticipated to be available from sources other than property taxation, and which had not been anticipated in the budget in accordance with Iowa Code 384.18.2; and

WHEREAS, Iowa Code 384.16.3 requires a public hearing on the proposed budget amendment where any resident or taxpayer of the city may present to the council objections to any part of the budget amendment for the current fiscal year or arguments in favor of any part of the budget amendment before its adoption and certification to the county auditor; and

WHEREAS, interested residents or taxpayers having comments for or against these proposals may appear and be heard at the public hearing at the City Council meeting on May 5, 2025 at 7:00 p.m. at the City Council Chambers, 110 N. Poplar Street, West Branch, Iowa or electronically using zoom.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that this confirms that the council orders the publication of a notice of public hearing pertaining to the adoption of the Fiscal Year 2025 budget amendment not less than ten (10) days nor more than twenty (20) days prior to the date set for the hearing.

PASSED AND APPROVED this 21st day of April, 2025.

Roger Laughlin, Mayor

Attest:

Leslie Brick, City Clerk

RESOLUTION 2025-46

RESOLUTION OF SUPPORT OF THE APPLICATION OF BBCO, LLC FOR FUNDING VIA THE WORKFORCE HOUSING TAX CREDIT PROGRAM AND PLEDGING CITY MONIES FOR THE SAME.

WHEREAS, BBCO, LLC, will make application to the Iowa Economic Development Authority for funding for a housing project located at the west of 4th Street and north of Main for a housing project referred to as Heritage Hill – Phase 4; and

WHEREAS, as part of the application process, the City Council is required to provide a resolution of support for the application; and

WHEREAS, the City will also provide monetary or in-kind support of \$1,000.00 per residential unit for Phase 4 of this Project if the application is approved.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City of West Branch fully supports the application of BBCO, LLC to obtain funding via the Workforce Housing Tax Program.

BE IT FURTHER RESOLVED, that the City Council will make a contribution to the Project in the amount of \$1,000 per unit of monetary or in-kind support if said application is approved by the IEDA.

Passed and approved this 21st day of April, 2025.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 21, 2025

AGENDA ITEM: Resolution 2025-47 – Approving an Agreement with Lark Land, Inc. for water and sanitary sewer improvements necessary for future development.
PREPARED BY: Adam Kofoed, City Administrator
DATE: April 16, 2025

PURPOSE:

To explain the rationale and cost allocation for additional infrastructure improvements related to future subdivision growth, and clarify that the funding mechanism for these improvements is the Cedar Johnson Road Reconstruction Project.

REQUESTED COUNCIL ACTION:

Approve a resolution agreement to pay Lark Land LLC for additional infrastructure costs to make future subdivisions have better sewer infrastructure. City Engineer, recommend the city pay \$19,792.50

- o \$18,392.50 for deeper excavation over original plan
- o \$1,400.00 for additional depth of manholes.

BACKGROUND:

As West Branch prepares for continued residential growth, the City is strategically planning infrastructure improvements that support long-term development. In anticipation of future growth, staff and engineers identified an opportunity to enhance sewer sloping and utility capacity in anticipation of future development phases in the surrounding area.

Rather than requiring each future subdivision to make piecemeal upgrades, this approach implements optimal grading and infrastructure alignment now—saving both the City and developers time, money, and construction disruption in the years ahead.

To reflect the direct benefit to adjacent developable land, a portion of the cost for these improvements will be shared with the current developer, ensuring a fair contribution toward future-ready infrastructure.

COST JUSTIFICATION:

The added cost to the developer relates to long-term utility design—not enhancements for the current subdivision alone. Specifically:

- Improvements include regrading and sloping to support proper sewer flow for future extensions.
- Installing these components now, while crews are mobilized for road reconstruction, reduces future mobilization and site disturbance.
- The costs are proportional to the benefit and are not meant to recoup the full project value, only the portion that supports private development advantage

This is a proactive, cost-effective method to support responsible growth and avoid reactive, patchwork improvements later.

