



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

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

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

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda. /Move to action. *(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 June 16, 2025 City Council meeting.
  - b. Approve a Class C Retail Alcohol license for Mexico Lindo, 711 S. Downey Street, West Branch. Pending DRAM
  - c. Approve a Special Class C Retail Alcohol (BW), 5-day license for the West Branch Firefighters Inc. (in conjunction with Hoover's Hometown Days 2025).
  - d. Approve a Special Event Permit for Izzy's Basement Sale at Heritage Square on Friday, July 11<sup>th</sup> and Saturday, July 12<sup>th</sup>.
  - e. Approve the Monthly Financial Report for May 2025.
  - f. Approve Claims for July 7, 2025.
7. Presentations/Communications/Open Forum
  - a. Parks and Rec Commission Member – Naming of the Pocket Park Area
  - b. John Segreto Denied Building Permit Clarification
8. Public Hearings/Non-Consent Agenda
  - a. **Third Reading Ordinance 829** - Amending Chapter 165 of the Code of Ordinances by incorporating Residential Livability Flexible Front Yard Allowances. / Move to action.
  - b. **Resolution 2025-76** - Approving a Liability Insurance Proposal with Iowa Communities Assurance Pool (ICAP). / Move to action.
  - c. **Resolution 2025-77** Approve a Final Disposition of a Utility Bill for 320 S 1st St, West Branch. / Move to action.
  - d. **Resolution 2025-78** – Approving a revised Agreement for solid waste and recycling collection services with Lakeshore Recycling Services LLC. / Move to action.
  - e. **Resolution 2025-79** – Hiring Harrison Goodale as a Streets Maintenance Worker for the City of West Branch, Iowa, and setting the salary for the position for Fiscal Year 2026.
  - f. **Resolution 2025-80** – Setting a public hearing on the plans, specifications, estimate of cost and form of contract; ordering bids and directing notice of the same; all for the srf – wrr21-008 sponsored project – flood improvements channel widening..

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

9. Discussion – Open Container Request from HHTD Committee
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.

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Greg Hall • **Public Works Director** Matt Goodale • **Library Director** Jessica Schafer  
**Parks & Recreation Director** Erin Laughlin

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

**West Branch, Iowa  
Council Chambers**

**City Council  
Regular Meeting**

**June 16, 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, Jerry Sexton and Jodee Stoolman.

City Staff present: City Administrator Adam Kofoed, (retiring) City Clerk Leslie Brick, (incoming) City Clerk Alycia Horras, Public Works Director Matt Goodale, Park & Recreation Director Erin Laughlin, City Attorney Kevin Olson and City Engineer Dave Schechinger.

Attending via Zoom: Finance Officer Heidi Van Auken, Police Chief Greg Hall, Library Director Jessie Schafer

### **APPROVE THE AGENDA**

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

### **APPROVE CONSENT AGENDA**

Approve minutes from the June 2, 2025 City Council meeting.

Approve minutes from the June 9, 2025 Special City Council meeting.

Approve a Class E Retail Alcohol License for Rashika LLC dba Jack & Jill, 115 E. Main St., West Branch.

Appoint Emilie Walsh to the Planning & Zoning Commission, term expiration December 31, 2027.

Approve Claims for June 16, 2025.

EXPENDITURES		6/16/2025
AMAZON.COM	BLDG SUPPLIES, SUMMER PROG-LIB	480.11
BAKER & TAYLOR	BOOKS	90.74
CASEYS GENERAL STORES	CASEY'S TIF REBATE #12	23,166.00
EMV HOLDINGS	EMV HOLDINGS TIF REBATE #8	7,500.00
GRIEBAHN INDUSTRIES	NAME PLATE-P&R COMMISSION	26.00
KANOPY	ON DEMAND VIDEO SERVICE	22.00
KIRK, DANIEL T	SUMMER PROG PERFORMER FEE	495.00
LRS HOLDINGS	TRASH & RECYCLING MAY 2025	18,870.50
MEADOWS DEVELOPMENT	MEADOWS TIF REBATE #4	140,059.00
MISCELLANEOUS VENDORS	SR. FITNESS REFUNDS	180.00
MOPPY MO'S	CLEANING SERVICES	1,067.50
NELSON, CATHERINE	SR. FITNESS CLASS REFUND	45.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	4.48
PROTECT YOUTH SPORTS	BACKGROUND CHECKS-CITY, P&R	43.50
REINHARD, BRADLEY THOMAS	OPTIC FOR RIFLE-PD	130.00
THOMAS HEATING & AIR	AC REPAIR LIFT STN BLDG	1,861.90
TROUTLEAF NATIVE PLANTS	OUTDOOR PLANTINGS-LIBRARY	450.00
U.S. POSTAL SERVICE	PO BOX ANNUAL RENTAL	74.00
VEENSTRA & KIMM	VARIOUS PROJECTS	38,505.50
WEX BANK	VEHICLE FUEL	1,416.45
TOTAL		234,487.68
REGULAR PAYROLL		63,332.90
FIRE BI-ANNUAL PAYROLL		41,338.65
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	6/6/2025	104,671.55
PAID BETWEEN MEETINGS		
UMB BANK	GO BOND PAYMENTS	1,218,995.00
AT&T MOBILITY	WIRELESS SERVICE	210.04
IOWA ONE CALL	UTILITY LOCATION SERVICE	52.20
LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	142.02
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,523.35
PIP PRINTING & MARKETING	BUSINESS CARDS-POLICE	73.34
IOWA FINANCE AUTHORITY	SRF LOANS: WATER, SEWER	651,113.58

VARIOUS VENDORS	UB REFUNDS	137.70
JOHN DEERE FINANCIAL	SUPPLIES, UNIFORMS-PW	170.51
STATE INDUSTRIAL PRODUCTS	CHEMICALS	257.89
TOTAL		1,872,675.63
GRAND TOTAL EXPENDITURES		2,211,834.86
FUND TOTALS		
001 GENERAL FUND	91,068.49	
022 CIVIC CENTER	280.00	
031 LIBRARY	6,764.01	
110 ROAD USE TAX	5,663.04	
112 TRUST AND AGENCY	13,526.96	
125 T I F	170,725.00	
226 DEBT SERVICE	1,218,995.00	
321 WIDENING WAPSI CREEK	16,268.50	
330 EASTSIDE WATER MAIN PH2	180.00	
331 CEDAR JOHNSON RD RECON	20,251.50	
600 WATER FUND	7,356.46	
603 WATER SINKING FUND	114,856.12	
610 SEWER FUND	9,127.36	
611 SEWER FUNDS SPECIAL	536,257.46	
740 STORM WATER UTILITY	514.96	
GRAND FUND TOTAL	2,211,834.86	

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

## PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

Kim Gaskill (daughter of Katherine Gaskill) who owns property in West Branch along the Wapsinonoc Creek, spoke on behalf of her mother in regard to the recent “slum & blight” designation for her property. Ms. Gaskill asked the City to remove their property from the designation. Gaskill said the property is used for rental income and grassland easements and they have no interest in being a part of the City’s plan to help a developer. Gaskill asked the mayor schedule a meeting with her family to discuss their options. Laughlin stated that the City would like to plan for a trail along the creek and (on Gaskill property), which Katherine Gaskill replied “no bike trail will be allowed”. Miller asked the Gaskill family if they would be willing to consider a land purchase (for the trail) and Ms. Gaskill said they would be willing to consider and discuss the matter with the Mayor at a future date.

Sally Peck, 223 N. Downey Street addressed the Council regarding the recent slum & blight designation stating that she objects to the designation as she feels it will affect property values.

## PUBLIC HEARING / NON-CONSENT AGENDA

The mayor held a moment of silence for the passing of former Fire Chief Dick Stoolman who passed away on Saturday, June 14, 2025.

## Third Reading Ordinance 828 – Amending Chapter 18 – City Clerk. / Move to action.

### ORDINANCE NO. 828

#### AN ORDINANCE AMENDING CHAPTER 18 – CITY CLERK

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

Section 1. Amendment. Section 18.01 is hereby amended by deleting it in its entirety and replacing it with the following:

#### 18.01 APPOINTMENT.

The Council shall appoint by majority vote a City Clerk to serve at the discretion of the Council and has the duties, powers, and functions prescribed in this chapter, by State law, and other ordinances of the City.

(Insert new section after current subsection)

#### 18.02 COMPENSATION.

The City Clerk is paid such compensation as specified by resolution of the Council.

Renumber all remaining sections after these changes.

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

Section 3. Adjudication. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof no adjudged invalid or unconstitutional.

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

Passed and approved this 16th day of June, 2025.

First Reading: May 19, 2025  
Second Reading: June 2, 2025  
Third Reading: June 16, 2025

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk

Motion by Dean, second by Miller to approve the third reading of Ordinance 828. AYES: Dean, Miller, Stoolman, Horihan, Sexton. NAYS: None. Motion carried.

Second Reading Ordinance 829 - Amending Chapter 165 of the Code of Ordinances by incorporating Residential Livability Flexible Front Yard Allowances. / Move to action.

No discussion.

Motion by Dean, second by Miller to approve the second reading of Ordinance 829. AYES: Dean, Miller, Sexton, Horihan. NAYS: Stoolman. Motion carried.

Resolution 2025-67 - Hiring and Appointing Alycia Horras as City Clerk for the City of West Branch and setting the salary for fiscal year 2026. / Move to action.

Kofoed announced Horras and stated that she comes from the City of Keota and was their City Administrator/City Clerk for the past two years. Horras also has over fifteen years of banking experience to contribute to the role. The Council welcomed Horras to her new role.

Motion by Sexton, second by Dean to approve Resolution 2025-67. AYES: Sexton, Dean, Stoolman, Horihan, Miller. NAYS: None. Motion carried.

Resolution 2025-68 – Approving Pay Estimate Number 1 in the amount of \$162,928.26 to Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project. / Move to action.

Sexton asked Schechinger for an update on the project. Schechinger reported that the west side of Cedar-Johnson (between Serenity and Ember Lane has been poured and that the east side is scheduled to be poured on Tuesday. He said Boomerang is moving quickly on the north end of the project but that they ran into a small issue on the south end that they are addressing. Overall, the project is moving along and he said he is happy with their progress.

Motion by Dean, second by Sexton to approve Resolution 2025-68. AYES: Dean, Sexton, Stoolman, Horihan, Miller. NAYS: None. Motion carried.

Resolution 2025-69 – Approving a quote from Motorola Solutions for the purchase of body cameras for the West Branch Police Department. / Move to action.

Chief Hall explained that the department is in need of new body cameras and a grant received from the Cedar County Community Foundation in the amount of \$7,500 will help cover the first year start up fees. Hall said the cameras will use a cloud-based system and that annual cloud fees are approximately \$3000.00 (with a 5-year contract.)

Motion by Dean, second by Horihan to approve Resolution 2025-69. AYES: Dean, Horihan, Miller, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2025-70 – Resolution authorizing and approving a certain Loan Agreement, providing for the issuance of \$4,150,000 General Obligation Corporate Purpose Bonds, Series 2025, and providing for the levy of taxes to pay the same. / Move to action.

Motion by Dean, second by Miller to approve Resolution 2025-70. AYES: Dean, Miller, Stoolman, Sexton, Stoolman. NAYS: None. Motion carried.

Resolution 2025-71 – Authorizing the Transfer of Funds. / Move to action.

Van Auken explained that this is an annual process of moving money from fund to fund in order to pay out debt obligations and funding the library (which is done annually each June.)

Motion by Dean, second by Sexton to approve Resolution 2025-71. AYES: Dean, Sexton, Horihan, Miller, Stoolman. NAYS: None. Motion carried.

Resolution 2025-72 - Approving the Workers' Compensation Proposal with Iowa Municipalities Workers' Compensation Association (IMWCA) for Fiscal Year 2026. / Move to action.

Van Auken said this year's proposal was a slight increase (approximately two thousand dollars) over last year. Motion by Dean, second by Sexton to approve Resolution 2025-72. AYES: Dean, Sexton, Stoolman, Miller, Horihan. NAYS: None. Motion carried.

Resolution 2025-73 - Setting Strategic Goals & Priorities for the City of West Branch for 2025 and beyond. / Move to action.

Kofoed stated that he will present the Council goals (as discussed during goal setting) each June for the Council to review and provide direction to himself and staff on various goals and priorities.

Motion by Dean, second by Miller to approve Resolution 2025-73. AYES: Dean, Miller, Horihan, Stoolman, Sexton. NAYS: None. Motion carried.

**CITY ADMINISTRATOR REPORT - None**

**CITY ATTORNEY REPORT - None**

**CITY ENGINEER REPORT**

Schechinger said the Wastewater Treatment Facility project should be ready to be accepted as complete in the next couple of weeks. He also said FEMA has been provided the proof of publication and that they should be giving the City a permit to proceed this week. The project will then be ready to go out to bid.

**STAFF REPORTS**

Parks & Rec Director Laughlin informed the Council that power is being installed at the green space (Casey's former site) and that it should be ready for use for Hoover's Hometown Days. She also stated that the Park & Rec commission will be tasked with naming the park.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Mayor Laughlin stated Summer Kickoff was a success and well attended. He also stated that the Cassabaum project on Beranek Drive is now complete. Horihan gave his condolences to the Stoolman family on the passing of former Fire Chief Dick Stoolman. Dean commented that Baker Ave. (south of town) is taking quite a beating from all of the heavy truck traffic from the I-80 project. Goodale said he is aware and has been discussing with IDOT. He also asked to discuss rebating franchise fees back to the school (at a later date). Dean also informed the Council that the fire department has been extra busy the past couple of weeks with more than 30 calls, some very serious.

**ADJOURNMENT**

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:48 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> July 7, 2025
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<b>AGENDA ITEM:</b>	Approve a Class C Retail Alcohol license for Mexico Lindo, 711 S. Downey Street, West Branch.
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<b>PREPARED BY:</b>	City Clerk, Alycia Horras
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<b>DATE:</b>	June 23, 2024
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### BACKGROUND:

Renewal is effective August 5, 2025 through August 4, 2026.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> July 7, 2025
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<b>AGENDA ITEM:</b>	Approve a Special Class C Retail Alcohol (BW), 5-day license for the West Branch Firefighters Inc. (in conjunction with Hoover's Hometown Days 2025).
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<b>PREPARED BY:</b>	City Clerk, Alycia Horras
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<b>DATE:</b>	June 23, 2025
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### BACKGROUND:

**\*\*ABD requested a couple revisions, so this license needs to be reapproved.\*\***

Approve 5-day, Special Class C Retail Alcohol permit with Outdoor Service for the West Branch Fire Department for Hoover's Hometown Days 2025:

Friday, August 8, 2025, 3:00 p.m. to midnight

Saturday, August 9, 2025, 11:00 a.m. to 10:00 p.m.





### Special Event Permit Application

Event Title/Name: 12245 Basement Sale

Event Organization: 12245 Treasures Phone: 319 325 6486

Organization Address: 105 S. Downey Box 205 Tax ID #: 116007725

City: West Branch State: Ia

Event Website: \_\_\_\_\_ Event Email: 12245treasureswb@gmail.com

Event Coordinator Name and Title: Manda Frauenthal - Brewer Owner

Event Coordinator Email: 12245treasureswb@gmail.com

Event Coordinator Cell Number: 319 325 6486

Event Coordinator Address: 307 W. 6th St West Branch, Ia 52557

City: \_\_\_\_\_

Description of Event: Sale of items in our basement storage overflow

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

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>7/11/25 10am</u>	<u>7/11/25 noon</u>	<u>7/11/25 6pm</u>	<u>7/11/25 7pm</u>
<u>7/12/25 10AM</u>	<u>7/12/25 10:00</u>	<u>7/12/25 4pm</u>	<u>7/12/25 5p.m.</u>

Maximum Number of Participants: ? no other vendors but mine ? Maximum Number of Vehicles: ?

Will there be an admission fee? no What is the admission fee? none

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?



Public Notification Plan: facebook event

Amplified Sound/Noise Plan: no noise

Site Plan/Race Course Map (please attach diagram): no race

Security Plan: NA

Restoration Plan: NA

Trash Management Plan: Bring out what I bring in

Restroom Plan: 12245 Treasures

Signs/Banner Plan: NO Signs

Insurance policy: Do I need one to haul an extension of my main stre.?

Signature: [Signature] Date: 6/23/25

\*\*\*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](mailto:cityclerk@westbranchiowa.org)



## Special Event Permit Application

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

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

1. Will the event cause injury to persons or property, create a disturbance, cause disorderly conduct or encourage or result in violation of the law, or community standards?
2. Will the event interrupt the safe and orderly movement of pedestrians and vehicular traffic in the area?
3. Is the proposed location adequate for the size and nature of the event?
4. Will the event interfere with the intended use of the area?
5. Does the applicant(s) have the ability to execute the event?
6. Does the applicant(s) have the financial ability to obtain the appropriate insurance (if applicable)?
7. Does the event conflict with other scheduled special events in the community?
8. Have approvals by other governing agencies been obtained (if applicable)?
9. Have all permit requirements been met?

