



CITY COUNCIL MEETING
MONDAY, August 4, 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 July 21, 2025 City Council meeting.
 - b. Approval of Special Event Permit for the WBHS Homecoming Parade and street closures
 - c. Approve Claims for August 4, 2025.
 - d. Approve Monthly June Financial Report
7. Presentations/Communications/Open Forum
8. Public Hearings/Non-Consent Agenda
 - 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 Wapsi flood improvements channel widening Project.
 - b. **Resolution 2025-84** Approve reset of Public Hearing date for proposed development agreement with Parkside Partners, LLC, which includes annual appropriation tax increment rebates. /Move to Action
 - c. **Resolution 2025-85** Approve amendment to the Employee Handbook, Department Flex Holiday Benefit / Move to Action
 - d. **Resolution 2025-86** Approve Naming of the Pocket Park at 311 E Main Street. /Move to Action
 - e. **Resolution 2025-87** Accepting bids and awarding the construction contract for the SRF – WRR21-008 sponsored project – Wapsi flood improvements channel widening Project. / Move to action.
9. Discussion – Meadows Part 6 Final Plat Discussion
10. City Administrator Report
11. City Attorney Report
12. City Engineer Report
13. City Staff Reports
14. Comments from Mayor and Council Members
15. Motion to adjourn.

Mayor: Roger Laughlin • **Council Members:** Colton Miller, Jodee Stoolman, Tom Dean, Jerry Sexton, Mike Horihan
City Administrator Adam Kofoed • **City Clerk** 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

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

West Branch, Iowa
Council Chambers

City Council
Regular Meeting

July 21, 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, City Clerk Alycia Horras, 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 and, Library Director Jessie Schafer

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve minutes from the July 7, 2025 City Council meeting.
Approve a Class C Retail Alcohol license for the Down Under, as an update to extend the license 20 feet out from their current outdoor area.
Approve a Block Party Permit for the 600 block of Prairie View Drive.
Approve Claims for July 21, 2025.

EXPENDITURES		7/21/2025
ADVANTAGE ARCHIVES	DIGITAZATION - LIBRARY	6,045.00
AMAZON.COM	VARIOUS ITEMS	389.08
BARNES & NOBLE BOOKSELLERS	BOOKS	31.96
BARNHART'S CUSTOM SERVICES	RE-LOCATE TUTTLES TREES	6,150.00
CAPITAL ONE	VARIOUS ITEMS	227.24
CEDAR COUNTY COOPERATIVE	FUEL	2,255.68
CEDAR COUNTY RECORDER	RECORDING FEES	523.00
CROELL	STREET PATCH FOR MAIN REPAIR	818.00
EAST CENT INTERGOVT	DUES 7-1-25 TO 6-30-26	1,957.02
ECONO SIGNS	STREET SIGNS- PW	63.13
HAWKINS	CHEMICALS	3,311.98
IOWA ASSN. MUN. UTILITIES	QUARTLY SAFETY TRAINING DUES	978.00
IOWA DNR	FY26 WATER SUPPLY FEE	272.77
LAUGHLIN, ERIN	STORMWATER QUALITY REIMBURSEMENT	303.35
LRS HOLDINGS	TRASH & RECYCLING JUNE 2025	19,532.50
MOODY'S INVESTORS SERVICES	2025 BOND PROF FEE	14,500.00
MOPPY MO'S	JANITORIAL SERVICES	1,120.00
QUILL	VARIOUS ITEMS	254.56
SPEER FINANCIAL	2025 BOND SERVICE FEE	17,415.00
THE DEALT HAND	SUMMER PROGRAM - LIBRARY	270.00
THE HOME DEPOT	VARIOUS ITEMS	100.83
US GEOLOGICAL SERVICES	STREAM GAGE MAINT & OPERATION	10,540.00
WEST BRANCH REPAIRS	VEHICLE REPAIRS - PD & PW	110.50
WEST BRANCH TIMES	LEGAL PUBLICATIONS	1,561.16
TOTAL		88,730.76
VACATION/SICK PAYOUT 7/18/2025		4,701.65
REGULAR PAYROLL 7/18/2025		68,747.40
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS 7/18/2025		73,449.05