FUNDING SOURCE:

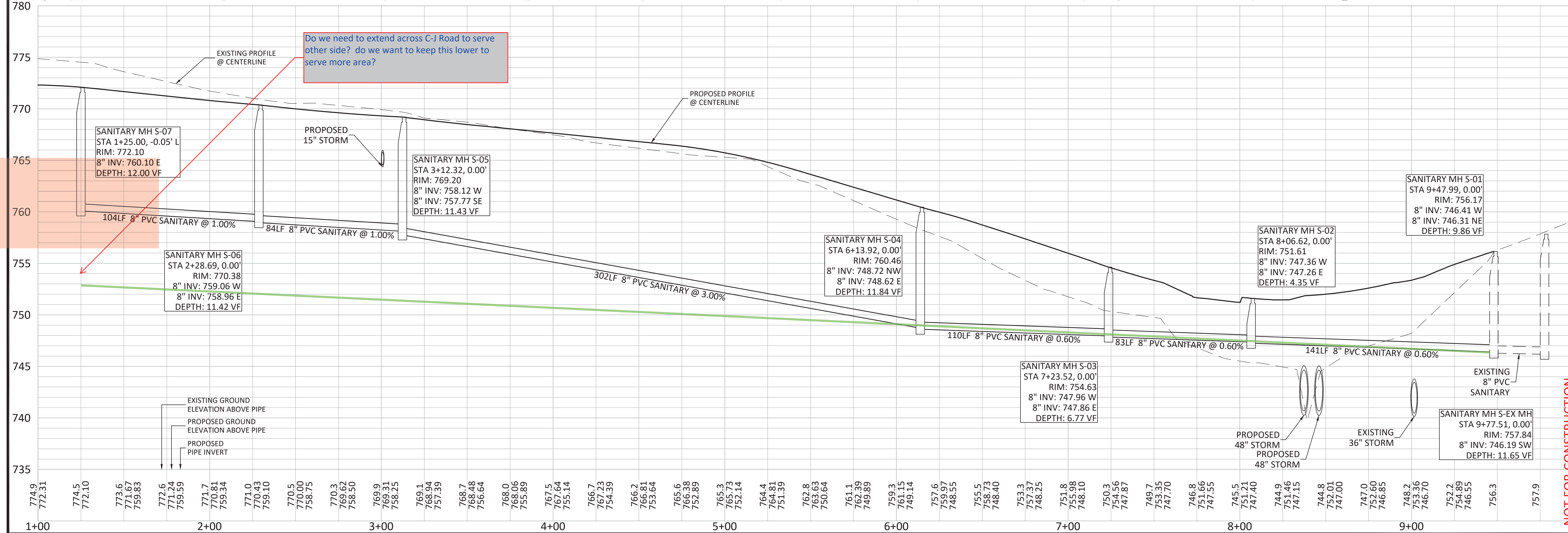
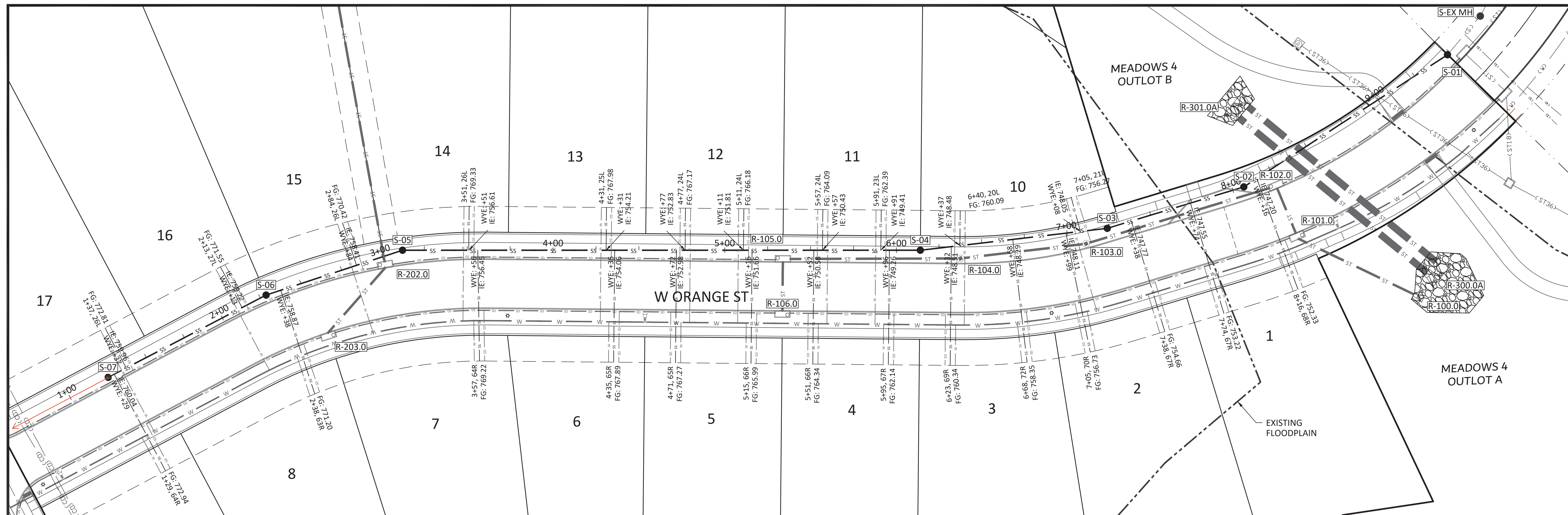
The Cedar Johnson Road Reconstruction Project serves as the funding vehicle for these improvements. While the improvements are not being made because of that project, the project's scale and timing provide an ideal opportunity to implement future-oriented infrastructure upgrades more efficiently.