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

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### FOR CITY OFFICE USE:

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

West Branch Administration [Signature] West Branch Fire Department [Signature] West Branch Police Department [Signature]  
West Branch Public Library [Signature] West Branch Public Works [Signature] West Branch Parks and Recreation [Signature]

Other \_\_\_\_\_

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> July 7, 2025
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<b>AGENDA ITEM:</b> May Monthly Financial Report
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<b>PREPARED BY:</b> Heidi Van Auken
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<b>DATE:</b> June 25, 2025
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### SUMMARY:

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

<b>BANK TO BOOK RECONCILIATION</b>				
<b>5/31/2025</b>				
BANK BALANCE @				
	CASH - FIDELITY BANK & TRUST			\$ 9,173,350.25
	CASH - FIDELITY BANK & TRUST - PERPETUAL CARE FUND			\$ 36,870.60
	<b>SUB TOTAL</b>			<b>\$ 9,210,220.85</b>
ADD:	CD'S:	Bank/CD #	Maturity Date	
	ENLOW BUILDING CD	LIBERTY SAVINGS-10447	6/8/2025	\$ 11,852.81
	CEMETERY PERPETUAL CARE	HILLS BANK-30282503	2/11/2026	\$ 106,767.84
	LIBRARY-HANSEN DONATION CD	GREENSTATE-1037 (Old 1034)	8/4/2025	\$ 62,384.81
	LIBRARY-KROUTH PRINCIPAL CD	GREENSTATE-1038 (Old 1035)	9/2/2025	\$ 57,464.79
	LIBRARY-KROUTH INTEREST CD	GREENSTATE-1039 (Old 1036)	9/2/2025	\$ 26,939.01
	GEN FUND-STREETSCAPE-ACCIONA DONATION CD	GREENSTATE-1040 (Old 1033)	12/5/2025	\$ 7,812.72
	SAVINGS ACCOUNTS			
	GENERAL FUND SAVINGS	GREENSTATE-0001		\$ 5.00
	LIBRARY - KROUTH INTEREST	FIDELITY-SAVINGS ACCOUNT		\$ 8,526.59
	LIBRARY - M GRAY SAVINGS	FIDELITY-SAVINGS ACCOUNT		\$ 16,361.43
	<b>TOTAL CD'S &amp; SAVINGS ACCOUNTS</b>			<b>\$ 298,115.00</b>
	<b>SUB TOTAL</b>			<b>\$ 9,508,335.85</b>
PLUS	O/S DEPOSITS			\$ 110.56
PLUS	ADJUSTMENTS			\$ -
LESS:	O/S CREDIT CARD			\$ -
LESS:	O/S CHECKS			\$ 9,899.58
	<b>ENDING BOOK BALANCE</b>			<b>\$ 9,498,546.83</b>

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

DESCRIPTION	CHECKING	INVESTMENT	BEGINNING BALANCE	RECEIPTS	TRANSFER IN	DISBURSED	TRANSFER OUT	NET CHANGE LIABILITIES	CLERK'S BALANCE
<b>GENERAL</b>									
*(001) GENERAL OPERATING FUND	\$ 3,002,179.21	\$ 5.00	\$ 3,002,184.21	\$ 129,987.12		\$ 104,809.78			\$ 3,027,361.55
** FIRE APPARATUS RESERVE	\$ 44,811.50	\$ -	\$ 44,811.50						\$ 44,811.50
POLICE APPARATUS RESERVE	\$ 123,178.95	\$ -	\$ 123,178.95						\$ 123,178.95
PARK & RECREATION RESERVE	\$ 17,340.39	\$ -	\$ 17,340.39						\$ 17,340.39
PUBLIC WORKS RESERVE	\$ 14,660.00	\$ -	\$ 14,660.00						\$ 14,660.00
CEMETERY BLDG/EQUIP INVESTMENT	\$ -	\$ -	\$ -						\$ -
SIGNS-ACCIONA DTN INVESTMENT	\$ -	\$ 7,812.72	\$ 7,812.72						\$ 7,812.72
PARK EQUIPMENT/RESERVE	\$ 18,000.00	\$ -	\$ 18,000.00						\$ 18,000.00
(022) CIVIC CENTER	\$ 40,826.46	\$ -	\$ 40,826.46	\$ 380.00		\$ 810.10			\$ 40,396.36
(027) MEMORIAL GARDEN PROJECT	\$ 414.00	\$ -	\$ 414.00						\$ 414.00
(028) SPLASH PAD RESERVE	\$ 100.00	\$ -	\$ 100.00						\$ 100.00
(031) LIBRARY	\$ (22,443.02)	\$ 98,844.68	\$ 76,401.66	\$ 13,113.98		\$ 14,025.06			\$ 75,490.58
(036) TORT LIABILITY	\$ (1,828.72)	\$ -	\$ (1,828.72)	\$ 2,850.92					\$ 1,022.20
<b>SPECIAL REVENUE</b>									
(110) ROAD USE TAX	\$ 240,725.87	\$ -	\$ 240,725.87	\$ 37,073.15		\$ 15,277.34			\$ 262,521.68
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	\$ 570,013.78	\$ -	\$ 570,013.78	\$ 18,784.67		\$ 27,913.85			\$ 560,884.60
(119) EMERGENCY TAX FUND	\$ 7,019.38	\$ -	\$ 7,019.38						\$ 7,019.38
(121) LOCAL OPTION SALES TAX	\$ 686,784.02	\$ -	\$ 686,784.02	\$ 27,479.03					\$ 714,263.05
(125) TIF	\$ 712,810.28	\$ -	\$ 712,810.28	\$ 11,388.46					\$ 724,198.74
(126) TIF LMI MEADOWS PT 4	\$ 83,542.25	\$ -	\$ 83,542.25						\$ 83,542.25
(160) REVOLVING LOAN FUND	\$ 137,082.45	\$ -	\$ 137,082.45						\$ 137,082.45
<b>DEBT SERVICE</b>									
(226) DEBT SERVICE	\$ 794,624.62	\$ -	\$ 794,624.62	\$ 13,178.06		\$ 1,218,995.00			\$ (411,192.32)
<b>CAPITAL PROJECTS</b>									
(300) CAPITAL IMPROVEMENT RESERVE	\$ 311,052.16	\$ -	\$ 311,052.16	\$ 3,801.26					\$ 314,853.42
(304) W MAIN ST STORMWATER IMP	\$ 10,000.00	\$ -	\$ 10,000.00						\$ 10,000.00
(308) PARK IMP - PEDERSEN VALLEY	\$ 14,827.20	\$ -	\$ 14,827.20						\$ 14,827.20
(312) DOWNTOWN EAST REDEVELOPMENT	\$ 172,412.82	\$ -	\$ 172,412.82						\$ 172,412.82
(319) RELOCATION OF WATER & SEWER LINES	\$ (31,564.26)	\$ -	\$ (31,564.26)	\$ 31,564.26					\$ (0.00)
(321) WIDENING WAPSI CREEK @ BERANEK PARK	\$ 32,086.60	\$ -	\$ 32,086.60			\$ 2,889.00			\$ 29,197.60
(322) SPLASH PAD	\$ -	\$ -	\$ -						\$ -
(323) I-80 WEST, WATER MAIN RELOCATE	\$ (24,271.48)	\$ -	\$ (24,271.48)	\$ 24,271.48					\$ (0.00)
(324) WW TREATMT FAC IMP 2021	\$ 80,000.00	\$ -	\$ 80,000.00						\$ 80,000.00
(326) ROUNDABOUT MAIN & CEDAR	\$ 156,500.72	\$ -	\$ 156,500.72						\$ 156,500.72
(327) SPONSORED WATER QUALITY IMPE 2021	\$ (20,000.00)	\$ -	\$ (20,000.00)						\$ (20,000.00)
(329) EASTSIDE WATER MAINS PH1	\$ 320,331.70	\$ -	\$ 320,331.70						\$ 320,331.70
(330) EASTSIDE WATER MAINS PH2	\$ (119,134.61)	\$ -	\$ (119,134.61)	\$ 119,134.61		\$ 334.40			\$ (334.40)
(331) CEDAR JOHNSON RD RECONSTRUCT	\$ (254,050.80)	\$ -	\$ (254,050.80)			\$ 16,838.88			\$ (270,889.68)
<b>PERMANENT</b>									
(500) CEMETERY PERPETUAL FUND	\$ 36,990.60	\$ 105,800.42	\$ 142,791.02	\$ 967.42					\$ 143,758.44
(501) KROUTH PRINCIPAL FUND	\$ (0.00)	\$ 57,495.47	\$ 57,495.47						\$ 57,495.47
(502) KROUTH INTEREST FUND	\$ 0.00	\$ 26,939.01	\$ 26,939.01						\$ 26,939.01
<b>ENTERPRISE</b>									
(600) WATER FUND	\$ 580,354.32	\$ -	\$ 580,354.32	\$ 73,924.34		\$ 36,904.54	\$ 10,817.65		\$ 606,556.47
(603) WATER SINKING FUND	\$ 106,638.81	\$ -	\$ 106,638.81	\$ -	\$ 10,817.65				\$ 117,456.46
(610) SEWER FUND	\$ 908,859.25	\$ -	\$ 908,859.25	\$ 95,213.36		\$ 23,786.51	\$ 53,438.47		\$ 926,847.63
(611) SEWER FUND SPECIAL	\$ 1,075,671.24	\$ -	\$ 1,075,671.24	\$ -	\$ 53,438.47				\$ 1,129,109.71
(614) WASTEWATER LIFT STATION	\$ -	\$ -	\$ -						\$ -
(740) STORM WATER UTILITY	\$ 229,921.30	\$ -	\$ 229,921.30	\$ 5,763.34		\$ 1,108.46			\$ 234,576.18
<b>TOTAL</b>	<b>\$ 10,056,466.99</b>	<b>\$ 296,897.30</b>	<b>\$ 10,353,364.29</b>	<b>\$ 608,875.46</b>	<b>\$ 64,256.12</b>	<b>\$ 1,463,692.92</b>	<b>\$ 64,256.12</b>	<b>\$ -</b>	<b>\$ 9,498,546.83</b>
<b>O/S CHECKS</b>			<b>\$11,248.92</b>						<b>\$9,899.58</b>
<b>ADJUSTMENTS</b>			<b>\$0.00</b>						<b>\$0.00</b>
<b>O/S DEPOSIT</b>			<b>\$0.00</b>						<b>\$110.56</b>
<b>O/S CREDIT CARD</b>			<b>\$0.00</b>						<b>\$0.00</b>
<b>BANK STATEMENT BALANCE</b>			<b>\$10,364,613.21</b>						<b>\$9,508,335.85</b>



CITY OF WEST BRANCH  
MTD TREASURERS REPORT  
AS OF: MAY 31ST, 2025

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	3,227,987.77	129,987.12	104,809.78	3,253,165.11	0.00	0.00	3,253,165.11
011-POLICE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
014-FIRE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
016-CEMETERY BLDG/EQUIP RES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
017-PARK & REC RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
018-PUBLIC WORKS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-CIVIC CENTER	40,826.46	380.00	810.10	40,396.36	0.00	0.00	40,396.36
026-SIGNS-ACCIONA DONATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
027-MEMORIAL GARDEN PROJECT	414.00	0.00	0.00	414.00	0.00	0.00	414.00
028-SPLASH PAD RESERVE	100.00	0.00	0.00	100.00	0.00	0.00	100.00
031-LIBRARY	76,401.66	13,113.98	14,025.06	75,490.58	0.00	0.00	75,490.58
036-TORT LIABILITY	( 1,828.72)	2,850.92	0.00	1,022.20	0.00	0.00	1,022.20
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	240,725.87	37,073.15	15,277.34	262,521.68	0.00	0.00	262,521.68
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	570,013.78	18,784.67	27,913.85	560,884.60	0.00	0.00	560,884.60
119-EMERGENCY TAX FUND	7,019.38	0.00	0.00	7,019.38	0.00	0.00	7,019.38
121-OPTION TAX	686,784.02	27,479.03	0.00	714,263.05	0.00	0.00	714,263.05
125-T I F	712,810.28	11,388.46	0.00	724,198.74	0.00	0.00	724,198.74
126-TIF LMI MEADOWS PT 4	83,542.25	0.00	0.00	83,542.25	0.00	0.00	83,542.25
160-REVOLVING LOAN FUND	137,082.45	0.00	0.00	137,082.45	0.00	0.00	137,082.45
225-TIF DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
226-GO DEBT SERVICE	794,624.62	13,178.06	1,218,995.00	( 411,192.32)	0.00	0.00	( 411,192.32)
300-CAPITAL IMPROV. RESERVE	311,052.16	3,801.26	0.00	314,853.42	0.00	0.00	314,853.42
301-REAP GRANT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
302-ARPA NEU FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
303-FIRE CAP PROJECT ADDITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
304-W MAIN ST STORMWATER IMP	10,000.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00
305-MAIN ST CROSSINGS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
306-4TH ST IMPROVEMENTS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
307-MAIN ST INTERSECTION IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
308-PARK IMP - PEDERSEN VALLE	14,827.20	0.00	0.00	14,827.20	0.00	0.00	14,827.20
309-PHASE I PARK IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
310-COLLEGE STREET BRIDGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
311-BERANEK PARKING IMPROVEME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
312-DOWNTOWN EAST REDEVELOPME	172,412.82	0.00	0.00	172,412.82	0.00	0.00	172,412.82
313-MAIN ST SIDEWALK-PHASE 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00
314-N FIRST ST IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
315-MAIN ST WATER MAIN IMPROV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
316-I & I LINE/GROUT PH 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
317-ORANGE ST 4TH TO 5TH IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
318-COLLEGE ST & 2ND ST IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
319-RELOCATING WATER & SEWER	( 31,564.26)	31,564.26	0.00	0.00	0.00	0.00	0.00
320-LIBRARY PARKING LOT IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
321-WIDENING WAPSI CREEK @ BE	32,086.60	0.00	2,889.00	29,197.60	0.00	0.00	29,197.60
322-SPLASH PAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
323-I-80 WEST, WATER MAIN REL	( 24,271.48)	24,271.48	0.00	0.00	0.00	0.00	0.00
324-WW TREATMT FAC IMP 2021	80,000.00	0.00	0.00	80,000.00	0.00	0.00	80,000.00
326-ROUNDAABOUT MAIN & CEDAR-J	156,500.72	0.00	0.00	156,500.72	0.00	0.00	156,500.72
327-SPONS WATER QUAL IMP 2021	( 20,000.00)	0.00	0.00	( 20,000.00)	0.00	0.00	( 20,000.00)

CITY OF WEST BRANCH  
MTD TREASURERS REPORT  
AS OF: MAY 31ST, 2025

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
328-GREENVIEW WATER MAIN NLOO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
329-EASTSIDE WATER MAIN PH1	320,331.70	0.00	0.00	320,331.70	0.00	0.00	320,331.70
330-EASTSIDE WATER MAIN PH2 (	119,134.61)	119,134.61	334.40	( 334.40)	0.00	0.00	( 334.40)
331-CEDAR JOHNSON RD RECONS (	254,050.80)	0.00	16,838.88	( 270,889.68)	0.00	0.00	( 270,889.68)
332-W MAIN ST IMPROVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500-CEMETERY PERPETUAL FUND	142,791.02	967.42	0.00	143,758.44	0.00	0.00	143,758.44
501-KROUTH PRINCIPAL FUND	57,495.47	0.00	0.00	57,495.47	0.00	0.00	57,495.47
502-KROUTH INTEREST FUND	26,939.01	0.00	0.00	26,939.01	0.00	0.00	26,939.01
600-WATER FUND	580,354.32	73,924.34	47,722.19	606,556.47	0.00	0.00	606,556.47
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	106,638.81	10,817.65	0.00	117,456.46	0.00	0.00	117,456.46
610-SEWER FUND	908,859.25	95,213.36	77,224.98	926,847.63	0.00	0.00	926,847.63
611-SEWER FUND SPECIAL	1,075,671.24	53,438.47	0.00	1,129,109.71	0.00	0.00	1,129,109.71
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	229,921.30	5,763.34	1,108.46	234,576.18	0.00	0.00	234,576.18
950-BC/BS FLEXIBLE BENEFIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL	10,353,364.29	673,131.58	1,527,949.04	9,498,546.83	0.00	0.00	9,498,546.83

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



CITY OF WEST BRANCH  
YTD TREASURERS REPORT  
AS OF: MAY 31ST, 2025

FUND	BEGINNING CASH BALANCE	Y-T-D REVENUES	Y-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	2,554,262.88	2,147,078.04	1,448,175.81	3,253,165.11	0.00	0.00	3,253,165.11
011-POLICE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
014-FIRE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
016-CEMETERY BLDG/EQUIP RES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
017-PARK & REC RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
018-PUBLIC WORKS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-CIVIC CENTER	47,975.35	6,819.34	14,398.33	40,396.36	0.00	0.00	40,396.36
026-SIGNS-ACCIONA DONATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
027-MEMORIAL GARDEN PROJECT	414.00	0.00	0.00	414.00	0.00	0.00	414.00
028-SPLASH PAD RESERVE	100.00	0.00	0.00	100.00	0.00	0.00	100.00
031-LIBRARY	181,478.37	50,349.79	156,337.58	75,490.58	0.00	0.00	75,490.58
036-TORT LIABILITY	5,437.40	78,303.20	82,718.40	1,022.20	0.00	0.00	1,022.20
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	226,098.00	325,911.60	289,487.92	262,521.68	0.00	0.00	262,521.68
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	463,701.01	471,927.31	374,743.72	560,884.60	0.00	0.00	560,884.60
119-EMERGENCY TAX FUND	6,876.38	143.00	0.00	7,019.38	0.00	0.00	7,019.38
121-OPTION TAX	427,055.46	287,207.59	0.00	714,263.05	0.00	0.00	714,263.05
125-T I F	87,104.96	671,858.31	34,764.53	724,198.74	0.00	0.00	724,198.74
126-TIF LMI MEADOWS PT 4	83,542.25	0.00	0.00	83,542.25	0.00	0.00	83,542.25
160-REVOLVING LOAN FUND	137,082.45	0.00	0.00	137,082.45	0.00	0.00	137,082.45
225-TIF DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
226-GO DEBT SERVICE	281,930.83	631,716.85	1,324,840.00	( 411,192.32)	0.00	0.00	( 411,192.32)
300-CAPITAL IMPROV. RESERVE	210,510.63	104,342.79	0.00	314,853.42	0.00	0.00	314,853.42
301-REAP GRANT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
302-ARPA NEU FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
303-FIRE CAP PROJECT ADDITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
304-W MAIN ST STORMWATER IMP	10,000.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00
305-MAIN ST CROSSINGS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
306-4TH ST IMPROVEMENTS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
307-MAIN ST INTERSECTION IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
308-PARK IMP - PEDERSEN VALLE	14,827.20	0.00	0.00	14,827.20	0.00	0.00	14,827.20
309-PHASE I PARK IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
310-COLLEGE STREET BRIDGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
311-BERANEK PARKING IMPROVEME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
312-DOWNTOWN EAST REDEVELOPME	172,412.82	0.00	0.00	172,412.82	0.00	0.00	172,412.82
313-MAIN ST SIDEWALK-PHASE 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00
314-N FIRST ST IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
315-MAIN ST WATER MAIN IMPROV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
316-I & I LINE/GROUT PH 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
317-ORANGE ST 4TH TO 5TH IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
318-COLLEGE ST & 2ND ST IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
319-RELOCATING WATER & SEWER	( 365,572.60)	365,572.60	0.00	0.00	0.00	0.00	0.00
320-LIBRARY PARKING LOT IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
321-WIDENING WAPSI CREEK @ BE	92,690.89	0.00	63,493.29	29,197.60	0.00	0.00	29,197.60
322-SPLASH PAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
323-I-80 WEST, WATER MAIN REL	( 24,271.48)	24,271.48	0.00	0.00	0.00	0.00	0.00
324-WW TREATMT FAC IMP 2021	62,720.45	109,194.81	91,915.26	80,000.00	0.00	0.00	80,000.00
326-ROUNDAABOUT MAIN & CEDAR-J	160,820.72	0.00	4,320.00	156,500.72	0.00	0.00	156,500.72
327-SPONS WATER QUAL IMP 2021	( 20,000.00)	0.00	0.00	( 20,000.00)	0.00	0.00	( 20,000.00)