PAID BETWEEN MEETINGS

ALATORRE	WINDOW CLEANING-CITY	86.00
ALLIANT ENERGY	ALLIANT ENERGY	21,558.98
ARNOLD MOTOR SUPPLY	VARIOUS ITEMS	33.98
AT & T MOBILITY	WIRELESS SERVICE	210.04
BAKER & TAYLOR	BOOKS	528.74
BOUND TREE MEDICAL	MEDICAL SUPPLIES - FIRE	446.91
CASAS, DAVID	SUMMER PROGRAM PERFORMER -LB	375.00
CULLIGAN WATER	WATER SOFTENER SERVICE	40.48
DEPARTMENT OF THE TREASURY	PCORI FEE 2025	31.40
DIRK WIENEKE	SPRING GRASS TREATMENT - P&R	2,185.00
HI-LINE	SHOP SUPPLIES - PW	358.77
IMWCA	IMWCA FY26 INSTALLMENT 1	3,768.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	94.50
JOHNSON COUNTY EMERGENCY	FY26 HAZMAT TEAM 28E AGREEMENT	75.00
KANOPY	ON DEMAND VIDEO SERVICE	33.00
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	142.02
LINN COUNTY R.E.C.	STREET LIGHTS	303.05
LYNCH'S EXCAVATING	SERVICE LINE REPAIR	2,025.00
MENARDS	SINK REPAIR - PW	111.49
MUNICIPAL ELECTRONICS DIVISION	FORKS FOR CHARGER RADAR	50.00
OASIS ELECTRIC	MURAL PARK ELECTRICITY - P&R	2,668.58
OVERDRIVE	FY26 BRIDGES EBOOK CONTENT FEE	902.16
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-LIBRARY	50.00
PYRAMID SERVICES	MOWER PARTS - PW	86.59
QUILL	VARIOUS ITEMS	41.99
STATE HYGIENIC LAB	LAB ANALYSIS	1,041.50
UMB BANK	BOND FEE GO 2025	300.00
WEST BRANCH REPAIRS	VEHICLE REPAIRS	222.20

WEX BANK	VEHICLE FUEL	1,281.27
SISCO	HEALTH CLAIMS 7-14-2025	37.34
SISCO	HEALTH CLAIMS 7-8-2025	48.26
VARIOUS VENDORS	UB REFUNDS	97.89
FIDELITY BANK & TRUST	WIRE FEES 6-2-2025	15.00
FIDELITY BANK & TRUST	WIRE FEES 7-2-2025	15.00
TOTAL		39,265.14
GRAND TOTAL EXPENDITURES		201,444.95
FUND TOTALS		
001 GENERAL FUND	73,136.39	
022 CIVIC CENTER	965.51	
031 LIBRARY	14,874.92	
110 ROAD USE TAX	7,226.81	
112 TRUST AND AGENCY	19,472.64	
226 DEBT SERVICE	300.00	
321 WIDENING WAPSI CREEK	1,800.00	
331 CEDAR JOHNSON RD RECON	15,972.50	
332 W MAIN STREET IMPROVE	15,972.50	
600 WATER FUND	23,573.59	
610 SEWER FUND	16,812.30	
740 STORM WATER UTILITY	11,337.79	
GRAND FUND TOTAL		201,444.95

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

John Proeller and Sally Peck, had questions on the amended Class C liquor license and the use of the outside garden area, submitted by the Down Under. They were concerned with the amount of use that there would be with the expansion of this area and not being informed as the owner of the use. It was discussed that this was only a request to approve an annual liquor license to be able to serve alcohol an additional 20’ outside of the building, in order to not have to reapply for each event for this ability through ABD licensing, throughout the year. The Down Under would still have to apply for a Special Event approval from the City Council, for each event, if there was an intent of using the outdoor/green space in this capacity. Currently, the only thing planned and approved is the upcoming Hoover Hometown Days weekend dates of August 8th and 9th and this licensing wouldn’t necessarily change the current number of events where the Down Under would utilize this ability and area annually.