By embedding these upgrades within the Cedar Johnson project scope:

- Construction efficiency is maximized
- Long-term development costs are reduced
- The City ensures infrastructure is ready for near-future buildout in surrounding areas

RECOMMENDATION

Mayor Laughlin, Attorney Olson, and Engineer Schechinger recommend approving the additional infrastructure improvements with partial developer contribution. These improvements will support long-term subdivision growth, minimize future disruption, and leverage existing construction mobilization—making it a fiscally smart and forward-thinking decision for West Branch.



AXIOM CONSULTANTS
WWW.AXIOM-CON.COM | (319) 519-6220

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THE MEADOWS
PART 6
WEST BRANCH, IA
MEADOWS DEVELOPMENT, INC.

ISSUED FOR
CITY REVIEW

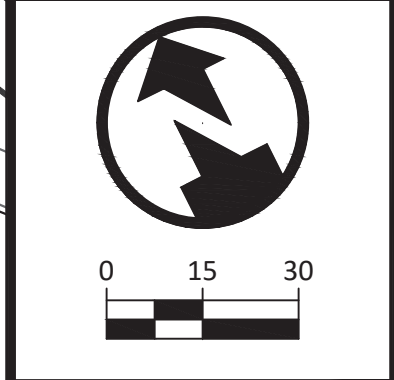
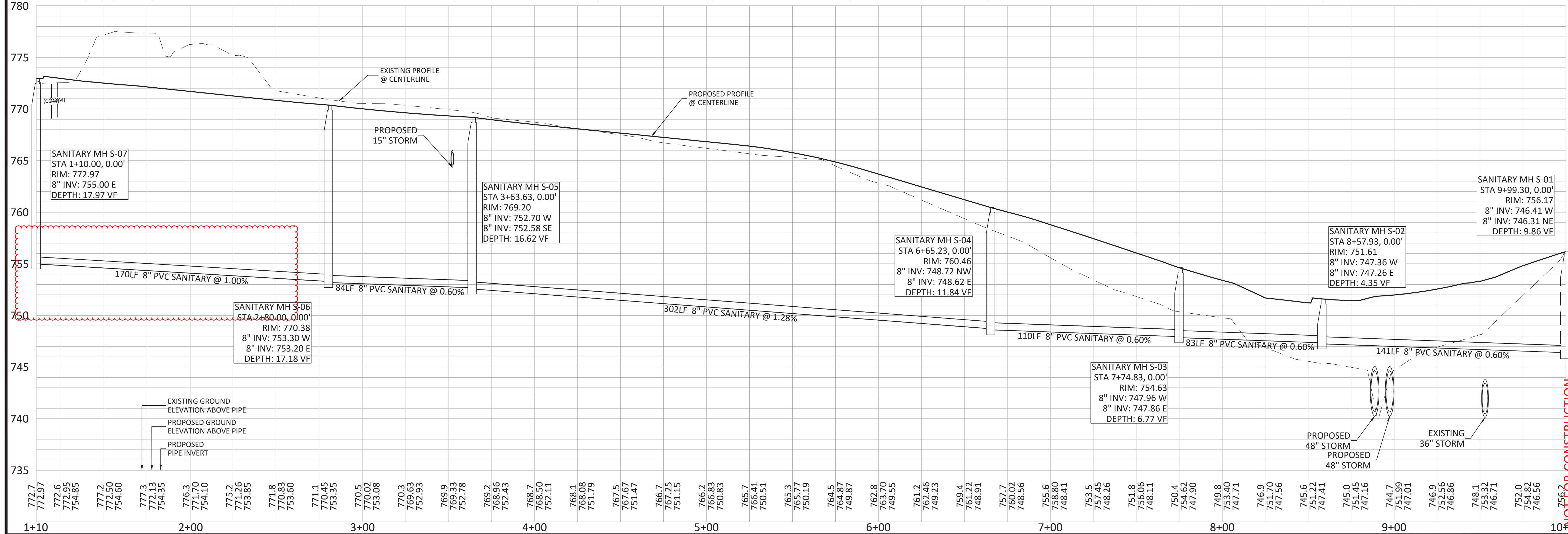
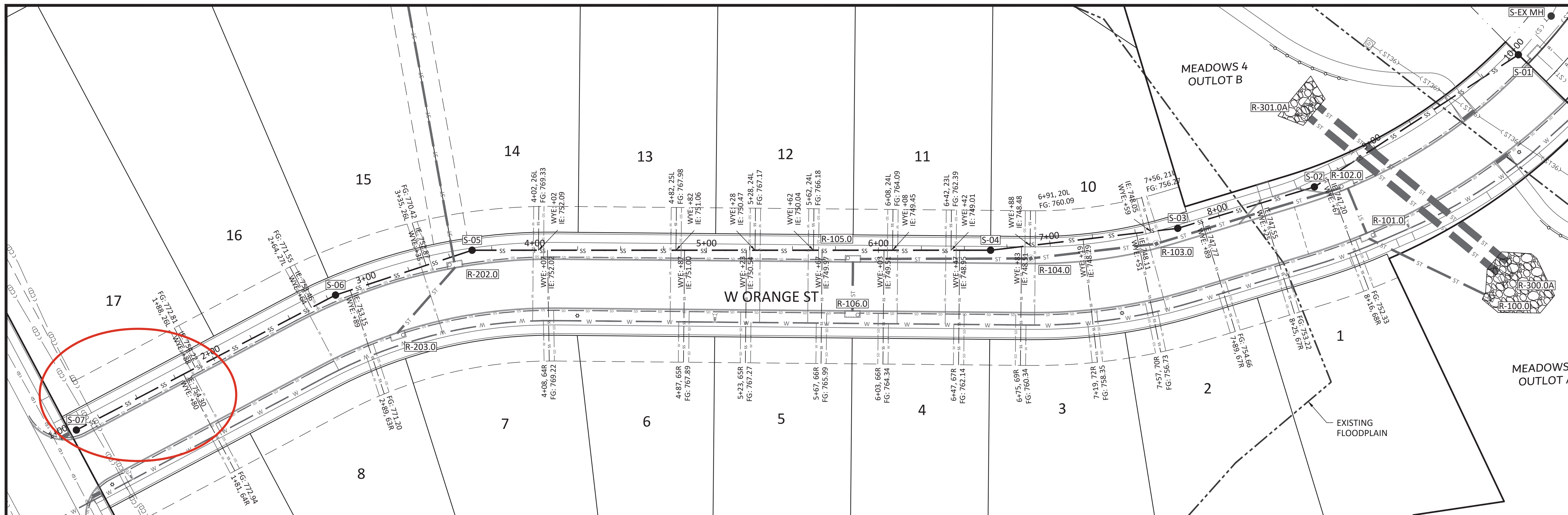
DATE	####
DESCRIPTION	DATE

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

**ORANGE STREET
SANITARY SEWER
PLAN & PROFILE**

MSA.01

NOT FOR CONSTRUCTION



THE MEADOWS
PART 6
WEST BRANCH, IA
MEADOWS DEVELOPMENT, INC.