CITY OF WEST BRANCH  
YTD TREASURERS REPORT  
AS OF: MAY 31ST, 2025

FUND	BEGINNING CASH BALANCE	Y-T-D REVENUES	Y-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
328-GREENVIEW WATER MAIN NLOO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
329-EASTSIDE WATER MAIN PH1	320,331.70	0.00	0.00	320,331.70	0.00	0.00	320,331.70
330-EASTSIDE WATER MAIN PH2	( 9,093.42)	581,808.98	573,049.96	( 334.40)	0.00	0.00	( 334.40)
331-CEDAR JOHNSON RD RECONS	0.00	0.00	270,889.68	( 270,889.68)	0.00	0.00	( 270,889.68)
332-W MAIN ST IMPROVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500-CEMETERY PERPETUAL FUND	136,532.41	7,226.03	0.00	143,758.44	0.00	0.00	143,758.44
501-KROUTH PRINCIPAL FUND	55,415.55	2,079.92	0.00	57,495.47	0.00	0.00	57,495.47
502-KROUTH INTEREST FUND	25,966.83	972.18	0.00	26,939.01	0.00	0.00	26,939.01
600-WATER FUND	437,396.52	807,014.12	637,854.17	606,556.47	0.00	0.00	606,556.47
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	5,238.35	118,994.15	6,776.04	117,456.46	0.00	0.00	117,456.46
610-SEWER FUND	912,224.35	978,336.95	963,713.67	926,847.63	0.00	0.00	926,847.63
611-SEWER FUND SPECIAL	627,868.28	587,823.17	86,581.74	1,129,109.71	0.00	0.00	1,129,109.71
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	221,295.70	66,403.44	53,122.96	234,576.18	0.00	0.00	234,576.18
950-BC/BS FLEXIBLE BENEFIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL	7,550,374.24	8,425,355.65	6,477,183.06	9,498,546.83	0.00	0.00	9,498,546.83

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

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

91.67%

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
<b>PUBLIC SAFETY</b>					
POLICE DEPARTMENT					
GENERAL FUND	\$ 740,370.00	\$ 40,159.52	\$ 445,963.97	\$ 294,406.03	60.24%
TORT LIABILITY	\$ 13,659.00	\$ -	\$ 12,804.44	\$ 854.56	93.74%
TRUST & AGENCY	\$ 173,830.00	\$ 9,954.81	\$ 136,434.10	\$ 37,395.90	78.49%
FIRE DEPARTMENT					
GENERAL FUND	\$ 284,250.00	\$ 2,641.45	\$ 188,038.31	\$ 96,211.69	66.15%
TORT LIABILITY	\$ 30,500.00	\$ -	\$ 30,212.17	\$ 287.83	99.06%
TRUST & AGENCY	\$ 67,901.00	\$ 1,803.43	\$ 32,346.31	\$ 35,554.69	47.64%
BUILDING INSPECTIONS					
GENERAL FUND	\$ 52,990.00	\$ 4,041.27	\$ 39,304.95	\$ 13,685.05	74.17%
TRUST & AGENCY	\$ 12,387.00	\$ 868.22	\$ 11,878.92	\$ 508.08	95.90%
ANIMAL CONTROL	\$ 4,050.00	\$ -	\$ -	\$ 4,050.00	0.00%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 1,379,937.00</b>	<b>\$ 59,468.70</b>	<b>\$ 896,983.17</b>	<b>\$ 482,953.83</b>	<b>65.00%</b>
<b>PUBLIC WORKS</b>					
ROADS & STREETS					
GENERAL FUND	\$ 58,250.00	\$ 1,386.25	\$ 53,179.75	\$ 5,070.25	91.30%
TORT LIABILITY	\$ 17,181.00	\$ -	\$ 16,106.20	\$ 1,074.80	93.74%
ROAD USE TAX FUND	\$ 340,174.00	\$ 15,277.34	\$ 289,487.92	\$ 50,686.08	85.10%
TRUST & AGENCY	\$ 67,038.00	\$ 4,278.42	\$ 60,981.47	\$ 6,056.53	90.97%
STREET LIGHTING - GENERAL FUND	\$ 41,000.00	\$ 2,948.73	\$ 33,769.36	\$ 7,230.64	82.36%
SOLID WASTE - GENERAL FUND	\$ 297,028.00	\$ 18,870.50	\$ 221,302.07	\$ 75,725.93	74.51%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 820,671.00</b>	<b>\$ 42,761.24</b>	<b>\$ 674,826.77</b>	<b>\$ 145,844.23</b>	<b>82.23%</b>
<b>TOTAL HEALTH &amp; SOCIAL SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
<b>CULTURE &amp; RECREATION</b>					
LIBRARY					
GENERAL FUND	\$ 201,215.00	\$ 14,025.06	\$ 156,337.58	\$ 44,877.42	77.70%
TORT LIABILITY	\$ 5,040.00	\$ -	\$ 7,086.73	\$ (2,046.73)	140.61%
TRUST & AGENCY	\$ 46,151.00	\$ 3,239.81	\$ 37,184.17	\$ 8,966.83	80.57%
PARKS & RECREATION					
GENERAL FUND	\$ 235,033.00	\$ 12,849.95	\$ 142,935.51	\$ 92,097.49	60.82%
TORT LIABILITY	\$ 5,000.00	\$ -	\$ 6,200.88	\$ (1,200.88)	124.02%
TRUST & AGENCY	\$ 36,944.00	\$ 2,757.03	\$ 31,923.63	\$ 5,020.37	86.41%
CEMETERY					

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
GENERAL FUND	\$ 93,458.00	\$ 7,278.32	\$ 66,267.28	\$ 27,190.72	70.91%
TORT LIABILITY	\$ 1,547.00	\$ -	\$ 2,174.34	\$ (627.34)	140.55%
TRUST & AGENCY	\$ 27,881.00	\$ 1,580.75	\$ 18,016.99	\$ 9,864.01	64.62%
CIVIC CENTER					
GENERAL FUND	\$ 20,900.00	\$ 810.10	\$ 14,398.33	\$ 6,501.67	68.89%
TRUST & AGENCY	\$ -	\$ -	\$ -	\$ -	#DIV/0!
COMMUNITY & CULTURAL DEV.	\$ 12,500.00	\$ 22.46	\$ 3,577.20	\$ 8,922.80	28.62%
LOCAL CABLE ACCESS	\$ 24,395.00	\$ 147.90	\$ 15,993.45	\$ 8,401.55	65.56%
HISTORIC PRESERVATION	\$ 750.00	\$ -	\$ 337.42	\$ 412.58	44.99%
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>\$ 710,814.00</b>	<b>\$ 42,711.38</b>	<b>\$ 502,433.51</b>	<b>\$ 208,380.49</b>	<b>70.68%</b>
<b>COMMUNITY &amp; ECONOMIC DEV.</b>					
ECONOMIC DEVELOPMENT	\$ 50,500.00	\$ -	\$ 31,211.50	\$ 19,288.50	61.80%
PLANNING & ZONING	\$ 20,000.00	\$ 1,779.00	\$ 11,193.89	\$ 8,806.11	55.97%
TIF DEBT SERVICE	\$ 213,961.00	\$ -	\$ 34,764.53	\$ 179,196.47	16.25%
<b>TOTAL COMMUNITY &amp; E.D.</b>	<b>\$ 284,461.00</b>	<b>\$ 1,779.00</b>	<b>\$ 77,169.92</b>	<b>\$ 207,291.08</b>	<b>27.13%</b>
<b>GENERAL GOVERNMENT</b>					
MAYOR & COUNCIL					
GENERAL FUND	\$ 21,500.00	\$ 435.19	\$ 13,625.75	\$ 7,874.25	63.38%
TRUST & AGENCY	\$ 2,906.00	\$ 47.39	\$ 1,236.56	\$ 1,669.44	42.55%
CLERK & TREASURER					
GENERAL FUND	\$ 202,420.00	\$ 10,922.46	\$ 156,595.16	\$ 45,824.84	77.36%
TORT LIABILITY	\$ 5,785.00	\$ -	\$ 8,133.64	\$ (2,348.64)	140.60%
TRUST & AGENCY	\$ 48,187.00	\$ 3,383.99	\$ 44,741.57	\$ 3,445.43	92.85%
LEGAL SERVICES	\$ 27,000.00	\$ 1,326.78	\$ 24,880.24	\$ 2,119.76	92.15%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 307,798.00</b>	<b>\$ 16,115.81</b>	<b>\$ 249,212.92</b>	<b>\$ 58,585.08</b>	<b>80.97%</b>
<b>GO DEBT SERVICE</b>	<b>\$ 1,326,991.00</b>	<b>\$ 1,218,995.00</b>	<b>\$ 1,324,840.00</b>	<b>\$ 2,151.00</b>	<b>99.84%</b>
<b>CAPITAL PROJECTS</b>					
(308) PARK IMPROVEMENTS	\$ 14,827.00	\$ -	\$ -	\$ 14,827.00	0.00%
(321) WIDENING WAPSI CREEK	\$ 800,000.00	\$ 2,889.00	\$ 63,493.29	\$ 736,506.71	7.94%
(324) WW TREATMENT FACILITY 2021	\$ 1,100,000.00	\$ -	\$ 91,915.26	\$ 1,008,084.74	8.36%
(326) ROUNDABOUT MAIN & CEDAR	\$ -	\$ -	\$ 4,320.00	\$ (4,320.00)	#DIV/0!
(330) EASTSIDE WATER MAINS PHASE 2	\$ 1,200,000.00	\$ 334.40	\$ 573,049.96	\$ 626,950.04	47.75%
(331) CEDAR JOHNSON RD RECON	\$ 500,000.00	\$ 16,838.88	\$ 270,889.68	\$ 229,110.32	54.18%
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 3,614,827.00</b>	<b>\$ 20,062.28</b>	<b>\$ 1,003,668.19</b>	<b>\$ 2,611,158.81</b>	<b>27.77%</b>



FUNCTIONS	BUDGET EXP	MTD EXP	YTD EXP	REMAINING BALANCE	PERCENT OF EXPENSES
<b>BUSINESS TYPE ACTIVITIES</b>					
WATER FUND	\$ 637,244.00	\$ 36,904.54	\$ 518,860.02	\$ 118,383.98	81.42%
WATER SINKING FUND	\$ 123,870.00	\$ -	\$ 6,776.04	\$ 117,093.96	5.47%
SEWER FUND	\$ 482,142.00	\$ 23,786.51	\$ 375,890.50	\$ 106,251.50	77.96%
SEWER FUND SPECIAL	\$ 641,261.00	\$ -	\$ 86,581.74	\$ 554,679.26	13.50%
STORM WATER UTILITY	\$ 63,326.00	\$ 1,108.46	\$ 53,122.96	\$ 10,203.04	83.89%
<b>TOTAL BUSINESS TYPE ACTIVITIES</b>	<b>\$ 1,947,843.00</b>	<b>\$ 61,799.51</b>	<b>\$ 1,041,231.26</b>	<b>\$ 906,611.74</b>	<b>53.46%</b>
<b>NON-DEPARTMENTAL TRANSFERS</b>					
GENERAL FUND	\$ 189,377.00	\$ -	\$ -	\$ 189,377.00	0.00%
LOCAL OPTION SALES TAX	\$ 238,863.00	\$ -	\$ -	\$ 238,863.00	0.00%
TIF	\$ 514,722.00	\$ -	\$ -	\$ 514,722.00	0.00%
WATER FUND	\$ 275,555.00	\$ 10,817.65	\$ 118,994.15	\$ 156,560.85	43.18%
SEWER FUND	\$ 710,805.00	\$ 53,438.47	\$ 587,823.17	\$ 122,981.83	82.70%
<b>TOTAL NON-DEPARMENTAL TRANSFERS</b>	<b>\$ 1,929,322.00</b>	<b>\$ 64,256.12</b>	<b>\$ 706,817.32</b>	<b>\$ 1,222,504.68</b>	<b>36.64%</b>
<b>TOTAL FOR ALL FUNCTIONS</b>	<b>\$ 12,322,664.00</b>	<b>\$ 1,527,949.04</b>	<b>\$ 6,477,183.06</b>	<b>\$ 5,845,480.94</b>	<b>52.56%</b>

CITY OF WEST BRANCH  
EXPENDITURES BY ACTIVITY (UNAUDITED)  
AS OF: MAY 31ST, 2025

001-GENERAL FUND

91.67% OF FISCAL YEAR

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL NON-PROGRAM	1,929,322.00	64,256.12	706,817.32	36.64	1,222,504.68
TOTAL PUBLIC SAFETY	1,379,937.00	59,468.70	896,983.17	65.00	482,953.83
TOTAL PUBLIC WORKS	820,671.00	42,761.24	674,826.77	82.23	145,844.23
TOTAL HEALTH & SOCIAL SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	710,814.00	42,711.38	502,433.51	70.68	208,380.49
TOTAL COMMUNITY & ECON DEVELOP	284,461.00	1,779.00	77,169.92	27.13	207,291.08
TOTAL GENERAL GOVERNMENT	307,798.00	16,115.81	249,212.92	80.97	58,585.08
TOTAL DEBT SERVICE	1,326,991.00	1,218,995.00	1,324,840.00	99.84	2,151.00
TOTAL CAPITAL PROJECTS	3,614,827.00	20,062.28	1,003,668.19	27.77	2,611,158.81
TOTAL BUSINESS TYPE/ENTERPRISE	1,947,843.00	61,799.51	1,041,231.26	53.46	906,611.74
TOTAL EXPENDITURES	12,322,664.00	1,527,949.04	6,477,183.06	52.56	5,845,480.94



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> July 7, 2025
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<b>AGENDA ITEM:</b> Claims for July 7, 2025
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<b>PREPARED BY:</b> Heidi Van Auken, Finance Officer
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<b>DATE:</b> July 2, 2025
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### SUMMARY:

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

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

AMAZON.COM	BOOKS - LIBRARY	18.99
ARNOLD MOTOR SUPPLY	BLOWER FILTERS - PW	234.12
DES MOINES STAMP	SELF-INKING STAMPS	159.30
ESO SOLUTIONS	EMERGENCY SOFTWARE - FIRE	4,498.66
IMWCA	IMWCA DEPOSIT FY26	8,797.00
IOWA COMMUNITIES ASSURANCE	FY26 ICAP INSURANCE PREMIUM	83,077.00
IOWA LEAGUE OF CITIES	MEMBERSHIP DUES FY26	2,025.00
IOWA PARKS AND RECREATION	IOWA P&R ASSOC MEMBERSHIP	180.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,584.55
MAIN STREET WEST BRANCH	HHTD 2025 CONTRIBUTION	5,000.00
MAINSTAY SYSTEMS OF IOWA	IT SUPPORT-ALL DEPTS	13,800.00
MUNICIPAL SUPPLY	METERS & PARTS	10,510.50
PARKSIDE SERVICE	DITCH TRACTOR TIRES - PW	808.01
TYLER TECHNOLOGIES	ANNUAL SOFTWARE MAINT FY26	24,148.01
USA BLUE BOOK	LOCATING MATERIALS - PW	558.99
WEST BRANCH FIREFIGHTERS FDN.	HHTD 2025 CONTRIBUTION	5,000.00

<b>TOTAL</b>		<b>160,400.13</b>
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REGULAR PAYROLL 6/20/2025	71,174.66
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REGULAR PAYROLL 7/3/2025	63,469.49
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<b>PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS</b>	<b>134,644.15</b>
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**PAID BETWEEN MEETINGS**

ADVANTAGE ARCHIVES	DIGITAZATION - WB TIMES	3,900.00
ADVANTAGE RENTALS	ADVANTAGE RENTALS REBATE #2	4,099.53
ALLIANT ENERGY	ALLIANT ENERGY	17,331.95
AMAZON.COM	VARIOUS PURCHASES	800.55
ARNOLD MOTOR SUPPLY	VARIOUS PURCHASES	566.60
BAKER & TAYLOR	BOOKS	257.63
BOOMERANG	CEDAR JOHNSON RD PAY EST 1	162,928.26
BROWN, JESSICA	MPI MILAGE, MEAL REIMBURSEMENT	233.44
BUOL, MARY	SUMMER PROGRAM SUPPLIES	90.50
CAPITAL ONE	VARIOUS ITEMS - LIBRARY	128.31
CEDAR CO COOPERATIVE	WEED KILLER FOR LAGOONS - PW	135.00
CEDAR CO FIREFIGHTERS	MEMBERSHIP	30.00
CHAUNCEY BUTLER POST 514	2 FLAGS	52.00
CULLIGAN WATER	WATER SOFTENER SERVICE	30.49
GATEWAY HOTEL	MPA CONF HOTEL	887.04
HAWKINS	CHEMICALS	3,378.56
IOWA CITY PRESS-CITIZEN	SUBSCRIPTION 7/1/25-6/30/26	251.02
KIESLER POLICE SUPPLY	AMMUNITION	282.05
LEXIPOL	POLICY MANUAL & TRAINING FY26	4,004.07