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 2025-81 Approving Pay Estimate Number 2 in the amount of \$309,539.52 to Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project. / Move to Action

City Engineer Schechinger was asked if he agreed with the progression and pay estimate amount. He stated that the project was on track and within the 23% completion that was stated on the pay estimate and recommended payment as follows.

Motion by Horihan, second by Sexton to approve Resolution 2025-81. AYES: Sexton, Stoolman, Horihan. NAYS: Dean, Miller. Motion carried.

Resolution 2025-82 Approving Change Order Number 1 in the amount of \$10,945.37 to the contract with Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project. / Move to Action

It was stated that when bids went out for this project, the Boomerang bid was only approximately \$30,000.00 under the other bids and now a third of that difference is being added back in. It was explained that the goal was to use the existing tile and tie it into the storm drain that runs under the road. In finding the tile that is 12’ under the roadway, it is now necessary to add additional tile work to complete the connection between this tile and the existing storm drain. This is where the cost on the change order comes in with the tile materials and labor to complete this.

Motion by Sexton, second by Miller to approve Resolution 2025-82. AYES: Horihan, Sexton, Dean, Miller. NAYS: Stoolman. Motion carried.

Resolution 2025-83 Setting a Public Hearing Date for a development agreement with Parkside Partners LLC. / Move to Action

Motion by Miller, second by Dean to approve Resolution 2025-83. AYES: Horihan, Sexton, Miller, Dean, Stoolman. NAYS: None. Motion carried.

CITY ADMINISTRATOR REPORT – Administrator Kofoed shared that there are 4 projects set to be discussed at the July 22nd P&Z Commission meeting that, if approved, will be added to the August 4th council meeting agenda. There is a comprehensive survey to be worked on in August. He shared that there were some good leadership trainings and ideas from the recent conference he went to last week. Kofoed is working on one of the concepts now and if it shows to be beneficial, he will implement this and share it with the city department leaders as well.

CITY ATTORNEY REPORT - None

CITY ENGINEER REPORT – City Engineer Schechinger shared a new schedule for the Cedar-Johnson Road project. They are currently looking at this and working to ensure that other projects in this area are tied in for adequate completion. On July 31st, we will start to take bids for the Channel Widening project.

STAFF REPORTS - None

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor Laughlin shared that Hoover Hometown Days was quickly coming up and there is a lot of great planning and additions to that being worked. There was discussion about a household that is located in the Country Club area, on the opposite side of the Golf Course, that has 3’ to 4’ of wildflowers and grass growing out to the ride of way area. Discussions were mentioned on looking to create a more specific ordinance or guidelines on the policy around wildflower areas and their upkeep. A question was asked on who is responsible for mowing the area by the water way and behind the Dawson built homes and it was stated that it was the developer’s responsibility.

ADJOURNMENT

Motion to adjourn by Dean, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:31 p.m.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 4, 2025

AGENDA ITEM:	Approve a Special Event Permit for the West Branch Highschool Homecoming Parade on Wednesday, September 15, 2025 starting at 6:30 p.m.
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PREPARED BY:	Alycia Horras, City Clerk
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DATE:	July 17, 2025
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BACKGROUND:

The permit has been submitted by Abby Noelck, Student Government Advisor with the West Branch High School for their annual homecoming parade.

The parade route is the same as in years past and all City departments have reviewed and approved their request.



Special Event Permit Application

Event Title/Name: West Branch High School Homecoming Parade

Event Organization: WBHS Student Government Phone: 515-230-5551

Organization Address: 900 W. Main St. Tax ID #: _____

City: West Branch State: IA

Event Website: N/A Event Email: anoelck@west-branch.k12.ia.us

Event Coordinator Name and Title: Abby Noelck, Student Government Advisor

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

515-230-5551

Event Coordinator Cell Number: _____

Event Coordinator Address: 1300 23rd Avenue Apt. 1

State: _____ Zip Code: _____

City: Coralville

IA 52241

Description of Event: Parade to celebrate Homecoming featuring floats, bands, and organizations from
the school and community. Will last around 30 minutes.

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.

See attached map.