ISSUED FOR

RTC #1

DATE	DESCRIPTION	DATE
10-03-2024	CITY REVIEW	07-24-2024

DESIGNED BY	JP
DETAILED BY	EV
CHECKED BY	BB
PROJECT NO.	220011
SHEET NAME	ORANGE STREET SANITARY SEWER PLAN & PROFILE

NOT FOR CONSTRUCTION

Oct 03, 2024 - 1:26pm S:\PROJECTS\2022\220011\05 design(civil-survey)\Sheets\CDS\220011 - MSA-Sheets.dwg

LYNCH'S EXCAVATING, INC
 1967 Baker Ave
 West Branch, IA 52358 US
 lynchexinc@gmail.com

Estimate



ADDRESS
MEADOWS DEVELOPMENT INC. PO BOX 698 WEST BRANCH, IA 52358

SHIP TO
MEADOWS DEVELOPMENT INC. PO BOX 698 WEST BRANCH, IA 52358

ESTIMATE #	DATE
1692	09/26/2024

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
BID	MEADOWS PHASE 6 BUDGET PRICING REVISED 11/27/24 1. SANITARY SEWER, 8" PVC (\$3,564 IN LABOR, EQUIPMENT, AND MATERIALS FOR ADDITIONAL 66LF AS SHOWN ON PLANS DATED 11/19/24)	1,051	54.00	56,754.00
Services	2. ADDITIONAL LABOR AND EQUIPMENT COST REQUIRED FOR DEEPER SANITARY SEWER AS SHOWN ON PLANS DATED 11/19/24.	1	18,392.50	18,392.50
BID	3. SAME SIDE OF STREET SANITARY SEWER SERVICES	13	1,300.00	16,900.00
BID	4. STREET CROSSING SANITARY SEWER SERVICES	14	2,100.00	29,400.00
BID	5. SANITARY MANHOLES (\$1,400 OF MATERIALS OVER BASE BID OF \$5,210 FOR ADDITIONAL DEPTH OF MANHOLES)	7	5,410.00	37,870.00
BID	6. SANITARY SEWER TESTING	1	1,000.00	1,000.00
BID	7. CONNECT TO EXISTING SANITARY SEWER	1	1,500.00	1,500.00
BID	8. STORM SEWER, 15" RCP	826	60.00	49,560.00
BID	9. STORM SEWER, 48" RCP	316	228.00	72,048.00
BID	10. SUBDRAIN, 6"	1,850	14.50	26,825.00
BID	11. STORM INTAKES	6	6,800.00	40,800.00
BID	12. STORM MANHOLES	2	3,500.00	7,000.00
BID	13. FLARED END SECTION, 15"	2	1,250.00	2,500.00
BID	14. FLARED END SECTION, 48"	4	3,350.00	13,400.00
BID	15. WATER MAIN, 8" PVC	900	38.75	34,875.00
Services	16. CEDAR JOHNSON WATER MAIN STREET CROSSING	1	10,225.00	10,225.00

TOTAL 28,617

AGREEMENT

THIS AGREEMENT entered into by and between Lark Land, Inc. PO Box 698, West Branch, Iowa 52358 (hereafter the “Contractor”) and the City of West Branch, Iowa, 110 N. Poplar Street, West Branch, Iowa 52358 (hereafter the “City”).

WHEREAS, the Contractor is in the process of constructing municipal improvements for The Meadows Subdivision, Part Six, including water and sanitary sewer improvements; and

WHEREAS, the City has determined that to save future costs and promote development to the west of Cedar-Johnson Road, to engage the service of the Contractor to construct a deeper sanitary sewer main and construct a water main crossing of Cedar-Johnson Road (the “Project”) so that the new Cedar-Johnson Road will not have to be impacted by future development; and

WHEREAS, the Project is estimated to cost less than the horizontal infrastructure bid threshold outlined in Chapter 26 of the Code of Iowa; and

WHEREAS, it is now necessary to enter into an agreement with the Contractor to construct the Project.