LIBRARICA	LICENSE RENEWAL	328.20
LINN COUNTY R.E.C.	STREET LIGHTS	304.11
LRS HOLDINGS	SPRING CLEANUP - LANDFILL	500.00
MAINSTAY SYSTEMS OF IOWA	FIREWALL UPDATE - LIBRARY	3,350.00
MENARDS	VARIOUS PURCHASES	215.83
METLIFE	INSURANCE PREMIUM	2,374.45
MOPPY MO'S	JANITORIAL SERVICE - FIRE	17.50
OLSON, KEVIN	LEGAL SERVICES JUNE 2025	1,500.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	827.25
PANTHER UNIFORMS	UNIFORMS - POLICE	779.90
PLUNKETT'S PEST CONTROL	PEST CONTROL - CITY, LIB	107.27
PYRAMID SERVICES	MOWER PARTS - PW	41.56
QUILL	OFFICE SUPPLIES - CITY, PW	396.28
RECDESK	ANNUAL SUBSCRIPTION	6,090.00
SISCO	INSURANCE PREMIUM	16,662.20
STATE HYGIENIC LAB	LAB ANALYSIS	1,432.00
STERICYCLE	SHREDDING SERVICES	89.93
THE HOME DEPOT PRO	BLDG SUPPLIES- P&R, TH, CITY	234.97
THE SHERWIN-WILLIAMS	WATER PLANT PAINT	879.13
UNIVERSITY OF IOWA HEALTH	PHYSICAL - POLICE	249.00
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	4,578.94
VAN AUKEN, HEIDI	MPI MILEAGE REIMBURSEMENT	207.90
WEST BRANCH TIMES	LEGAL PUBLICATIONS & JOB AD	1,367.03
SISCO	HEALTH CLAIMS 6/30/2025	5.92
AMAZON.COM	VARIOUS ITEMS - LIBRARY	246.68
ELITE HOLDING	RACE FEATHER FLAG P&R	1,830.00
GOERDT INSPECTION	BLDG INSPECTIONS	3,150.00
LINN COUNTY R.E.C.	GREENVIEW LIGHT POLES	28,435.99
LYNCH'S EXCAVATING	DRAINAGE PIPES-LIBRARY	4,991.65
MUNICIPAL ELECTRONICS	CAR RADAR CERT-PD	180.00
OASIS ELECTRIC	RETROFIT LED-LIBRARY	496.40
PLUNKETT'S PEST CONTROL	PEST CONTROL - TOWN HALL	57.27
STATE INDUSTRIAL PRODUCTS	CHEMICALS	257.89
THE HOME DEPOT PRO	PAPER TOWELS-P&R	27.12
VEENSTRA & KIMM	VARIOUS PROJECTS	20,949.90
UMB BANK	GO BOND FEES	1,250.00
AMAZON.COM	VARIOUS PURCHASES	812.87
ARNOLD MOTOR SUPPLY	BLOWER FILTERS-PW	117.06
JOHN DEERE FINANCIAL	GROUPS SUPPLIES-PW	344.70
KIESLER POLICE SUPPLY	UC GUN	249.90
MEDIACOM	CABLE SERVICE	41.90
MENARDS	REFRIGATOR-CUBBY PARK	548.00
QUILL	OFFICE SUPPLIES-PD	533.68
THE HOME DEPOT PRO	GARBAGE BAGS-P&R	37.75
VERIZON WIRELESS	VERIZON WIRELESS	454.71
SISCO	HEALTH & FLEX CLAIMS 6/23/2025	224.53
SISCO	HEALTH CLAIMS 6/16/2025	11.82

SISCO	HEALTH & FLEX CLAIMS 6/9/2025	181.66
<b>TOTAL</b>		<b>307,357.85</b>
<b>GRAND TOTAL EXPENDITURES</b>		<b>602,402.13</b>
<b>FUND TOTALS</b>		
001 GENERAL FUND		133,439.35
022 CIVIC CENTER		398.21
031 LIBRARY		26,050.85
036 TORT LIABILITY		59,981.61
110 ROAD USE TAX		12,780.48
112 TRUST AND AGENCY		48,470.63
125 T I F		4,099.53
226 DEBT SERVICE		1,250.00
321 WIDENING WAPSI		94.00
331 CEDAR JOHNSON RD RECON		208,155.85
600 WATER FUND		60,220.62
610 SEWER FUND		46,267.99
740 STORM WATER UTILITY		1,193.01
<b>GRAND FUND TOTAL</b>		<b>602,402.13</b>

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	321.88
			TOTAL:	321.88
FIRE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	91.12
		ESO SOLUTIONS, INC.	EMERGENCY SOFTWARE - FIRE	4,498.66
			TOTAL:	4,589.78
PARK & RECREATION	GENERAL FUND	IOWA PARKS AND RECREATION ASSOCIATION	IOWA P&R ASSOC MEMBERSHIP	180.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	115.85
			TOTAL:	295.85
CEMETERY	GENERAL FUND	TYLER TECHNOLOGIES	SOFTWARE SUBSCRIPTION FEE	1,230.22
			TOTAL:	1,230.22
COMM & CULTURAL DEVEL	GENERAL FUND	MAIN STREET WEST BRANCH	HHTD 2025 CONTRIBUTION	5,000.00
		WEST BRANCH FIREFIGHTERS FOUNDATION	HHTD 2025 CONTRIBUTION	5,000.00
			TOTAL:	10,000.00
CLERK & TREASURER	GENERAL FUND	IOWA LEAGUE OF CITIES	MEMBERSHIP DUES FY26	2,025.00
		TYLER TECHNOLOGIES	SOFTWARE SUBSCRIPTION FEE	5,322.27
			UB NOTIFICATION FEE	0.10
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	450.82
		DES MOINES STAMP MFG CO	SELF-INKING STAMPS	159.30
			TOTAL:	7,957.49
LOCAL CABLE ACCESS	GENERAL FUND	IOWA COMMUNITIES ASSURANCE POOL	FY26 ICAP INSURANCE PREMIU	332.31
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	74.95
		MAINSTAY SYSTEMS OF IOWA LLC	IT SUPPORT-FIRE FY26	504.00
			IT SUPPORT-POLICE FY26	4,284.00
			IT SUPPORT-LIBRARY FY26	4,788.00
			IT SUPPORT-ADMIN, PW, P&R	4,224.00
			TOTAL:	14,207.26
LIBRARY	LIBRARY	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	250.55
		AMAZON.COM.CA., INC.	BOOKS - LIBRARY	18.99
			TOTAL:	269.54
POLICE OPERATIONS	TORT LIABILITY	IOWA COMMUNITIES ASSURANCE POOL	FY26 ICAP INSURANCE PREMIU	13,209.25
			TOTAL:	13,209.25
FIRE OPERATION	TORT LIABILITY	IOWA COMMUNITIES ASSURANCE POOL	FY26 ICAP INSURANCE PREMIU	5,815.39
			TOTAL:	5,815.39
ROADS & STREETS	TORT LIABILITY	IOWA COMMUNITIES ASSURANCE POOL	FY26 ICAP INSURANCE PREMIU	16,615.40
			TOTAL:	16,615.40
LIBRARY	TORT LIABILITY	IOWA COMMUNITIES ASSURANCE POOL	FY26 ICAP INSURANCE PREMIU	7,310.78
			TOTAL:	7,310.78
PARK & RECREATION	TORT LIABILITY	IOWA COMMUNITIES ASSURANCE POOL	FY26 ICAP INSURANCE PREMIU	6,396.92
			TOTAL:	6,396.92
CEMETERY	TORT LIABILITY	IOWA COMMUNITIES ASSURANCE POOL	FY26 ICAP INSURANCE PREMIU	2,243.09
			TOTAL:	2,243.09
CLERK & TREASURER	TORT LIABILITY	IOWA COMMUNITIES ASSURANCE POOL	FY26 ICAP INSURANCE PREMIU	8,390.78

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			TOTAL:	8,390.78
ROADS & STREETS	ROAD USE TAX	PARKSIDE SERVICE	DITCH TRACTOR TIRES - PW	195.23
			DITCH TRACTOR TIRES - PW	612.78
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	93.13
			TOTAL:	901.14
POLICE OPERATIONS	TRUST AND AGENCY	IMWCA	WORK COMP - POLICE	1,285.00
			TOTAL:	1,285.00
FIRE OPERATION	TRUST AND AGENCY	IMWCA	WORK COMP - FIRE	5,199.00
			TOTAL:	5,199.00
BUILDING INSPECTIONS	TRUST AND AGENCY	IMWCA	WORK COMP - BLDG INSPECT	66.00
			TOTAL:	66.00
ROADS & STREETS	TRUST AND AGENCY	IMWCA	WORK COMP - STREETS	1,432.00
			TOTAL:	1,432.00
LIBRARY	TRUST AND AGENCY	IMWCA	WORK COMP - LIBRARY	58.00
			TOTAL:	58.00
PARK & RECREATION	TRUST AND AGENCY	IMWCA	WORK COMP - PARK & REC	182.00
			TOTAL:	182.00
CEMETERY	TRUST AND AGENCY	IMWCA	WORK COMP - CEMETERY	188.00
			TOTAL:	188.00
CLERK & TREASURER	TRUST AND AGENCY	IMWCA	WORK COMP - ADMIN	111.00
			TOTAL:	111.00
WATER OPERATING	WATER FUND	MUNICIPAL SUPPLY INC.	METERS & PARTS	10,510.50
		TYLER TECHNOLOGIES	UB NOTIFICATION REFUND	0.50-
			SOFTWARE SUBSCRIPTION FEE	8,797.96
		IOWA COMMUNITIES ASSURANCE POOL	FY26 ICAP INSURANCE PREMIU	11,381.54
		IMWCA	WORK COMP - WATER	204.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	93.12
		USA BLUE BOOK	LOCATING MATERIALS - PW	558.99
			TOTAL:	31,545.61
SEWER OPERATING	SEWER FUND	TYLER TECHNOLOGIES	SOFTWARE SUBSCRIPTION FEE	8,797.96
		IOWA COMMUNITIES ASSURANCE POOL	FY26 ICAP INSURANCE PREMIU	11,381.54
		IMWCA	WORK COMP - SEWER	72.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	93.13
		ARNOLD MOTOR SUPPLY	BLOWER FILTERS - PW	234.12

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
WATER OPERATING	WATER FUND	WILHELMI, HUNTER	US REFUNDS	29.10
		HOFFMAN, ELIZABETH	US REFUNDS	68.79
			TOTAL:	20,676.64

===== FUND TOTALS =====		
001	GENERAL FUND	38,602.48
031	LIBRARY	269.54
036	TORT LIABILITY	59,981.61
110	ROAD USE TAX	901.14
112	TRUST AND AGENCY	8,521.00
600	WATER FUND	31,643.50
610	SEWER FUND	20,578.75
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	GRAND TOTAL:	160,498.02
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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> July 7, 2025
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<b>AGENDA ITEM:</b> Presentation – Erin Monahan – Parks and Rec Commission Member
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<b>PREPARED BY:</b> Parks & Recreation Director, Erin Laughlin
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<b>DATE:</b> June 30, 2025
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### BACKGROUND:

The pocket park at the former Casey's location (311 E Main Street) has recently gained attention after the City Council requested electrical hookups be installed. The Parks and Recreation Commission also held a general discussion about the future vision for the site.

As a step toward formally establishing the space as a park, the commission voted to recommend naming it "Mural Park," reflecting the name most commonly used by the public due to the prominent West Branch mural. The commission also expressed openness to revisiting the name in the future as the space continues to develop.

Naming the space provides a clear identity, helping to establish it as a recognized and valued community asset. It also makes the location easier to reference in communications, event planning, and wayfinding. A name like "Mural Park" connects the site to a familiar local landmark, encouraging community pride and increasing visibility. As the space evolves, having an official name lays the groundwork for future improvements, branding, and funding opportunities.



## REQUEST FOR COUNCIL CONSIDERATION

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

<b>AGENDA ITEM:</b> Presentation/Communication - Building Permit discussion for John Segreto – 115 N 4 <sup>th</sup> St.
--

<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> July 2, 2025
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### BACKGROUND:

John submitted a building permit June 11<sup>th</sup> to put in a retaining wall and add a tree onto the property that technically would be within the right of way of the area on 4<sup>th</sup> street.

The City has denied the permit with the support of Dave S. due to the placement of the retaining wall in the right of way. Permit was denied on June 25, 2025.



Per Dave S. The City will not want a retaining wall in the Right of Way. The City then Denied the permit. 6/25/25 (JB)

## RESIDENTIAL BUILDING PERMIT APPLICATION

Project Description: ☒ Single Family Dwelling ☐ Zero Lot\* (two owners, lot to be split)

\*Zero lots require separate water and sewer services to the main

☐ Duplex (one owner) ☐ Other, please explain \_\_\_\_\_

Project Address 115 N 4<sup>th</sup> St.

Subdivision Name: \_\_\_\_\_ Lot #: \_\_\_\_\_

Zoning: ☐ R-1 ☐ R-2

Applicant Name: John Segreto

Applicant Address: 115 N 4<sup>th</sup> St.

Phone: 319 936 4507 Email: KSegreto10@gmail.com

Total Square Footage (finished) \_\_\_\_\_ (Unfinished) \_\_\_\_\_

Project Valuation\* 15,000<sup>00</sup> \*The Project Valuation shall include total value of work, including materials and labor, for which the permit is being issued, including electrical, gas, mechanical, plumbing equipment and permanent systems. If, in the opinion of the Building Official, the valuation is underestimated on the application, the final building permit valuation shall be set by the Building Official.

Owner Name Same as above Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

General Contractor Guild Landscaping LLC Phone 319-280-2460

Mailing Address 215 13<sup>th</sup> Ave Howard, IA Email guildllc@guildlandscaping.com  
52233

Subcontractors who will also perform work on this project:

Electrical Contractor \_\_\_\_\_

Address \_\_\_\_\_ Lic# \_\_\_\_\_ Phone \_\_\_\_\_



Plumbing Contractor \_\_\_\_\_  
Address \_\_\_\_\_ Lic# \_\_\_\_\_ Phone \_\_\_\_\_  
HVAC Contractor \_\_\_\_\_  
Address \_\_\_\_\_ Lic# \_\_\_\_\_ Phone \_\_\_\_\_  
Water & Sewer Contractor \_\_\_\_\_  
Address \_\_\_\_\_ Lic# \_\_\_\_\_ Phone \_\_\_\_\_

The undersigned has submitted the required plans and specifications which are hereto attached, incorporated into and part of this application. The undersigned agrees to construct in accordance with the approved plans and specifications; notify the Building Inspector when required inspections are needed; will not use or occupy this structure or structures covered by the permit until the certificate of occupancy has been issued; and will not proceed with construction until the permit has been issued.

I hereby certify that I have read and examined and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does presume to give authority to violate or waive the provisions of any other laws required by Federal, State, and City or covenants regulating construction or the performance of construction. Any unapproved changes herein shall make the application invalid.

Applicant Signature John J. Segreto Date 6/11/2025  
Please print above name here John J. Segreto

\*\*\*\*\*

**FOR OFFICE USE ONLY**

☐ Approved ☐ Denied Permit No. \_\_\_\_\_  
Zoning Administrator \_\_\_\_\_ Date \_\_\_\_\_

Permit Fee \_\_\_\_\_  
Sewer & Water Connection Fee \_\_\_\_\_  
Water Meter & Radio Read Fee \_\_\_\_\_  
Sidewalk Recording Fee \_\_\_\_\_  
Residential Site Plan Engineering Fees \_\_\_\_\_ (to be billed as incurred)  
Wastewater Lift Station Connection Fee (if applicable) \_\_\_\_\_  
(+ \$47 for each re-inspection for a failed inspection to be billed as occurred)  
\*Total Fees: \_\_\_\_\_

\*Certificate of Occupancy will not be issued until all fees have been paid.

## 115 N 4th

Dave Schechinger <dschechinger@v-k.net>  
To: Jessica Brown <jessica@westbranchiowa.org>  
Cc: Matt Goodale <mattg@westbranchiowa.org>

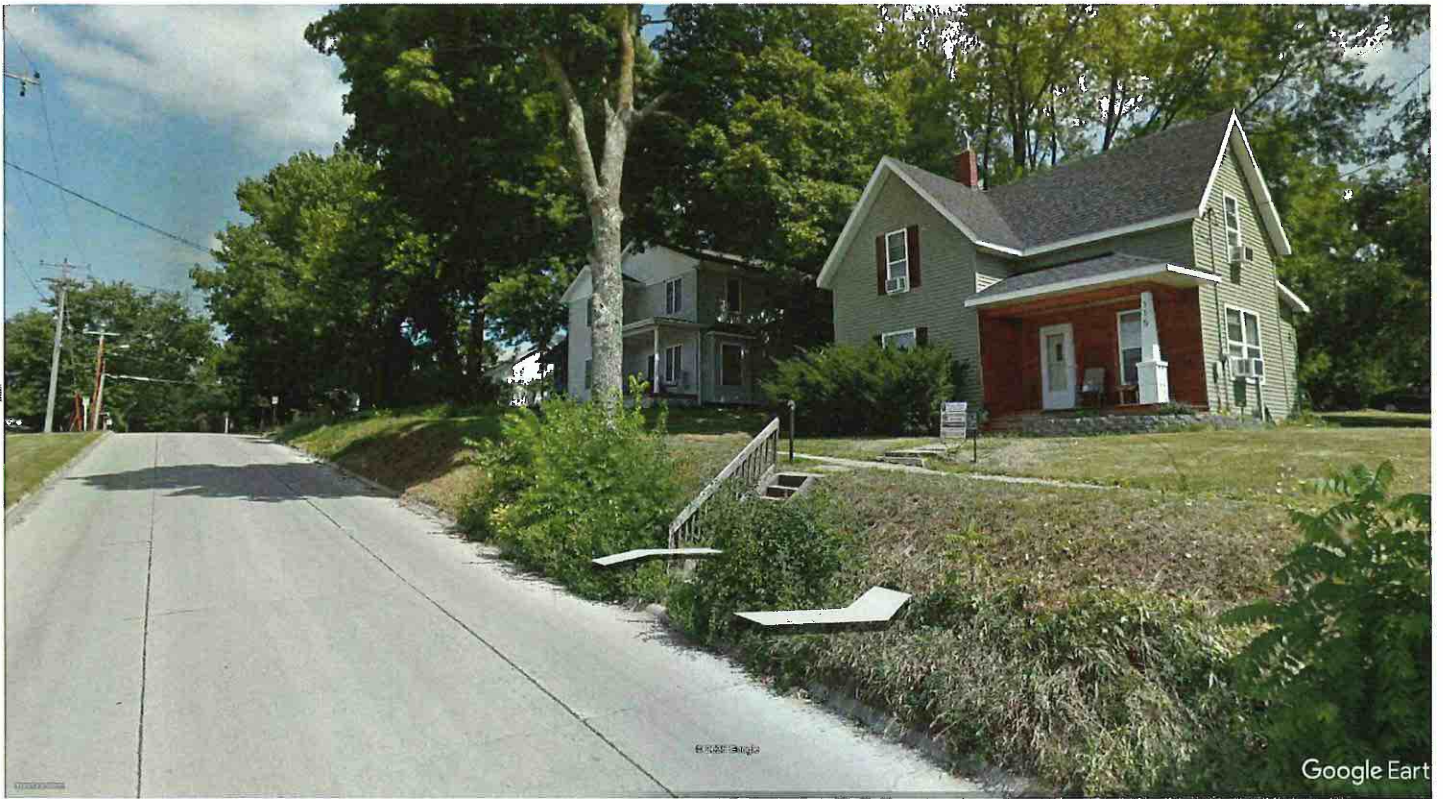
Wed, Jun 25, 2025 at 11:19 AM

Hi Jessica,

I'm assuming they would be looking to construct the retaining wall in the Right-of-way. The area between the sidewalk and the house already looks pretty flat. The City would not want the retaining wall constructed in the R.O.W.