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)
Wed., Sept. 17, 5:30 p.m.	Wed., Sept. 17, 6:30 p.m.	Wed., Sept. 17, 7:00 p.m.	Immediately following

Maximum Number of Participants: 250 Maximum Number of Vehicles: 35

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

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

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



Please list other agencies involved. WBCSD is hosting

Traffic Control Plan (please attach diagram): See map. Street closures pending city council approval.



Public Notification Plan: The public will be notified via flyers at the school and via social media.

Amplified Sound/Noise Plan:

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

Security Plan: Plan to have WBPD and fire at the event.

Restoration Plan:

Trash Management Plan:

Restroom Plan:

Restrooms and trash are available at the Little Rose Bowl, which is where the parade starts and ends.

Signs/Banner Plan:

Insurance policy: On file with WBCSD

Signature:

Amy L. Natch

Date:

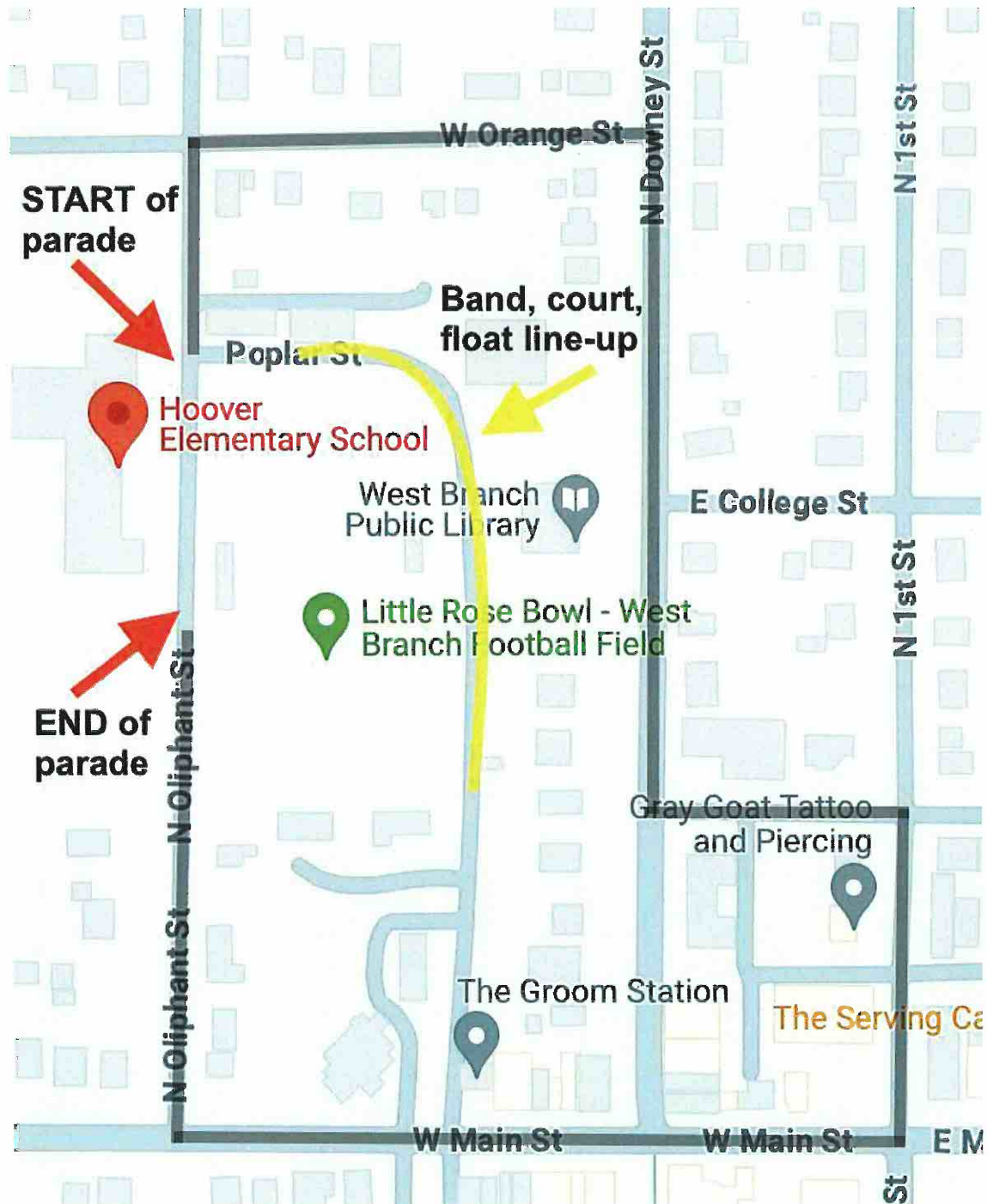
7/17/25

****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

West Branch High School Homecoming Parade, Wednesday, September 17, 2025 – 6:30 p.m.