NOW, THEREFORE, the parties agree as follows:

1. The Contractor shall install the Project in strict compliance the plans approved by the City Engineer.
2. The Contractor shall provide a warranty for the construction of the Project for a period of two (2) years after the Project has been completed and accepted by the City.
3. That the City shall pay the Contractor the sum of \$19,792.50 within 30 days of the acceptance of the Project by the City.

Dated this 21st day of April, 2025.

CONTRACTOR:

CITY:

By: _____

By: _____

Roger Laughlin, Mayor

Print name and title

ATTEST:

By: _____

Leslie Brick, City Clerk

RESOLUTION 2025-47

**RESOLUTION APPROVING AN AGREEMENT WITH LARK LAND, INC.
FOR WATER AND SANITARY SEWER IMPROVEMENTS NECESSARY
FOR FUTURE DEVELOPMENT.**

WHEREAS, Lark Land, Inc. is in the process of constructing municipal improvements for The Meadows Subdivision, Part Six, including water and sanitary sewer improvements; and

WHEREAS, the City administration has determined that to save future costs and promote development to the west of Cedar-Johnson Road, to engage the service of Lark Land, Inc. to construct a deeper sanitary sewer main and construct a water main crossing of Cedar-Johnson Road (the “Project”) so that the new Cedar-Johnson Road will not have to be impacted by future development; and

WHEREAS, the Project is estimated to cost less than the horizontal infrastructure bid threshold outlined in Chapter 26 of the Code of Iowa; and

WHEREAS, it is now necessary to enter into an agreement with Lark Land, Inc. to install a deeper sanitary sewer on The Meadows Subdivision, Part Six and construct a water main crossing of Cedar-Johnson Road for a total fee of not-to-exceed \$19,792.50; and

WHEREAS, the City Attorney has prepared an agreement to perform the Project which requires approval of the City Council.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the aforementioned agreement be and the same is hereby approved. Further, the Mayor and City Clerk are directed to execute said agreement on behalf of the City.

Passed and approved this 21st day of April, 2025.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 21, 2025

AGENDA ITEM: Resolution 2025-48 - Resolution taking additional action on proposal to enter into a General Obligation Corporate Purpose Loan Agreement Bond.

PREPARED BY: City Clerk, Leslie Brick
--

DATE: April 16, 2025

SUMMARY:

The City Council held a public hearing on April 21, 2025 at 7:00 p.m. regarding the City's intention to enter into the Loan Agreement.

John Danos, Dorsey & Whitney Bond Counsel has prepared the following resolution related to the action to be taken on the City's General Obligation Corporate Purpose Loan Agreement.

RESOLUTION 2025-48

**RESOLUTION TAKING ADDITIONAL ACTION ON PROPOSAL TO
ENTER INTO A GENERAL OBLIGATION CORPORATE PURPOSE
LOAN AGREEMENT**

WHEREAS, the City of West Branch (the “City”), in Cedar and Johnson Counties, State of Iowa, heretofore proposed to enter into a General Obligation Corporate Purpose Loan Agreement (the “Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$4,150,000, pursuant to the provisions of Section 384.24A of the Code of Iowa, for the purpose of paying the cost, 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, and has published notice of the proposed action and has held a hearing thereon on April 21, 2025;

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

Section 1. The City Council hereby determines to enter into the Loan Agreement in the future and orders that the general obligation bonds or notes be issued at such time, in evidence thereof. The City Council further declares that this resolution constitutes the “additional action” contemplated under Section 384.25 of the Code of Iowa.