Dave Schechinger, P.E.

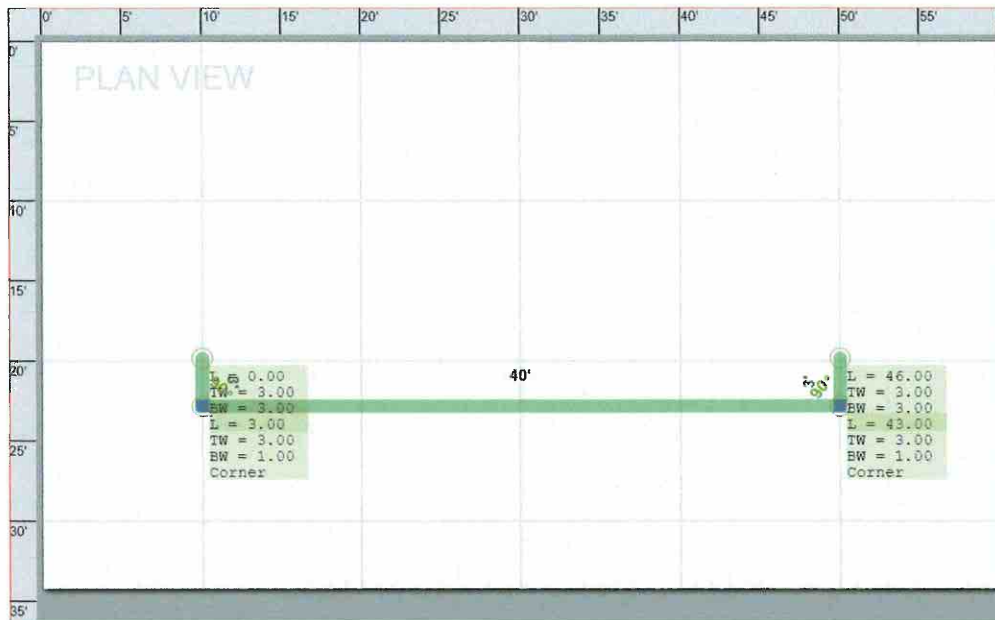
2600 University Pkwy, Suite 1  
Coralville, IA 52241  
d| 319.499.5236

o| 319.466.1000  
m| 319.430.2227

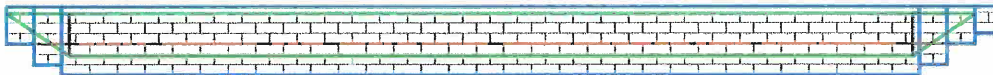


[Quoted text hidden]

## Plan View



## Elevation View



Grades Stations Wall Sections Wall Units Reinforcement

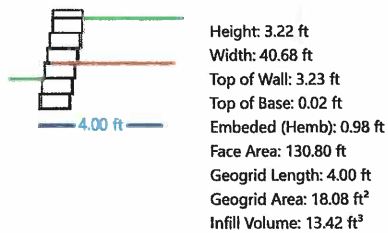
## Quantities

Wall/Coping Length	47.24 ft
Total Wall Area *	145 ft <sup>2</sup>
• Area of ConcordXL	132 ft <sup>2</sup>
• Number of Corner Units	12
Geogrid Area	20 yd <sup>2</sup>
Backfill Aggregate Volume (Reinforced Zone)	15 yds <sup>3</sup>
Drainage Aggregate (Gravity Sections)	1 yds <sup>3</sup>
Levelling Pad Volume	2 yds <sup>3</sup>
Void Fill & Drainage	5 yds <sup>3</sup>

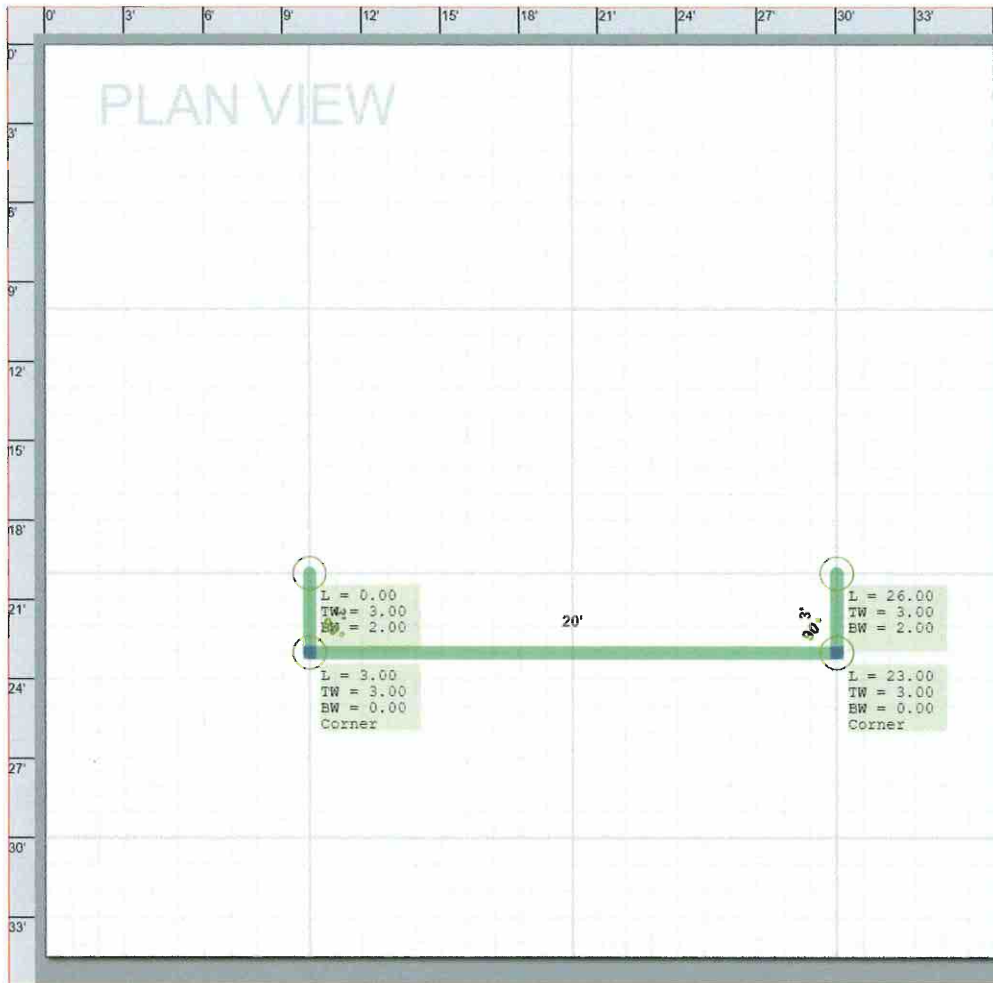
\* Where applicable, Total Wall Area includes coping and corner areas

## Cross Sections

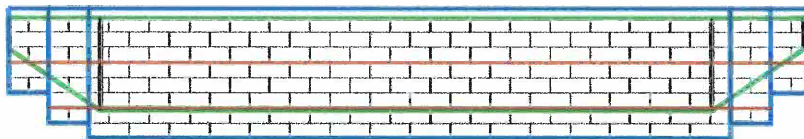
### Section 2



## Plan View



## Elevation View



Grades Stations Wall Sections Wall Units Reinforcement

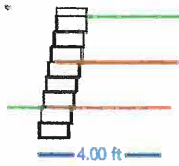
## Quantities

Wall/Coping Length	26.25 ft
Total Wall Area *	106 ft <sup>2</sup>
• Area of ConcordXL	98 ft <sup>2</sup>
• Number of Corner Units	16
Geogrid Area	23 yd <sup>2</sup>
Backfill Aggregate Volume (Reinforced Zone)	11 yds <sup>3</sup>
Levelling Pad Volume	1 yds <sup>3</sup>
Void Fill & Drainage	4 yds <sup>3</sup>

\* Where applicable, Total Wall Area includes coping and corner areas

## Cross Sections

### Section 2



Height: 4.20 ft  
Width: 21.00 ft  
Top of Wall: 3.22 ft  
Top of Base: -0.98 ft  
Embedded (Hemb): 0.98 ft  
Face Area: 88.18 ft  
Geogrid Length: 4.00 ft  
Geogrid Area: 18.66 ft<sup>2</sup>  
Infill Volume: 9.23 ft<sup>3</sup>



## REQUEST FOR COUNCIL CONSIDERATION

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

<b>AGENDA ITEM:</b>	<b>Third Reading Ordinance 829</b> – Amending Chapter 165 of the Code of Ordinances by Incorporating Residential Livability Flexible Front Yard Allowances.
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<b>PREPARED BY:</b>	City Administrator, Adam Kofoed
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<b>DATE:</b>	June 17, 2025
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**SUMMARY:** West Branch Code of Ordinance update:

The city's comprehensive plan encourages innovative zoning strategies as a community priority. By permitting livable areas of a home, like front porches or living rooms, to be built closer to the sidewalk, we can revive traditional neighborhood designs that prioritize human connection and street-level engagement. In contrast, modern development patterns often place garages as the most prominent feature of the home, which can diminish the sense of community and small-town charm.



Garages in front.
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Garages flush with livable spaces.
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**ORDINANCE NO. 829**

**AN ORDINANCE AMENDING CHAPTER 165 OF THE CODE OF ORDINANCES BY  
INCORPORATING RESIDENTIAL LIVABILITY FLEXIBLE FRONT YARD  
ALLOWANCES.**

WHEREAS, the City's comprehensive plan encourages the use of zoning techniques to preserve the city's small town identity;

WHEREAS, it has been determined that the strict application of the zoning code may prevent the city's goal in preserving the small town identity; and

WHEREAS, the City has drafted an ordinance to allow for flexible front yard allowances in residential districts.

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

Section 1. Amendment. Chapter 165 of the Code of Ordinances is hereby amended by adding and incorporating Section 165.50, which reads as follows:

**"165.50 RESIDENTIAL LIVABILITY FLEXIBLE FRONT YARD ALLOWANCES**

1. Residential Livability Flexible Front Yard Allowances: It is the intent of the City's 2019-2020 Comprehensive Plan to encourage community interaction and preserve its small town feel through zoning design techniques.
2. Living Pedestrian Space Minimum Requirements: In all properties located in an R-1 or R-2 District, the base of a living quarter such as a front door, porch, or other pedestrian friendly entrance is allowed a minimum fifteen (15) foot front setback. Garages, storage spaces, and other non-pedestrian friendly entrances must have a twenty-five (25) foot minimum front setback."

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

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

Section 4. If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 7th day of July, 2025.

First Reading:	June 2, 2025
Second Reading:	June 16, 2025
Third Reading:	July 7, 2025

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Roger Laughlin, Mayor

ATTEST:

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Alycia Horras, City Clerk

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





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> July 7, 2025
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<b>AGENDA ITEM:</b>	<b>Resolution 2025-76</b> - Approving a Liability Insurance Proposal with Iowa Communities Assurance Pool (ICAP).
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<b>PREPARED BY:</b>	Heidi Van Auken, Finance Officer
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<b>DATE:</b>	June 20, 2025
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### SUMMARY:

This is the City's insurance company for liability insurance. The premium is \$83,077.00 for FY26 (July 1, 2025 to June 30, 2026).

**RESOLUTION 2025-76**

**RESOLUTION APPROVING A LIABILITY INSURANCE PROPOSAL WITH IOWA  
COMMUNITIES ASSURANCE POOL (ICAP).**

**WHEREAS**, the City of West Branch, Iowa received an insurance renewal quote from the Iowa Communities Assurance Pool (ICAP); and

**WHEREAS**, after reviewing the insurance renewal quote, the City Council has decided to accept it and continue membership with ICAP, effective July 1, 2025.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of West Branch, Iowa, that the insurance renewal with ICAP is hereby approved.

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

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

ATTEST:

\_\_\_\_\_  
Alycia Horras, City Clerk



# **INVOICE**

FOR

**City of West Branch**

Anniversary Date: 07/01/2025

12951 University Ave, Ste 120  
Clive, IA 50325  
[www.icapiowa.com](http://www.icapiowa.com)



## Member Invoice

Member Name: City of West Branch

Anniversary Date: 07/01/2025

Policy Number: R0883PC2025-01

Coverage	Limit of Coverage	Contribution
General Liability	\$2,000,000	\$11,023.00
Cyber	\$250,000	\$535.00
Automobile Liability	\$2,000,000	\$4,933.00
Law Enforcement Liability	\$2,000,000	\$2,401.00
Public Officials Wrongful Acts	\$2,000,000	\$3,030.00
Excess Liability	\$4,000,000	\$7,304.00
Vehicles	\$751,506	\$3,567.00
Property	\$16,354,417	\$48,284.00
Equipment Breakdown	Included	Included
Crime	\$100,000	\$0.00
<b>TOTAL CONTRIBUTION</b>		<b>\$83,077.00</b>

Excess Liability Options	Contribution	Limit of Liability	Coverage Effective
Excess Liability	\$8,712.96	\$5,000,000	07/01/2025
Excess Liability	\$10,062.67	\$6,000,000	07/01/2025
Excess Liability	\$11,348.11	\$7,000,000	07/01/2025
Excess Liability	\$12,574.23	\$8,000,000	07/01/2025
Excess Liability	\$13,736.07	\$9,000,000	07/01/2025
Excess Liability	\$14,838.58	\$10,000,000	07/01/2025
Excess Liability	\$15,876.82	\$11,000,000	07/01/2025
Excess Liability	\$16,860.67	\$12,000,000	07/01/2025
Excess Liability	\$17,814.87	\$13,000,000	07/01/2025

**Payment for this invoice can be submitted electronically via the ICAP website.**

Please visit [www.icapiowa.com](http://www.icapiowa.com) and click "Member Pay" at the top right of the page to pay via ACH transfer. There is no fee for utilizing this service. If you require assistance or prefer to pay via check, please contact the ICAP office via 1-(800) 383-0116.



## Quote Summary

City of West Branch

Anniversary Date: 07/01/2025

Coverage	Contribution	Limit of Coverage	Deductible	Retroactive Date	Coverage Effective
General Liability	\$11,023.00	\$2,000,000	\$0	07/01/2025	07/01/2025
Cyber	\$535.00	\$250,000	\$10,000		07/01/2025
Automobile Liability	\$4,933.00	\$2,000,000	\$0	07/01/2025	07/01/2025
Law Enforcement Liability	\$2,401.00	\$2,000,000	\$2,000	07/01/2025	07/01/2025
Public Officials Wrongful Acts	\$3,030.00	\$2,000,000	\$500	07/01/2025	07/01/2025
Excess Liability	\$7,304.00	\$4,000,000			07/01/2025
Vehicles	\$3,567.00	\$751,506	See Schedule		07/01/2025
Property	\$48,284.00	\$16,354,417	See Schedule		07/01/2025
Equipment Breakdown	Included	Included	Included		Included
Crime	\$0.00	\$100,000	\$1,000		07/01/2025
<b>TOTAL CONTRIBUTION</b>	<b>\$81,077.00</b>				
Agency Fee	\$2,000.00				
<b>FINAL CONTRIBUTION</b>	<b>\$83,077.00</b>				

Excess Liability Options	Contribution	Limit of Liability	Coverage Effective
Excess Liability	\$8,712.96	\$5,000,000	07/01/2025
Excess Liability	\$10,062.67	\$6,000,000	07/01/2025
Excess Liability	\$11,348.11	\$7,000,000	07/01/2025
Excess Liability	\$12,574.23	\$8,000,000	07/01/2025
Excess Liability	\$13,736.07	\$9,000,000	07/01/2025
Excess Liability	\$14,838.58	\$10,000,000	07/01/2025
Excess Liability	\$15,876.82	\$11,000,000	07/01/2025
Excess Liability	\$16,860.67	\$12,000,000	07/01/2025
Excess Liability	\$17,814.87	\$13,000,000	07/01/2025

*This quotation expires on the Proposed Effective Date.*



## Schedule of Covered Vehicles

City of West Branch

Effective Date: 07/01/2025

Printed on: 06/10/2025

### 1 - 105 S. 2nd St., West Branch, IA 52358

Year Make	Model	VIN	Type	Value	Valuation	Comp	Ded	Coll	Ded
1 2020 Ram	1500 Pickup	1C6RR7 XT3LS11 3561	Police	\$55,000	ACV	Y	\$250	Y	\$500
2 2022 Ford	Explorer w/Eqpt.	1FM5K8 AC3NGB 17587	Police	\$76,505	ACV	Y	\$250	Y	\$500
3 2015 Dodge	Durango w/Eqpt.	1C4SDJF T2FC953 613	Police	\$55,000	ACV	Y	\$250	Y	\$500
4 2017 Dodge	Charger	2C3CDX KT6HH64 9718	Police	\$55,000	ACV	Y	\$250	Y	\$500

Total Location Vehicle Value: \$241,505

### 2 - 113 N. 1st St., West Branch, IA 52358

Year Make	Model	VIN	Type	Value	Valuation	Comp	Ded	Coll	Ded
1 2017 Dodge	Ram 1500	3C6JR7D G9HG76 1604	Passenger Car/Vans/Pic kups	\$31,100	ACV	Y	\$250	Y	\$500