- All parade entries are to be lined up in front of the bus barns on Poplar St. and will wrap around the field starting at 6:00 p.m. The parade will be led by the American Legion Post, WBHS Band, Grand Marshals, Crown Bearers, and Court Members. All other floats and entries will be lined up on Poplar St. along the east side of the football field.
- After the parade, all participants are invited to stay for the coronation and pep rally at the Little Rose Bowl (rain location: Hoover Gym).
- Please direct all questions or concerns to Abby Noelck (WBHS Spanish Teacher/Student Government Adviser) at anoelck@west-branch.k12.ia.us





Special Event Permit Application

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

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

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

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

FOR CITY OFFICE USE:

Approved by _____ Date of Approval _____

West Branch Administration [Signature] West Branch Fire Department _____ 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

MEETING DATE: August 4, 2025

AGENDA ITEM: Claims for August 4, 2025

PREPARED BY: Jessica Brown, Deputy City Clerk
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DATE: July 30, 2025

SUMMARY:

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

EXPENDITURES**8/4/2025**

BAKER & TAYLOR	REFUND CREDIT	286.25
BEAN & BEAN	GRAVE OPENINGS	650.00
BIBLIONIX	CIRCULATION/CATALOG SOFTWARE	1,870.00
BOOMERANG	CEDAR JOHNSON RD PAY EST 2	309,539.52
BROWN'S WEST BRANCH	VEHICLE SERVICE - POLICE	100.95
DEERY BROTHERS	PLOW TRUCK REPAIR - PW	5,201.26
DIAMOND VOGEL	STREET PAINT	1,832.25
GOERDT INSPECTION	BLDG INSPECTIONS	2,352.00
GRIEBAHN INDUSTRIES	NAMEPLATES - HORRAS	47.00
IA LAW ENFORCEMENT ACADEMY	BLOOD BORNE PATHOGENS - BAILEY	10.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	120.60
KOFOED, ADAM	TRAVEL REIMB- ICMA	1,086.00
LARK LAND	DEEPER SANITARY SEWER	19,792.50
QUILL	VARIOUS ITEMS	93.38
STATE INDUSTRIAL PRODUCTS	CHEMICALS	257.89
STERICYCLE	SHREDDING SERVICES	89.58
SUMMIT FIRE PROTECTION	ANNUAL FIRE EXT SERVICE	1,153.20
THE HOME DEPOT	BLDG SUPPLIES - P&R	83.34
UNIV OF IOWA SCHOOL	STRATEGIC PLAN SRVS 1ST INST	12,500.00
UTILITY SERVICE	S WATER TOWER MAINT PAYMNT	73,335.00
TOTAL		430,400.72

PAYROLL-WAGES, TAXES,**EMPLOYEE BENEFITS****8/1/2025****59,008.61****PAID BETWEEN MEETINGS**

AMAZON	VARIOUS ITEMS	170.60
CURTIS CASPER	LAWN MOWING	175.00
E O JOHNSON	COPIER MAINT - LIB	321.43
IC COUNTY MANAGEMENT	MEMBER DUES	300.00
IL LIBRARY ASSOCIATION	SUMMER PROGRAM PRIZES- LIB	139.10
OLSON, KEVIN D	LEGAL SERVICES MAY 2025	1,500.00
PLUNKETT'S PEST CONTROL	PEST CONTROL	164.54
QUILL	OFFICE SUPPLIES-PW, CITY	127.51
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	3,882.51
SISCO	HEALTH CLAIMS 7/22/2025	825.68
AMAZON	VARIOUS ITEMS	172.41
HAWKINS	CHEMICALS	2,714.68
JOHN DEERE FINANCIAL	SUPPLIES & UNIFORMS - PW	1,099.49
LIBERTY DOORS	COMMUNITY DOOR - LIB	4,140.00
LYNCH'S PLUMBING	TOILET REPAIR - LIB	110.74