Section 2. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 3. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved April 21, 2025

Roger Laughlin, Mayor

Attest:

Leslie Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	April 21, 2025
AGENDA ITEM:	Resolution 2025-49 – Approving the City Clerk job description and approval to post the position. / Move to action
PREPARED BY:	Adam Kofoed, City Administrator
DATE:	April 16, 2025

REQUESTED COUNCIL ACTION

- Approve the revised City Clerk job description (attached)
- Authorize staff to post the position for public recruitment

BACKGROUND:

The City Clerk has formally notified the City of their intention to retire, effective October 1, 2025. In preparation for this upcoming vacancy, staff reviewed and modified the job description to reflect the current needs and responsibilities of the role, ensuring alignment with best practices and the evolving demands of municipal operations.

The City Clerk position is essential for maintaining official records, supporting the City Council, managing public notices and elections, and ensuring transparency and compliance with open meeting and records laws.

SUMMARY OF PROPOSED CHANGES

The updated job description includes:

- Clearer delineation of duties related to subdivision records management, meeting preparation, city operation efficiency, City Council agenda preparation, minutes, schedule of fees, payroll functions, special event and business permits.

STAFF RECOMMENDATION

Staff recommends council approval of the updated job description and authorization to post the position. This would allow ample time for recruitment, interviews, and a smooth transition period with the retiring clerk.

Pending approval, the position will be posted on the city’s website, Iowa League of Cities, Indeed, and other relevant platforms beginning May 1, 2025.

TIMELINE (Proposed):

- **April 21** Council approves job description and posting
- **May:** Job posting and application period
- **June:** Interviews and candidate selection
- **July:** Onboarding and transition with current City Clerk



Identification

Position Title: CITY CLERK
Department: ADMINISTRATION
Immediate Supervisor: CITY ADMINISTRATOR
Classification: FULL-TIME, HOURLY

Job Summary

Perform under the direction of the City Administrator and acts independently with respect to the specific code that is in effect (Chapter 18, City Clerk). Works closely with the City Administrator in preparing agendas for the City Council and various Boards & Commissions meetings. Ensures publication of minutes, attends meetings of the Council and Commissions, timely record measures considered by the City Council, ensuring all ordinances are published as required by law. Processes payroll and all associated functions of payroll, issues license and permits, coordinates city election activities, organizes and maintains all city records. Interacts with the public and answers general questions about City services and performs a variety of administrative duties. Self-motivated to meet deadlines on various reports, written materials and internal office procedures.

Essential Job Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. These job functions would include, but are not limited to these areas:

1. Prepare agendas and packet information for City Council, various Boards & Commissions and committee meetings scheduled by the City Administrator.
2. Attend all regular and special meetings of the City Council.
3. Take minutes at City Council meetings and transcribes those minutes for publication, approval, and signature as required by law.
4. Authenticate and sign city records, measures, and actions including the time and manner of publication in the method prescribed by law.
5. Maintain accurate records of all ordinances, resolutions, bond proceedings, and public measures as required by law.
6. Publish all legal notices as required by law.
7. Ensure that all ordinances are codified with Iowa Codification.
8. Maintain accurate records of all Council and Mayor appointments to City Boards and Commissions and notify appointees.

9. Perform all duties relating to City elections and nominations as stated in the Iowa Code.
10. Administer oath of office to city officials as required by local or state statute.
11. Responsible for records management, archiving, retention, and destruction as required by law.
12. Create and maintain City project files for proper storage of pertinent information.
13. Assist with the City's annual audit in gathering and preparing requested documents and information.
14. Issue alcohol licenses and cigarette permits.
15. Maintain and track all building permit records and related documents.
16. Create and maintain all subdivision files and ensure that all procedures are followed.
17. File 28E Agreements with the Secretary of State and related duties.
18. Responsible for all aspects of payroll and subsequent reporting requirements as established by law including payment of all payroll taxes and miscellaneous withholdings.
19. Assist in the preparation of new employee payroll documents and creating personnel files.
20. Create electronic documents for maintaining the City website.
21. Create and update forms and checklists for efficient processing of City operations.
22. Create invoices for various city services or required reimbursements.
23. Monitor bad debts owed to the City and place liens on properties when applicable.
24. Miscellaneous cash collections of City revenues.
25. Review and update the West Branch Schedule of Fees.
26. Respond to public records requests.
27. Coordinate with Department Directors on selling surplus city property.
28. Receive and review all special event permits that require City Council approval.
29. Assist Finance Officer with accounting functions as needed.
30. Work with the City Administrator in developing office policies.
31. Perform other duties as assigned by City Administrator.