Total Location Vehicle Value: \$31,100

### 10 - 338 Cookson Dr., West Branch, IA 52358

Year Make	Model	VIN	Type	Value	Valuation	Comp	Ded	Coll	Ded
1 2000 Oshkosh	P1823 Plow Truck	1OTBEL B3XY506 6053	Dump Trucks	\$146,000	ACV	Y	\$250	Y	\$500
2 2009 Sterling	L7500 Diesel Truck	2FZAATB S09AAM 4735	Dump Trucks	\$35,205	ACV	Y	\$250	Y	\$500
3 2016 Ford	F-550 w/Eqpt.	1FDUF5 HT5GEB 69564	Lt. Med Trucks	\$71,135	ACV	Y	\$250	Y	\$500
4 2017 Ford	F-250 Pickup	1FTBF2B 6XHEC0 3271	Passenger Car/Vans/Pic kups	\$26,000	ACV	Y	\$250	Y	\$500
5 2019 Ford	F-550 Super Duty	1FDUF5 HT1KDA 21913	Lt. Med Trucks	\$68,976	ACV	Y	\$250	Y	\$500



## Schedule of Covered Vehicles

City of West Branch

Effective Date: 07/01/2025

Printed on: 06/10/2025

6	2022	Ford	F-550 Super Duty w/Eqpt.	1FDUF5 HT3NEC 67778	Lt. Med Trucks	\$73,000	ACV	Y	\$250	Y	\$500
7	2012	Dodge	Ram 1500 ST	3C6JD7D T4CG166 616	Passenger Car/Vans/Pic kups	\$25,800	ACV	Y	\$250	Y	\$500
8	2014	Trailer	Maxey 83" Wide Dump Trailer	5R8D816 20EM029 578	Trailers	\$7,350	ACV	Y	\$250	Y	\$500
9	2016	Dodge	Ram 1500 Pickup	3C6JR7D T6GG285 808	Passenger Car/Vans/Pic kups	\$25,435	ACV	Y	\$250	Y	\$500

Total Location Vehicle Value: \$478,901

### 99 - Liability Only, West Branch, IA 52358

Year	Make	Model	VIN	Type	Value	Valuation	Comp	Ded	Coll	Ded
1	2013	Elgin	Pelican Sweeper	NP2750S	Road Maintenance	\$0	LO	N	N	

Total Location Vehicle Value: \$0

Total ACV Value: \$751,506    Total RC Value: \$0    Total SA Value: \$0    Grand Total Vehicle Value: \$751,506

Member Signature

Date

As of: 07/01/2026



## Statement of Values

City of West Branch

Effective Date: 07/01/2025

Printed on: 06/10/2025

Location Description	Area	# of Flrs	Auto Spklr	Year Built	Year Reno	Con Code	Pro Class	Equip Break	FL	EQ	Blank Limit
1 - 1: 105 S. 2nd St. West Branch, IA 52358 Public Safety Bldg. incl Security Surveillance	9,596	1		2002		3	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$1,807,162			RC				\$500			
Personal Property	\$353,430			RC				\$500			
Total Location TIV	\$2,160,592										
1 - 2: 105 S. 2nd St. West Branch, IA 52358 Fire Station #2		1				1	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$60,855			RC				\$500			
Personal Property	\$46,162			RC				\$500			
Total Location TIV	\$107,017										
10 - 17: 338 Cookson Dr. West Branch, IA 52358 Public Works	11,323	1		2007		3	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$1,276,554			RC				\$500			
Personal Property	\$26,233			RC				\$500			
Miscellaneous Property Scheduled	\$38,148			ACV				\$500			
Miscellaneous Property Scheduled	\$446,584			RC				\$500			
Total Location TIV	\$1,787,520										
10 - 18: 338 Cookson Dr. West Branch, IA 52358 Salt/Sand Storage Shed						1	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$33,686			RC				\$500			
Total Location TIV	\$33,686										
11 - 19: Fawcett Dr. West Branch, IA 52358 300,000 Gallon Water Tower	615			2007		3	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$1,499,282			RC				\$500			
Personal Property	\$6,193			RC				\$500			
Total Location TIV	\$1,505,475										





## Statement of Values

City of West Branch

Effective Date: 07/01/2025

Printed on: 06/10/2025

Location Description	Area	# of Flrs	Auto Spklr	Year Built	Year Reno	Con Code	Pro Class	Equip Break	FL	EQ	Blank Limit
12 - 4: 201 N. Maple St. West Branch, IA 52358 Water Treatment Plant incl Perimeter Chain Link Fencing	2,537	1		1955		4	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$3,801,985			RC				\$500			
Personal Property	\$309,694			RC				\$500			
Total Location TIV	\$4,111,679										
12 - 20: 201 N. Maple St. West Branch, IA 52358 Cemetery Storage Building						1	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$33,763			RC				\$500			
Personal Property	\$561			RC				\$500			
Total Location TIV	\$34,324										
13 - 22: 110 N. Poplar St. West Branch, IA 52358 City Offices incl (6) Camera Security Surveillance System	2,505	1		1962		4	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$552,797			RC				\$500			
Personal Property	\$76,697			RC				\$500			
EDP - Hardware	\$8,152			RC				\$500			
Total Location TIV	\$637,646										
14 - 23: 1805 Baker Ave./Dog Park West Branch, IA 52358 Chain Link Fence				2013		3	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$13,781			RC				\$500			
Total Location TIV	\$13,781										
14 - 24: 1805 Baker Ave./Dog Park West Branch, IA 52358 (2) 3-Sided Shelters	168			2014		1	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$7,654			RC				\$500			
Total Location TIV	\$7,654										
15 - 6: Orange St. & Maple St. West Branch, IA 52358 Wellhead #6	25	1		2017		3	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$137,769			RC				\$500			
Total Location TIV	\$137,769										



## Statement of Values

City of West Branch

Effective Date: 07/01/2025

Printed on: 06/10/2025

Location Description	Area	# of Flrs	Auto Spklr	Year Built	Year Reno	Con Code	Pro Class	Equip Break	FL	EQ	Blank Limit
15 - 7: Orange St. & Maple St. West Branch, IA 52358 Well Control Building	132	1		2005		1	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$98,925			RC				\$500			
Total Location TIV	\$98,925										
15 - 8: Orange St. & Maple St. West Branch, IA 52358 Well #1 (Food Pantry)	684	1		1930		4	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$217,982			RC				\$500			
Total Location TIV	\$217,982										
15 - 21: Orange St. & Maple St. West Branch, IA 52358 Wellhead #4	25	1		2015		3	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$95,055			RC				\$500			
Total Location TIV	\$95,055										
15 - 29: Orange St. & Maple St. West Branch, IA 52358 Well #6, Flow Metering	54			2005		4	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$36,103			RC				\$500			
Total Location TIV	\$36,103										
15 - 30: Orange St. & Maple St. West Branch, IA 52358 Well #5, Flow Metering	35			1993		4	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$34,655			RC				\$500			
Total Location TIV	\$34,655										
15 - 31: Orange St. & Maple St. West Branch, IA 52358 Wellhead #5	25			2017		3	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$85,911			RC				\$500			
Total Location TIV	\$85,911										



## Statement of Values

City of West Branch

Effective Date: 07/01/2025

Printed on: 06/10/2025

Location Description	Area	# of Flrs	Auto Spklr	Year Built	Year Reno	Con Code	Pro Class	Equip Break	FL	EQ	Blank Limit
15 - 32: Orange St. & Maple St. West Branch, IA 52358 Well #4, Flow Metering	20			2005		4	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$23,539			RC				\$500			
Total Location TIV	\$23,539										
15 - 33: Orange St. & Maple St. West Branch, IA 52358 Clearwell #2	602			2005		4	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$99,849			RC				\$500			
Total Location TIV	\$99,849										
15 - 34: Orange St. & Maple St. West Branch, IA 52358 Clearwell #1	592			1979		4	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$74,888			RC				\$500			
Total Location TIV	\$74,888										
2 - 3: 113 N. 1st St. West Branch, IA 52358 City Hall/Community Center	7,430	2		1938		4	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$1,439,802			RC				\$500			
Personal Property	\$27,698			RC				\$500			
Total Location TIV	\$1,467,501										
3 - 5: Orange St. West Branch, IA 52358 250,000 Gallon Water Tower	531			1973		3	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$1,301,676			RC				\$500			
Total Location TIV	\$1,301,676										
5 - 9: Fawcett Dr. & 300th St. West Branch, IA 52358 Blower Building	500	1		1984		1	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$264,144			RC				\$500			
Personal Property	\$24,775			RC				\$500			
Total Location TIV	\$288,919										



## Statement of Values

City of West Branch

Effective Date: 07/01/2025

Printed on: 06/10/2025

Location Description	Area	# of Flrs	Auto Spklr	Year Built	Year Reno	Con Code	Pro Class	Equip Break	FL	EQ	Blank Limit
5 - 10: Fawcett Dr. & 300th St. West Branch, IA 52358 Sampler Building	67	1		2012		3	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$15,946			RC				\$500			
Personal Property	\$1,214			RC				\$500			
Total Location TIV	\$17,159										
5 - 28: Fawcett Dr. & 300th St. West Branch, IA 52358 Lagoon Metering	128	1		2012		4	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$47,119			RC				\$500			
Total Location TIV	\$47,119										
6 - 11: S. Maple St. West Branch, IA 52358 Lift Station #1	237	1		2012		4	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$124,811			RC				\$500			
Total Location TIV	\$124,811										
6 - 26: S. Maple St. West Branch, IA 52358 Lift Station Control Building incl 125kW Diesel-Fired	80	1		2012		4	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$199,723			RC				\$500			
Personal Property	\$0			RC				\$500			
Total Location TIV	\$199,723										
6 - 27: S. Maple St. West Branch, IA 52358 Lift Station #2	251	1		2012		4	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$156,014			RC				\$500			
Total Location TIV	\$156,014										
7 - 12: 235 S. 2nd St./Beranek Park West Branch, IA 52358 Shelter						1	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$42,264			RC				\$500			
Total Location TIV	\$42,264										



## Statement of Values

City of West Branch

Effective Date: 07/01/2025

Printed on: 06/10/2025

Location Description	Area	# of Flrs	Auto Spklr	Year Built	Year Reno	Con Code	Pro Class	Equip Break	FL	EQ	Blank Limit
7 - 13: 235 S. 2nd St./Beranek Park West Branch, IA 52358 Bathroom						2	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$25,358			RC				\$500			
Total Location TIV	\$25,358										
8 - 14: Main St. West Branch, IA 52358 Gazebo						1	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$25,358			RC				\$500			
Total Location TIV	\$25,358										
9 - 15: 300 N. Downey St. West Branch, IA 52358 Library incl (13) Camera Security Surveillance System	5,088	1		1993		4	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$1,111,451			RC				\$500			
Personal Property	\$68,277			RC				\$500			
EDP - Hardware	\$8,314			RC				\$500			
Total Location TIV	\$1,188,042										
9 - 16: 300 N. Downey St. West Branch, IA 52358 Gazebo						1	5	Y	N	Y	Y
	Value			Valuation				Deductible			
Building	\$25,358			RC				\$500			
Total Location TIV	\$25,358										
98 - 98: Various Locations West Branch, IA 52358 Unscheduled Miscellaneous Property						1	5	Y	N	N	N
	Value			Valuation				Deductible			
Building	\$0			ACV				\$500			
Miscellaneous Property Unscheduled	\$141,065			RC				\$500			
Total Location TIV	\$141,065										
99 - 99: Liability Only West Branch, IA 52358 Liability Only						1	5	Y	N	N	N
	Value			Valuation				Deductible			
Building	\$0			ACV				\$500			
Total Location TIV	\$0										



## Statement of Values

City of West Branch

Effective Date: 07/01/2025

Printed on: 06/10/2025

Location Description	Area	# of Flrs	Auto Spklr	Year Built	Year Reno	Con Code	Pro Class	Equip Break	FL	EQ	Blank Limit
Total Blanket TIV							\$15,712,153				
Building							\$14,771,219				
Personal Property							\$940,935				
EDP - Hardware							\$16,466				
Miscellaneous Property Scheduled							\$484,732				
Miscellaneous Property Unscheduled							\$141,065				
Total TIV							\$16,354,417				
APD TIV							\$751,506				
Grand Total TIV							\$17,105,923				



## Additional Property Statement of Values

City of West Branch

Effective Date: 07/01/2025

Printed on: 06/10/2025

9 - 15 - 300 N. Downey St., West Branch, IA 52358

Line Classification	Description	Serial No	Coverage Limit	Valuation	Deductible
1 EDP - Hardware	Lanier IMC 2500 Copier System		\$8,314	RC	\$500
Total Location EDP - Hardware				\$8,314	
Total Location Additional Property Scheduled Value				\$8,314	

10 - 17 - 338 Cookson Dr., West Branch, IA 52358

Line Classification	Description	Serial No	Coverage Limit	Valuation	Deductible
1 Miscellaneous Property Scheduled	2022 John Deere X950M ZTrak Mower	1TC950MCE NT102817	\$12,566	RC	\$500
2 Miscellaneous Property Scheduled	2023 Bonnell Titan Pro Leaf Loader	19PD943374	\$85,862	RC	\$500
3 Miscellaneous Property Scheduled	2013 Elgin Pelican 3-Wheel 4-Cylinder Mechanical Sweeper	NP2750S	\$185,357	RC	\$500
4 Miscellaneous Property Scheduled	2005 Case IH DX55 Utility Tractor	NULL	\$38,148	ACV	\$500
5 Miscellaneous Property Scheduled	2012 Caterpillar 262C2 SA Skid Loader w/Bucket	TMW01362/0 65SSGP0682 37	\$56,100	RC	\$500
6 Miscellaneous Property Scheduled	John Deere Z950M ZTrak Mower	1TC950MGT NT120207	\$13,688	RC	\$500
7 Miscellaneous Property Scheduled	John Deere 1025R Compact Utility Tractor	NULL	\$21,290	RC	\$500
8 Miscellaneous Property Scheduled	2020 Toro Sand Pro 2040Z	08706- 404926070	\$12,245	RC	\$500
9 Miscellaneous Property Scheduled	2025 John Deere 324G Skid Loader w/bucket	1T0324GKAS J472948	\$59,475	RC	\$500
Total Location Miscellaneous Property Scheduled				\$484,732	
Total Location Additional Property Scheduled Value				\$484,732	

13 - 22 - 110 N. Poplar St., West Branch, IA 52358

Line Classification	Description	Serial No	Coverage Limit	Valuation	Deductible
1 EDP - Hardware	Lanier IMC 4500 Copier System		\$8,152	RC	\$500
Total Location EDP - Hardware				\$8,152	
Total Location Additional Property Scheduled Value				\$8,152	



## Additional Property Statement of Values

City of West Branch

Effective Date: 07/01/2025

Printed on: 06/10/2025

98 - 98 - Various Locations, West Branch, IA 52358

Line Classification	Description	Serial No	Coverage Limit	Valuation	Deductible
1 Miscellaneous Property Unscheduled	Unscheduled Miscellaneous Property (individual item value not to exceed \$10,000 per item)		\$141,065	RC	\$500

Total Location Miscellaneous Property Unscheduled	\$141,065
Total Location Additional Property Scheduled Value	\$141,065

Grand Total EDP - Hardware	\$16,466
Grand Total Miscellaneous Property Scheduled	\$484,732
Grand Total Miscellaneous Property Unscheduled	\$141,065
Grand Total Additional Property Scheduled Value	\$642,263

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date





General Liability Breakout

Member name: City of West Branch  
Anniversary date: 07/01/2025  
Coverage period: 07/01/2025 - 07/01/2026  
Statement printed on: 06/10/2025

	Total Contribution	
Net Operating Expenditures	\$11,411.33	
Fireworks displays	\$147.12	
GL Excess	\$3,850.67	
Total	\$15,408.67	
Cyber	\$535.00	
Public Officials Wrongful Acts	\$3,030.00	
Excess	\$1,009.41	
Total	\$4,039.41	
Law Enforcement	\$2,401.00	
Excess	\$799.79	
Total	\$3,200.79	
Agency Fee	\$2,000.00	



Auto Liability Breakout

Member name: City of West Branch  
Anniversary date: 07/01/2025  
Coverage period: 07/01/2025 - 07/01/2026  
Statement printed on: 06/10/2025

Vehicle Type	Total Contribution	# of Vehicles	Avg Contribution
Dump Trucks	\$1,001.04	2	\$500.52
Lt. Med Trucks	\$969.06	3	\$323.02
Passenger Car/Vans/Pickups	\$1,092.74	4	\$273.18
Police	\$1,744.35	4	\$436.09
Road Maintenance	\$106.16	1	\$106.16
Trailers	\$19.40	1	\$19.40
Excess Coverage	\$1,643.40		
Total	\$6,576.14		



## Automobile Physical Damage Breakout

Member name: City of West Branch  
Anniversary date: 07/01/2025  
Coverage period: 07/01/2025 - 07/01/2026  
Statement printed on: 06/10/2025

Veh. No.	Year	Make	Model	Value	Contribution
2	2000	Oshkosh	P1823 Plow Truck	\$146,000	\$693.00
3	2020	Ram	1500 Pickup	\$55,000	\$261.00
4	2013	Elgin	Pelican Sweeper	\$0	
5	2009	Sterling	L7500 Diesel Truck	\$35,205	\$167.00
6	2016	Ford	F-550 w/Eqpt.	\$71,135	\$338.00
7	2017	Ford	F-250 Pickup	\$26,000	\$123.00
8	2019	Ford	F-550 Super Duty	\$68,976	\$327.00
9	2022	Ford	Explorer w/Eqpt.	\$76,505	\$363.00
10	2022	Ford	F-550 Super Duty w/Eqpt.	\$73,000	\$347.00
11	2012	Dodge	Ram 1500 ST	\$25,800	\$122.00
12	2014	Trailer	Maxey 83" Wide Dump Trailer	\$7,350	\$35.00
13	2015	Dodge	Durango w/Eqpt.	\$55,000	\$261.00
14	2016	Dodge	Ram 1500 Pickup	\$25,435	\$121.00
15	2017	Dodge	Charger	\$55,000	\$261.00
16	2017	Dodge	Ram 1500	\$31,100	\$148.00
TOTALS				\$751,506	\$3,567.00



## Property Breakout

Member name: City of West Branch  
Anniversary date: 07/01/2025  
Coverage period: 07/01/2025 - 07/01/2026  
Statement printed on: 06/10/2025