MEDIACOM	CABLE SERVICE	41.90
VERIZON WIRELESS	VERIZON WIRELESS	454.71
METLIFE	INSURANCE PREMIUM	2,385.93
SISCO	INSURANCE PREMIUM	16,193.66

TOTAL		34,919.89
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GRAND TOTAL EXPENDITURES		524,329.22
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FUND TOTALS

001 GENERAL FUND	49,961.00
022 CIVIC CENTER	119.11
031 LIBRARY	12,068.84
110 ROAD USE TAX	13,601.78
112 TRUST AND AGENCY	24,666.22
331 CEDAR JOHNSON RD RECON	329,332.02
600 WATER FUND	85,218.93
610 SEWER FUND	8,795.80
740 STORM WATER UTILITY	565.52

GRAND FUND TOTAL	524,329.22
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	QUILL CORP	OFFICE SUPPLIES - PD	59.97
			OFFICE SUPPLIES - PD	14.10
			RAZOR BLADE SCRAPER - PD	9.53
			OFFICE SUPPLIES - PD	9.78
		IOWA LAW ENFORCEMENT ACADEMY	BLOOD BORNE PATHOGENS - BA	10.00
		BROWN'S WEST BRANCH	VEHICLE SERVICE - POLICE	100.95
			TOTAL:	204.33
FIRE OPERATION	GENERAL FUND	SUMMIT FIRE PROTECTION	ANNUAL FIRE EXT SERVICE	288.30
			TOTAL:	288.30
BUILDING INSPECTIONS	GENERAL FUND	GOERDT INSPECTION & CONSULTATION SERVI	BLDG INSPECTIONS	2,352.00
			TOTAL:	2,352.00
PARK & RECREATION	GENERAL FUND	THE HOME DEPOT PRO	BLDG SUPPLIES - P&R	83.34
			TOTAL:	83.34
CEMETERY	GENERAL FUND	BEAN & BEAN	GRAVE OPENINGS	650.00
			TOTAL:	650.00
ECONOMIC DEVELOPMENT	GENERAL FUND	UNIV OF IOWA SCHOOL OF PLANNING & PUBL	STRATEGIC PLAN SRVS 1ST IN	12,500.00
			TOTAL:	12,500.00
CLERK & TREASURER	GENERAL FUND	SUMMIT FIRE PROTECTION	ANNUAL FIRE EXT SERVICE	57.66
		GRIEBAHN INDUSTRIES INC	NAMEPLATES - HORRAS	47.00
		KOFOED, ADAM	TRAVEL REIMB- ICMA - KOFOE	1,086.00
		STERICYCLE, INC.	SHREDDING SERVICES	89.58
			TOTAL:	1,280.24
TOWN HALL	CIVIC CENTER	SUMMIT FIRE PROTECTION	ANNUAL FIRE EXT SERVICE	57.66
			TOTAL:	57.66
LIBRARY	LIBRARY	BAKER & TAYLOR INC.	REFUND CREDIT	17.41-
			BOOKS	89.92
			BOOKS	213.74
		SUMMIT FIRE PROTECTION	ANNUAL FIRE EXT SERVICE	86.49
		BIBLIONIX	CIRCULATION/CATALOG SOFTWA	1,870.00
			TOTAL:	2,242.74
ROADS & STREETS	ROAD USE TAX	DIAMOND VOGEL, INC.	STREET PAINT	1,832.25
		SUMMIT FIRE PROTECTION	ANNUAL FIRE EXT SERVICE	490.11
		DEERY BROTHERS FORD LINCOLN	PLOW TRUCK REPAIR - PW	5,201.26
			TOTAL:	7,523.62
CAPITAL PROJECT	CEDAR JOHNSON RD R	BOOMERANG CORP	CEDAR JOHNSON RD PAY EST 2	309,539.52
		LARK LAND INC.	DEEPER SANITARY SEWER	19,792.50
			TOTAL:	329,332.02
WATER OPERATING	WATER FUND	SUMMIT FIRE PROTECTION	ANNUAL FIRE EXT SERVICE	86.49
		UTILITY SERVICE CO., INC.	S WATER TOWER MAINT PAYMNT	37,895.00
			N WATER TOWER MAINT PAYMNT	35,440.00
			TOTAL:	73,421.49
SEWER OPERATING	SEWER FUND	IOWA ONE CALL	UTILITY LOCATION SERVICE	120.60
		SUMMIT FIRE PROTECTION	ANNUAL FIRE EXT SERVICE	86.49
		STATE INDUSTRIAL PRODUCTS	CHEMICALS	257.89
			TOTAL:	464.98