Physical and Environmental Conditions

Ability to transport self to/from building and attend various functions of the City and its supporting agencies within or outside of the City. Able to sit for long periods of time and must frequently lift or move up to 10 pounds and occasionally lift or move up to 50 pounds.

Minimum Education, Experience and Certification

Graduation from an accredited high school. Associate's Degree in related field with 3 years' experience in city government in supervisory position or equivalent combination of experience and training. Certification with the Iowa Municipal Finance Officers Association is preferred.

Knowledge, Skills and Abilities

Excellent written, verbal and interpersonal communication skills are required, including proper use of grammar, spelling, punctuation and formatting in all written forms. Able to follow oral and written directives, work with the public and co-workers, handle complaints in person, on the telephone and work independently with little supervision. Must demonstrate attention to detail; adaptable to a changing environment; and be a self-starter. Must have skills in basic mathematical calculations, accounting, and clerical operations. Desire to attend meetings and training opportunities that relate to job duties and for the continuing education of the position, local government, and its functions.

Organization

This position requires the individual to be highly organized; utilize time management effectively; ability to meet tight deadlines; and have prior project management experience. Ability to establish and maintain city records and files for easy retrieval. Ability to compile, analyze, and display data for written reports.

Technology

Proficient in computer software applications and new technology. Ability to use a variety of computer software products for word processing, spreadsheet creation, data base functions, online systems, email, and uploading and downloading documents. Ability to use a wide range of media equipment, web software, knowledge of office practices, equipment, and materials.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified in this position.

RESOLUTION 2025-49

**RESOLUTION APPROVING THE CITY CLERK JOB DESCRIPTION AND
APPROVAL TO POST THE POSITION**

WHEREAS, the City Council of the City of West Branch, Iowa is preparing to hire a City Clerk and define the job duties associated with the position.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of West Branch, Cedar County, Iowa, adopts the City Clerk job description attached as Exhibit A.

Passed and approved this 21st day of April, 2025.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 21, 2025

AGENDA ITEM:	Discussion – Greenview Subdivision street lights (sponsored by Councilperson Sexton)
PREPARED BY:	Adam Kofoed, City Administrator
DATE:	April 14, 2025

REQUESTED COUNCIL ACTION:

Provide direction to staff on how to proceed:

- Approve partial installation of 4 lights (\$28,435.99) as an unbudgeted item,
- Explore acquiring easements for all 12 requested lights,
- Delay project for future budget planning,
- Or offer an alternative path forward.

BACKGROUND:

Approximately one month ago, residents of the Greenview neighborhood submitted a request for additional street lighting. While the neighborhood was originally a county subdivision and lacks curb and gutter infrastructure, the area has seen increased development and pedestrian activity, especially among children. Residents have raised concerns about inadequate lighting and associated safety risks.

The request included installation of twelve (12) new street lights to enhance visibility and offset the absence of sidewalks and standard urban infrastructure.

CURRENT STATUS:

Councilperson Jerry Sexton engaged with Linn County REC to explore lighting solutions. Due to the city not having necessary easements in place, only four (4) lights can be installed at this time without further land acquisition or legal work.

Linn County REC has provided the following quote for the installation of four (4) lights:

- Labor, Equipment, Materials: \$12,435.99
- Bore Contractor: \$16,000.00
- **Total Estimate: \$28,435.99**

This item was not included in the current fiscal year's budget and is being brought to council for discussion and direction.

STAFF NOTES:

- This request highlights an ongoing challenge in neighborhoods developed under county jurisdiction but now integrated into the city.
- The partial installation may address some safety concerns but may not meet the full expectations of residents.
- Staff will need council direction on whether to:
 - Proceed with partial installation using available easements,
 - Seek additional easements for a phased or full installation later,
 - Defer the project to the next budget cycle,
 - Or pursue alternative traffic calming or pedestrian safety measures.