Location	Description	Total TIV	Contribution
1-1	Public Safety Bldg. incl Security Surveillance System/100kW Back-Up Generator/Warning Siren	\$2,160,591.54	\$2,733.76
1-2	Fire Station #2	\$107,017.38	\$314.19
2-3	City Hall/Community Center	\$1,467,500.52	\$1,856.80
3-5	250,000 Gallon Water Tower	\$1,301,676.06	\$1,646.99
5-10	Sampler Building	\$17,159.46	\$21.71
5-28	Lagoon Metering	\$47,118.90	\$59.62
5-9	Blower Building	\$288,919.08	\$848.23
6-11	Lift Station #1	\$124,811.28	\$157.92
6-26	Lift Station Control Building incl 125kW Diesel-Fired Back-Up Generator	\$199,723.14	\$252.71
6-27	Lift Station #2	\$156,014.10	\$197.40
7-12	Shelter	\$42,263.70	\$124.08
7-13	Bathroom	\$25,358.22	\$38.14
8-14	Gazebo	\$25,358.22	\$74.45
9-15	Library incl (13) Camera Security Surveillance System	\$1,179,727.92	\$1,492.69
9-16	Gazebo	\$25,358.22	\$74.45
10-17	Public Works	\$1,302,787.86	\$1,648.39
10-18	Salt/Sand Storage Shed	\$33,685.50	\$98.90
11-19	300,000 Gallon Water Tower	\$1,505,475.12	\$1,904.85
12-20	Cemetery Storage Building	\$34,324.02	\$100.77
12-4	Water Treatment Plant incl Perimeter Chain Link Fencing	\$4,111,679.16	\$5,202.44
13-22	City Offices incl (6) Camera Security Surveillance System	\$629,494.02	\$796.49
14-23	Chain Link Fence	\$13,781.22	\$17.44
14-24	(2) 3-Sided Shelters	\$7,654.08	\$22.47
15-21	Wellhead #4	\$95,054.82	\$120.27
15-29	Well #6, Flow Metering	\$36,102.90	\$45.68
15-30	Well #5, Flow Metering	\$34,654.50	\$43.85
15-31	Wellhead #5	\$85,910.52	\$108.70

15-32	Well #4, Flow Metering	\$23,538.54	\$29.78
15-33	Clearwell #2	\$99,848.82	\$126.34
15-34	Clearwell #1	\$74,888.40	\$94.76
15-6	Wellhead #6	\$137,769.36	\$174.32
15-7	Well Control Building	\$98,924.70	\$290.43
15-8	Well #1 (Food Pantry)	\$217,982.16	\$275.81
98-98	Unscheduled Miscellaneous Property	\$0.00	\$0.00
99-99	Liability Only	\$0.00	\$0.00
	Earthquake		\$24,255.00
	TOTALS	\$15,712,153.44	\$45,249.81



## Additional Property Breakout

Member name: City of West Branch  
Anniversary date: 07/01/2025  
Coverage period: 07/01/2025 - 07/01/2026  
Statement printed on: 06/10/2025

Description	Location	Value	Contribution
Lanier IMC 2500 Copier System	9-15	\$8,314.02	\$23.81
2022 John Deere X950M ZTrak Mower	10-17	\$12,566.40	\$59.98
2023 Bonnell Titan Pro Leaf Loader	10-17	\$85,861.56	\$409.83
2013 Elgin Pelican 3-Wheel 4-Cylinder Mechanical Sweeper	10-17	\$185,357.46	\$884.74
2005 Case IH DX55 Utility Tractor	10-17	\$38,148.00	\$182.09
2012 Caterpillar 262C2 SA Skid Loader w/Bucket	10-17	\$56,100.00	\$267.77
John Deere Z950M ZTrak Mower	10-17	\$13,688.40	\$65.34
John Deere 1025R Compact Utility Tractor	10-17	\$21,290.46	\$101.62
2020 Toro Sand Pro 2040Z	10-17	\$12,245.00	\$58.45
2025 John Deere 324G Skid Loader w/bucket	10-17	\$59,475.00	\$283.88
Lanier IMC 4500 Copier System	13-22	\$8,151.84	\$23.35
Unscheduled Miscellaneous Property (individual item value not to exceed \$10,000 per item)	98-98	\$141,064.98	\$673.32
	Subtotal:	\$642,263.12	\$3,034.17
	Totals:	\$16,354,416.56	\$48,283.98



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> July 7, 2025
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<b>AGENDA ITEM:</b>	Resolution 2025-77 To approve a final disposition of a utility bill for 320 S 1st St, West Branch
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<b>PREPARED BY:</b>	City Clerk, Alycia Horras
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<b>DATE:</b>	June 24, 2025
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### BACKGROUND:

The City Council approved Res. 1087 in April 2013, that provides a policy for the unpaid balance on utility billing final balances. The Council directs staff to obtain Council approval prior to writing off unpaid utility billing final balances in excess of \$250.00.

During a review of past due balances, the property at 320 S 1<sup>st</sup> St has a final bill balance due to a property maintenance issue. Staff is requesting permission to write off this balance in the amount of \$1730.74. Please see the attached information regarding the specifics on how this balance occurred.

# EXHIBIT A

320 S. 1<sup>st</sup> Street, West Branch IA -- property maintenance issue

## **Summary:**

This property has had issues with property maintenance and was used as rental property for two tenants. The former property owner / landlord was Joe Gerard.

### **Account #01-21200-01 Trisha Butteris**

The first tenant that experienced an issue with a faulty basement toilet was Trisha Butteris. This tenant lived at the property from August 2014 until January 2015. There was high consumption from the start of occupancy (8,000, 11,000, 12,000, 11,000 and 8,000) which affected the customer to make timely and full payments on the account. A payment arrangement was made with the tenant, but they eventually moved out with a balance remaining of \$373.24.

We were able to successfully place a lien on the property and received full payment on this account (via Cedar County tax lien) in September 2016.

### **Account #01-21200-03 Traci & Larry Koosman**

The second tenant moved into the property in March of 2015 and had normal consumption for the first few months they lived there. They too then used the basement toilet and experienced a 92,000-gallon bill (\$1368.65) and another 53,000-gallon bill (\$791.43). The City notified the customer of the high usage and was encouraged to find the problem, which turned out to be the basement toilet (again). The customer asked the landlord to help with the high usage bill but was denied any assistance. The City set up a payment agreement with the tenant and they made regular payments toward their account balance.

In May of 2017, the tenant notified the City they would be moving out and asked how they should handle the remaining balance. The Deputy Clerk at that time (Leslie Brick), spoke with Mayor Laughlin and Councilperson Miller (in absence of a City Administrator at that time) to discuss the tenant's options. Leslie was directed to research the tenant's actual monthly usage (as if the leak never happened) and apply their normal payments toward what their average monthly usage was. The spreadsheet (see attached dated 10/4/2017) shows that the tenant would have actually overpaid \$343.56 had the leak never occurred. This information was provided to Mayor Laughlin who suggested the amount could be written off rather than placing a lien on the property.

Per the City Code, any amounts over \$250.00 must be approved by the City Council. After Redmond Jones was hired (in June of 2017), the issue was brought to his attention, but he failed to allow this an agenda item for Council consideration.

The property was owner occupied from May 2015 until October 2019, then rented to a third occupant who eventually purchased the property in December 2021. A property lien is no longer an option.

Prepared by Leslie Brick, City Clerk May 23, 2025





**RESOLUTION 2025-77**

**A RESOLUTION TO APPROVE A FINAL DISPOSITION OF A UTILITY  
BILL FOR 320 S 1ST ST, WEST BRANCH**

WHEREAS, despite efforts of administrative staff, there are times when we are unable to collect unpaid utility billing final balances; and

WHEREAS, the City Council of West Branch approved resolution 1087 in April of 2013, that created a policy addressing the disposition of unpaid final balances in excess of \$250.00; and

WHEREAS, there is an unpaid final balance for the property located at 320 S 1<sup>st</sup> St, West Branch, from September 2015 where there was a property maintenance issue due to faulty equipment within the basement; and

WHEREAS, the final unpaid balance at this property for the time period of May 2015 to May 2017 is \$1730.74. This balance reflects the payments that were received on the account shown in Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of West Branch, Iowa directs staff to commence with the final write off of this unpaid utility bill to remove from the billing database.

Passed and approved this 7th day of July, 2025.

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Roger Laughlin, Mayor

ATTEST:

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Alycia Horras, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> July 7, 2025
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<b>AGENDA ITEM:</b> Resolution 2025-78 – Approving a revised Agreement for solid waste and recycling collection services with LRS of Iowa, LLC.
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> June 27, 2025
----------------------------

### BACKGROUND:

City Administrator Adam Kofoed recently met with the legal team from LRS, who provided several recommendations regarding the current agreement. Of the eight suggestions reviewed, city staff and our attorney, Kevin Olson, are recommending the following changes:

1. Company Name and Address: Update to LRS of Iowa, LLC, 5500 Pearl St., Suite 300, Rosemont, IL 60018.
2. Recycling Site Flexibility: Due to changes in the global recycling market—particularly China's decision to stop accepting recyclables—dumpsites now charge for recycling rather than purchasing it. LRS is requesting that West Branch be allowed input on the recycling dumpsite used but not require a specific location, as current sites may experience rising rates.
3. Termination Clause: Amend the contract to extend the termination notice period from 10 days to 60 days.

RESOLUTION NO. 2025-78

RESOLUTION APPROVING AN AGREEMENT FOR SOLID WASTE AND RECYCLING COLLECTION SERVICES WITH LAKESHORE RECYCLING SERVICES, LLC.

WHEREAS, the City of West Branch solicited proposals for the collection of solid waste and recycling throughout the city; and

WHEREAS, the City Council has heretofore deemed it desirable to enter into a five (5) year agreement with Lakeshore Recycling Services, LLC (“LRS”) to provide for the collection of solid waste and recycling in the City; and

WHEREAS, to that end, the City Attorney has drafted an agreement with LRS for the period of July 1, 2025 through June 30, 2030 (the “Agreement”), which now requires the approval of the City Council.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the Agreement with LRS is hereby approved. Further, the Mayor and City Clerk are hereby directed to execute this Agreement on behalf of the City.

Passed and approved this 7<sup>th</sup> day of July, 2025.

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

ATTEST:

\_\_\_\_\_  
Alycia Horras, City Clerk

## **AGREEMENT FOR RESIDENTIAL SOLID WASTE COLLECTION SERVICES**

THIS AGREEMENT is made by and between the City of West Branch, Iowa, a municipal corporation, 110 N. Poplar Street, West Branch, Iowa 52358, hereinafter referred to as "City," and LRS of Iowa, LLC, 5500 Pearl Street, Rosemont, Illinois 60018, hereinafter referred to as "Hauler." In consideration of the mutual promises contained herein, the parties agree as follows:

### **SECTION 1. DEFINITIONS.**

- a. "Aluminum cans" shall mean disposable aluminum beverage containers.
- b. "Ashes" shall mean the residue from the burning of wood and other non-hazardous combustible material.
- c. "Brush" means woody stems and branches greater than ½-inch in diameter, Evergreen trimmings and thorny brush.
- d. "Bulky waste" shall mean large household appliances including but not limited to stoves, refrigerators, television sets, washing machines, dryers, and other items of similar size, and fixtures and materials too large to fit into a bag or rigid container. Expressly excluded from this definition are tires, hazardous substances, dead animals or batteries.
- e. "City" shall mean the City of West Branch, Iowa.
- f. "Collection bag" shall mean a plastic, watertight bag, securely tied or sealed and not exceeding 35 gallons in size and 40 pounds in weight when full.
- g. "Construction and demolition waste" shall include but not be limited to lumber, roofing material, sheathing, rubble, broken concrete, plaster, brick, conduit, pipe, wire insulation and similar materials which result from a construction, demolition or remodeling process.
- h. "Container" shall mean a closed and waterproof plastic container, varying in size and provided by the Hauler.
- i. "Curbside" shall mean the area adjacent to the curb or travelled portion of the roadway.
- j. "Dwelling unit" shall mean any room or group of rooms located within a building and forming a single habitable unit with facilities that are used or intended to be used for living, sleeping, cooking and eating.
- k. "Extra refuse" shall mean trash that exceeds the amount of capacity in the container.
- l. "Glass containers" shall mean glass bottles and jars made from clear, green

or brown glass. Expressly excluded from this definition is window glass and other non-container glass or glass products, porcelain and ceramic products.

- m. "Hauler" shall mean Lakeshore Recycling Services, LLC.
- n. "Household" shall be composed of persons that reside together in a dwelling unit
- o. "Newspaper" shall mean non-glossy paper of the type commonly referred to as newsprint and distributed at fixed intervals, having printed thereon news and opinions containing advertisements and other matters of public interest. Soiled newspapers are excluded as recyclable.
- p. "Non-collectible waste" shall mean paint in liquid form, poisons, acids, caustics, explosives and other hazardous substances that may cause damage or injury to collection equipment or personnel, human or animal excrement and dead animals.
- q. "Paper bag" shall mean a paper container that is capable of being shredded and will decompose in a compost pile.
- r. "Residential solid waste" shall mean refuse, recyclables, and bulky waste.
- s. "Refuse" shall mean solid waste such as food waste, trash, rags, ceramics, non-recyclable glass, paper (except unsoiled newspaper), obsolete household goods, non-recyclable plastics and similar items produced or originating within dwelling units. Recyclables shall be treated as refuse if not properly disposed of as set forth herein. Refuse does not mean household generated hazardous substances.
- t. "Recyclables" shall mean designated consumer wastes that are collected and marketed for resources recovery, including unsoiled newspapers, tin and steel cans, aluminum beverage containers, glass containers, and plastic containers.
- u. "Removal" shall mean collection and disposal.
- v. "Tags" shall mean the tag (commonly referred to as a sticker) designated by the City which is placed on extra refuse and bulky waste to indicate that the disposal fee has been paid.
- w. "Tin and steel can" shall mean a clean container made of tin coated iron or steel in which food or beverages are preserved.

## **SECTION 2. SCOPE OF WORK.**

a. The Hauler agrees to collect and dispose of Recyclables from each single-family dwelling and two-unit dwelling and condominium unit in the City once each week. The City, in consultation with the Hauler, agrees to update the number of dwelling units covered by this Agreement every 30 days. The monthly cost per dwelling unit for collecting and disposing of

Residential solid waste shall be as set forth in the "Schedule of Fees" attached as Appendix A and made a part of this Agreement by this reference.

b. The Hauler agrees to collect and dispose of all Refuse for each of the dwelling units listed above once each week as requested by the owner or occupant in strict compliance with all applicable laws and regulations. Options for Refuse pickup include:

- A 35-gallon container picked up weekly
- A 65-gallon container picked up weekly

All Refuse, with the exception of extra Refuse, must be placed at the curbside in the containers currently being used by the Hauler. Extra Refuse shall be secured in a collection bag, affixed with a tag and placed on the top of the refuse container. All solid waste disposal unit and monthly fees listed in this Agreement are inclusive of the cost of applicable landfill tipping fees, which are the responsibility of the Hauler, except as noted.

c. The Hauler agrees to collect and dispose of all Recyclables for each of the dwelling units listed above once each week in strict compliance with all applicable laws and regulations. Options for recycling pickup include:

- A 65-gallon container picked up weekly
- A 95-gallon container picked up weekly

d. The Hauler agrees to collect and dispose of all Bulky Waste. Bulky Waste shall be collected by a separate agreement between the Hauler and the owner or occupant of the dwelling unit requesting the disposal of such bulky waste. Billing and payment shall be by separate arrangement between the Hauler and the owner or occupant of the dwelling unit. Bulky Waste shall be charged based upon the schedule listed on Appendix A to this Agreement. The cost of each Tag/Sticker is shown on Appendix A.

e. The Hauler agrees to collect and dispose of all bulky waste for all dwelling units under this contract for annual spring and fall cleanup. Said cleanup events will be held at a central site at a time and place to be coordinated between the City and the Hauler. The City shall pay the Hauler \$500 for each citywide cleanup event. In addition, Hauler's staff will work the cleanup events.

f. The Schedule of Fees attached hereto (Appendix A) is based on the fee schedule submitted by Hauler. The Schedule of Fees is subject to a 3.5% rate adjustment based on the proposal from Hauler, with the exception of no increase between years 1 and 2 of this Agreement. Any further adjustment with fees shall need to be mutually agreed upon.

### **SECTION 3. INSUFFICIENT SERVICE PENALTY.**

The City reserves the right to impose an insufficient service penalty whenever the Hauler does not begin and complete the above-referenced service during the time period of 7:00 a.m. to 5:00 p.m. on the designated days of collection and the insufficient service is the result of action, inaction, lack of equipment, equipment failure or other circumstances under the control of the Hauler. The penalty imposed may be up to 5 percent of the monthly charge for collection and disposal of refuse and recyclables on all accounts and may include termination of this Agreement for repeat or continuing violations. The City Administrator shall notify the Hauler, in writing, within 10 days of the date of the insufficient service if this penalty provision is to be assessed by the City. The Hauler may appeal the assessment of the penalty to the City Council within 10 days of the date of the written notice. The City Council's decision regarding the imposition of the penalty shall be final. By entering this Agreement, the Hauler waives any rights it may have to argue that said insufficient service penalty is not collectable under common law.

#### **SECTION 4. TERM OF CONTRACT.**

This Agreement shall be in force from July 1, 2025, until June 30, 2030, unless terminated as provided herein. There will be a contract and service review after July 1, 2027, to ensure that the elements of the contract are being adhered to. In the event Hauler plans to sell the company, a 6-month notice shall be provided to the City in writing. The written notice shall provide information on the purchasing company including the name of the company and contact information so that we may reach out to discuss a possible contract. The Hauler may not assign this contract without the express, prior written consent of the City.

#### **SECTION 5. COLLECTION SERVICE REQUIREMENTS.**

- a. The Collection of residential solid waste shall be confined to Friday and such collection shall occur between the hours of 7:00 a.m. and 5:00 p.m. on any collection day. Saturday collection shall be allowed in a week in which New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, or Christmas Day are observed on the aforementioned weekdays. The Hauler shall propose the exact hours, within the above hourly limits and days, during the week for residential solid waste collection and disposal.
- b. Routes of collection will be determined by the Hauler and subject to City approval. Collections will be made on the same days of each week and the Hauler shall travel said route in the same direction and manner each collection day.
- c. If the collection day falls on the observance of New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, or Christmas Day, the Hauler may elect to collect the residential solid waste on the day before or after the holiday. If the Hauler elects to collect the residential solid waste on the day before or after the holiday, the Hauler shall post and publish as hereinafter provided the Hauler's holiday collection schedule, provided it is approved by the City.



- d. The Hauler shall provide sufficient personnel and equipment to complete the collection of all refuse and recyclable waste in any established collection district within the City on the approved schedule.
- e. The Hauler agrees to perform all work described above without any further compensation, except as provided in this Agreement, from any individuals living within the three property classifications listed in Section 2, except as herein provided for collection and disposal of bulky waste.
- f. All solid waste and recyclable material collected by the Hauler shall become the property of the Hauler at the time of collection.
- g. The Hauler shall remove from the City all residential solid waste collected each week and dispose of the same outside of the City at a licensed landfill or other approved disposal or recycling center. The City shall have input on the disposal locations and recycling centers, which approval shall not be unreasonably withheld.
- h. The Hauler shall not be required to remove construction materials and other waste materials from the construction, alteration, repair, moving or demolition of a building or from the promotion or development of property by a real estate or commercial agent or from commercial, industrial or manufacturing establishments.

## **SECTION 6. VEHICLES**

- a. All trucks, trailers and other equipment used to collect, haul or transport solid residential waste shall at all times be kept clean, in good repair and well painted.
- b. Each collection vehicle shall be constructed and used in such a manner so that solid residential waste will not blow, fall or leak out of the vehicle. The Hauler shall use mechanical packer trucks or equipment that, in the reasonable estimation of the City, will perform equal to a packer type of truck.
- c. The name of the Hauler and its phone number shall be painted or printed in legible letters on both sides of all vehicles, equipment and conveyances used in the City in performance of this Agreement.
- d. Upon notification in writing by the City Administrator that any designated truck, trailer or other equipment or vehicle is not in reasonable compliance with this Agreement, such truck, trailer, or other vehicle or equipment shall be forthwith removed from service by the Hauler and not returned to service in the City until it has been inspected for compliance and approved by the City Administrator which approval shall not be unreasonably withheld.
- e. The Hauler shall submit an Equipment List prior to July 1, 2025, and shall update

the same annually, all of which shall be a part of this Agreement by this reference.

## **SECTION 7. CONTAINERS**

a. Upon approval of the Agreement the Hauler shall continue to provide each dwelling unit with one container for recycling and one container for refuse at no cost to the owner/occupant. Each container will have a hinged lid. Container sizes for each dwelling unit will be determined by the owner/occupant based on the options included in Section 2 of this Agreement. All containers used by Hauler will remain property of the Hauler.

b. Recyclables may be commingled in recyclable containers.

c. The containers shall remain the property of the Hauler. If the owner/occupant of the dwelling unit loses or destroys the container by misuse, a charge for replacement may apply. If a container deteriorates by reason of time, normal use, weather, or a container is damaged by reason of an act of God or other act beyond the owner's/occupant's control, said owner/occupant shall obtain a replacement container from the Hauler at no cost.

d. The owner/occupant can change the size of the containers one (1) times within the first 60 days of occupancy at no charge. After the initial grace period, an increase or decrease in the size of the refuse or recyclable container will result in a charge to the owner/occupant in the amount to \$30.00.

## **SECTION 8. OFFICE FOR INQUIRIES AND COMPLAINTS.**

a. The Hauler shall maintain an office within Johnson County and shall maintain a local telephone number therein listed in the local directory in the name of the Hauler as it appears in the Agreement. The Hauler shall at all times during the hours between 8:00 a.m. and 5:00 p.m. on each day that residential solid waste is collected have an employee at said office authorized to answer inquiries and receive complaints.

b. If a dwelling unit is missed, not by the fault of the dwelling unit owner/occupant, the Hauler shall collect said dwelling unit no later than 24 hours following the date and time of notification, provided that said is not a Sunday or a holiday. If the following day is Sunday or a holiday, the Hauler shall collect the missed dwelling unit on the next following workday.

## **SECTION 9. METHOD OF PAYMENT.**

a. The City will act as billing and collection agent for the Hauler for the costs of collection and disposal of Recyclables and Refuse. All monthly Refuse and Recycling Fees collected by the City shall be paid to the Hauler within 30 days of receipt of the invoice from the Hauler for the preceding month's service.

b. In addition, the Hauler shall be responsible for the sale and collection of revenue for all tags defined therein. There shall be no markup of the rate per tag by any sales outlet that engages in the sale of said tags other than that approved by the City. Tags will be sold at outlets

that agree to sell the Tags. The Hauler shall be responsible for the printing of the Tags, as currently in use by the Hauler.

c. Any disputes or alleged discrepancies in billing or collection shall be mutually resolved by the Hauler and the Finance Officer.

#### **SECTION 10. STATUTES AND REGULATIONS**

The Hauler shall at all times comply with all applicable provisions of the West Branch Code of Ordinances and amendments thereto that may be enacted by the City Council. In addition, the Hauler shall comply with all applicable laws and regulations of Cedar and Johnson Counties, the State of Iowa, and the United States now in effect or hereinafter enacted.

#### **SECTION 11. PERMITS AND LICENSES**

The Hauler shall obtain and maintain all permits and licenses required by the City, County and State necessary to provide the above-referenced collection, hauling and disposal services. If the necessary permits and licenses are not obtained or maintained by the Hauler, the City may terminate this Agreement. Copies of all above-referenced permits and licenses will be provided to the City.

#### **SECTION 12. INSURANCE AND INDEMNIFICATION.**

a. The Hauler shall assume responsibility and shall indemnify, defend and hold harmless the City, its employees and appointed officials, for any and all damage to property or injuries to persons, including accidental death, which is caused directly or indirectly by the Hauler's performance under this Agreement, whether such performance is by the Hauler, its agents, employees or assigns.

b. The insurance to be maintained by the Hauler shall be written as follows:

i. **Worker's Compensation and Employers Liability Insurance** as prescribed by Iowa law or the minimum limits shown below:

Iowa Benefits	Statutory
Employers Liability	
Bodily Injury by Accident	\$500,000 each accident
Bodily Injury by Disease	\$500,000 each accident
Bodily Injury by Disease	\$500,000 policy limit

This insurance must include the following features:

- A. Endorsed to waive all rights of subrogation against the City.
- B. Endorsed to provide 30 days' notice prior to cancellation.

ii. **Commercial General Liability Insurance** combined single limits shown below covering Bodily Injury, Property Damage and Personal Injury:

General Aggregate Limit	\$2,000,000
Products – Completed Operations Aggregate Limit	\$2,000,000
Personal and Advertising Injury Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
Fire Damage Limit (any one fire)	\$100,000
Medical Damage Limit (any one person)	\$5,000

This insurance must include the following features:

- A. Include the City as an additional insured on a primary and noncontributory basis.
- B. Include the City as an additional insured for products and completed operations for 3 years (construction projects).
- C. Endorsed to provide 30 days' notice prior to cancellation.
- D. Endorsed to waive all rights of subrogation against the City.
- E. Advertising Injury.
- F. Operations by independent contractors.
- G. Contractual Liability coverage.

iii. **Automobile Liability Insurance** coverage with a minimum combined single limit for Bodily Injury and Property Damage of \$1,000,000 per accident.

This insurance must include the following features:

- A. Include the City as an additional insured on a primary and noncontributory basis.
- B. Endorsed to waive all rights of subrogation against the City.
- C. Insurance must include Contractual Liability.
- D. Include coverage for all owned, non-owned, hired and leased vehicles (or any vehicle used in connection with the operations covered under this Agreement).
- E. Endorsed to provide 30 days' notice prior to cancellation.

iv. **Umbrella/Excess Liability Insurance** limits of not less than \$2,000,000 each occurrence and \$2,000,000 aggregate are required.

This insurance must include the following features:

- A. Include the City as an additional insured.
- B. Endorsed to provide 30 days' notice prior to cancellation.

v. The insurance company and the Hauler expressly agree and state that the purchase of this policy of insurance by the Hauler will not waive any of the

defenses of governmental immunity available to the City under Iowa Code Section 670.4 as it now exists and as it may be amended from time to time.

vi. Insurance Certificates. Each policy noted above shall be issued by an insurance company authorized to write such insurance in the State of Iowa and shall be reasonably accepted to the City. These insurance policies shall not be canceled without at least a 30-days prior written notice to the City. A properly executed Certificate of Insurance showing evidence of these insurance requirements shall be delivered to the City prior to the commencement of their operations.

c. The Hauler shall name the City as an additional insured on said insurance and shall furnish evidence of the same to the City Administrator. The insurance policy shall include a 30-day notice to the City in the event of cancellation or change in the terms of the policy.

d. The Hauler shall maintain and file with the City certificates of insurance showing insurance amounts in compliance with this Section to be in full force and effect for the entire term of this Agreement. Violations of this Section, whether the fault of the Hauler or not, shall be grounds for immediate termination of this Agreement.

### **SECTION 13. PERSONAL LIABILITY**

a. No member of the City Council or other city official, employee or agent of the City shall be personally responsible for any liability arising under this Agreement.

b. Nothing in the document or any contract entered into with the City shall be deemed to make an employee or officer of the Hauler an employee of the City.

### **SECTION 14. TERMINATION.**

a. The breach of any of the terms and conditions of this Agreement by either party shall be grounds for cancellation and termination of the Agreement. If a breach has been committed, the other party shall notify the breaching party of said breach specifying the nature of the breach and give the alleged breaching party sixty (60) days to remedy said breach. If the breaching party fails to remedy the breach within said sixty (60) day time period, the other party may cancel and terminate the Agreement and seek any and all remedies allowed by law. The breaching party shall pay, in addition to any monetary damages, shall also pay reasonable attorneys' fees and costs necessary to enforce the terms of this Agreement.

b. Failure to comply with the terms of this Agreement relative to the collection and disposal of residential solid waste and recyclables on the part of the Hauler by reason of weather, major disaster, epidemic, or other emergency within the City beyond control of the Hauler as reasonably determined by the City Administrator shall not constitute a breach of this Agreement nor be grounds for termination of this Agreement.

**SECTION 15. NOTICES.**

The parties may be notified or contacted at the following address and phone numbers:

City Administrator  
City of West Branch  
110 N. Poplar Street  
PO Box 218  
West Branch, Iowa 52358  
(319) 643-5888

Matt Foster  
Lakeshore Recycling Services, LLC  
970 238<sup>th</sup> Street  
North Liberty, Iowa 52317  
(319) 930-1445

All notices under this section may be hand delivered or sent via U.S. Mail, postage prepaid, and shall be deemed delivered upon hand delivery or after three (3) days have passed once a notice is dropped in a U.S. Mail depository, postage prepaid, by the party sending the notice.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2025.

CITY OF WEST BRANCH, IOWA:

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

ATTEST:

By: \_\_\_\_\_  
Alycia Horras, City Clerk

LAKESHORE RECYCLING  
SERVICES, LLC:

By: 

JOSEPH B. SWAN  
Print name and title  
*Manager Municipal Services*

## APPENDIX A

### SCHEDULE OF FEES

	Jul '25	Jul '26	July '27 + 3.5%	Jul '28 + 3.5%	Jul '29 + 3.5%
Trash – 35 gallon	\$12.75	\$12.75	\$13.20	\$13.66	\$14.14
Recycling 65/95 gallon	\$ <u>4.75</u>	\$ <u>4.75</u>	\$ <u>4.92</u>	\$ <u>5.09</u>	\$ <u>5.27</u>
Total Monthly Cost	\$17.50	\$17.50	\$18.12	\$18.75	\$19.41
Trash – 65 gallon	\$14.75	\$14.75	\$15.27	\$15.80	\$16.35
Recycling 65/95 gallon	\$ <u>4.75</u>	\$ <u>4.75</u>	\$ <u>4.92</u>	\$ <u>5.09</u>	\$ <u>5.27</u>
Total Monthly Cost	\$19.50	\$19.50	\$20.19	\$20.89	\$21.62
<b>Bulky Waste</b>					
Individual Tag/Sticker	\$3.00				



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> July 7, 2025
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<b>AGENDA ITEM:</b>	<b>Resolution 2025-79</b> – Hiring Harrison Goodale as a Streets Maintenance Worker for the City of West Branch, Iowa, and setting the salary for the position for Fiscal Year 2026.
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<b>PREPARED BY:</b>	City Administrator, Adam Kofoed
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<b>DATE:</b>	July 3, 2025
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**BACKGROUND:** This position is filling a vacancy created by the resignation of a previous streets maintenance employee. The position was posted and received four applicants. Interviews were offered to the applicants and four accepted. Administrator Kofoed and Public Works employee Finnegan attended the interviews.



## RESOLUTION 2025-79

### **A RESOLUTION HIRING HARRISON GOODALE AS A STREETS MAINTENANCE WORKER FOR THE CITY OF WEST BRANCH, IOWA, AND SETTING THE SALARY FOR THE POSITION FOR FY26.**

**WHEREAS**, the City of West Branch is interested in hiring Harrison Goodale as a Streets Maintenance worker with the Public Works Department.

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

Section 1. That the City of West Branch, Iowa will hire Harrison Goodale as a Streets Maintenance worker.

Section 2. Employee start date will be July 28, 2025.

Section 3. The following person and position named shall be paid the hourly wage indicated and the Finance Officer or City Clerk is authorized to issue warrants/checks, less legally required or authorized deductions for the amounts set out below, and make such contributions to IPERS and Social Security or other purposes as required by law or authorization of the Council:

Position	Name	Wage	Basic Hours
Streets Maintenance	Harrison Goodale	\$21.50/hour	40/week

Section 4. The above named employee is subject to the City of West Branch Personnel Policies and Procedures applicable to their department.

Section 5. A \$.50/hour wage increase will occur when a CDL certification is obtained.

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

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

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

ATTEST:

\_\_\_\_\_  
Alycia Horras, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> July 7, 2025
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<b>AGENDA ITEM:</b>	<b>Resolution 2025-80</b> – Setting a Public Hearing on the plans, specifications, estimate of cost and form of contract; ordering bids and directing notice of the same; all for the SRF – WRR21-008 Sponsored Project – Flood Improvements Channel Widening.
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<b>PREPARED BY:</b>	Adam Kofoed, City Administrator
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<b>DATE:</b>	July 3, 2025
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### BACKGROUND:

The City Council directed Veenstra & Kimm to plan for and design the SRF – WRR21-008 Sponsored Project – Flood Improvements Channel Widening

Veenstra & Kimm has now completed those plans and has provided the following schedule for bidding the project.

### SPONSORED PROJECT – CHANNEL WIDENING FLOOD IMPROVEMENTS WEST BRANCH, IOWA

<b>July 7, 2025:</b>	<b>Set Public Hearing Date and Bid Date</b>
<b>July 8, 2025:</b>	<b>Plans and Specifications Available</b>
<b>July 8, 2025:</b>	<b>Post Notice to Bidders</b>
<b>July 28, 2025:</b>	<b>Publish Notice of Public Hearing (week of)</b>
<b>July 31, 2025:</b>	<b>Receive Bids for Project</b>
<b>August 4, 2025:</b>	<b>Public Hearing &amp; Award Contract</b>
<b>August 25, 2025:</b>	<b>Notice to Proceed</b>
<b>June 1, 2026:</b>	<b>Final Completion</b>

**RESOLUTION 2025-80**

**RESOLUTION SETTING A PUBLIC HEARING ON THE PLANS, SPECIFICATIONS, ESTIMATE OF COST AND FORM OF CONTRACT; ORDERING BIDS AND DIRECTING NOTICE OF THE SAME; ALL FOR THE *SRF – WRR21-008 Sponsored Project – Flood Improvements Channel Widening*.**

WHEREAS, the City Council of the City of West Branch, Iowa, has heretofore deemed it necessary and desirable make certain improvements to Wapsi Creek (the “Project”); and

WHEREAS, accordingly, the City Council, did heretofore direct the preparation of detailed plans, specifications, estimate of cost and form of contract for said proposed Project; and

WHEREAS, the aforementioned plans, specifications, estimate of cost and form of contract for the proposed project were thereafter filed with the City Clerk for Council review and public inspection; and

WHEREAS, it is now necessary to set a date for a public hearing on said plans, specifications, estimate of cost and form of contract as required by law; and

WHEREAS it is also necessary to set a date for the receiving on bids on the aforementioned project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that a public hearing on the plans, specifications, estimate of cost and form of contract shall be set for 7:00 p.m. on Monday, August 4, 2025, in the Council Chambers at 110 N. Poplar Street. Further, the City Clerk is further directed to publish notice of said bid letting as required by law.

BE IT FURTHER RESOLVED that sealed bids for the Project will be accepted by the City until 2:00 p.m. on the 31st day of July, 2025, at 110 N. Poplar Street, West Branch, Iowa. Bid security for the aforementioned bids is set at 5% of the bid.

Passed and approved this 7<sup>th</sup> day of July, 2025.

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

ATTEST:

\_\_\_\_\_  
Alycia Horras, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> July 7, 2025
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<b>AGENDA ITEM:</b> Discussion – Open Container request from HHTD Committee
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> June 27, 2025
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### BACKGROUND:

HHTD Committee has requested that the city consider open container for the HHTD event. Below is an excerpt from the Code:

#### 45.02 (2) PUBLIC CONSUMPTION OR INTOXICATION.

2. A person shall not use or consume alcoholic liquor, wine or beer upon the public streets or highways. A person shall not use or consume alcoholic liquor in any public place, except: (1) on premises covered by a liquor control license; (2) within Town Hall as set forth by Council resolution; (3) on the grounds of the West Branch Public Library as set forth by Council resolution; or (4) as permitted by separate resolution of the Council. A person shall not possess or consume alcoholic liquors, wine or beer on public school property or while attending any public or private school-related function. A person shall not be intoxicated or simulate intoxication in a public place.

The request does violate City Code unless a special resolution has been permitted by the Council. The HHTD request this year is to allow consumption of alcohol on city streets and public sidewalks without any plans to provide a fenced in, controlled area. This request is coming in after the special event permit was approved by the Council on June 2<sup>nd</sup>.

We reached out to ABD and spoke with Nate Beyer to gain more clarification. Nate shared that the open container request could be permitted depending on how the City and Law Enforcement want to handle the situation and risk to the public. The final decision is really up to the individual city council.

Staff is looking for the Council's direction on this topic.