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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===== FUND TOTALS =====				
001	GENERAL FUND		17,358.21	
022	CIVIC CENTER		57.66	
031	LIBRARY		2,242.74	
110	ROAD USE TAX		7,523.62	
331	CEDAR JOHNSON RD RECONS		329,332.02	
600	WATER FUND		73,421.49	
610	SEWER FUND		464.98	

GRAND TOTAL:			430,400.72	



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 4, 2025

AGENDA ITEM: June Monthly Financial Report

PREPARED BY: Heidi Van Auken

DATE: July 24, 2025

SUMMARY:

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

REVENUE-FISCAL YEAR 2025

FUND	JUNE
001 GENERAL FUND	325,546.82
022 CIVIC CENTER	21,380.00
026 SIGNS ACCIONA DONATION	81.42
031 LIBRARY	169,435.63
036 TORT LIABILITY	554.85
110 ROAD USE TAX	39,238.60
112 TRUST & AGENGY	5,923.71
121 LOCAL OPTION SALES TAX	22,344.39
125 TIF	9,064.82
226 DEBT SERVICE	(254,834.88)
300 CAPITAL IMPROVEMENT RESERVE	739.84
330 EASTSIDE WATER MAINS PH2	514.40
331 CEDAR JOHNSON RD RECON	41,500.00
332 W MAIN ST IMPROVEMENT	41,500.00
500 CEMETERY PERPETUAL FUND	60.00
501 KROUTH PRINCIPAL FUND	681.12
502 KROUTH INTEREST FUND	318.35
600 WATER FUND	67,211.58
610 SEWER FUND	84,842.70
740 STORM WATER UTILITY	6,045.72
TOTAL	582,149.07

BANK TO BOOK RECONCILIATION				
6/30/2025				
BANK BALANCE @				
	CASH - FIDELITY BANK & TRUST			\$ 8,273,591.40
	CASH - FIDELITY BANK & TRUST - PERPETUAL CARE FUND			\$ 36,930.60
	SUB TOTAL			\$ 8,310,522.00
ADD:	CD'S:	Bank/CD #	Maturity Date	
	ENLOW BUILDING CD	LIBERTY SAVINGS-10447	7/13/2026	\$ 11,896.60
	CEMETERY PERPETUAL CARE	HILLS BANK-30282503	2/11/2026	\$ 106,767.84
	LIBRARY-HANSEN DONATION CD	GREENSTATE-1037 (Old 1034)	8/4/2025	\$ 63,148.49
	LIBRARY-KROUTH PRINCIPAL CD	GREENSTATE-1038 (Old 1035)	9/2/2025	\$ 58,143.88
	LIBRARY-KROUTH INTEREST CD	GREENSTATE-1039 (Old 1036)	9/2/2025	\$ 27,257.36
	GEN FUND-STREETSCAPE-ACCIONA DONATION CD	GREENSTATE-1040 (Old 1033)	12/5/2025	\$ 7,894.14
	SAVINGS ACCOUNTS			
	GENERAL FUND SAVINGS	GREENSTATE-0001		\$ 5.00
	LIBRARY - KROUTH INTEREST	FIDELITY-SAVINGS ACCOUNT		\$ 8,527.65
	LIBRARY - M GRAY SAVINGS	FIDELITY-SAVINGS ACCOUNT		\$ 16,363.46
	TOTAL CD'S & SAVINGS ACCOUNTS			\$ 300,004.42
	SUB TOTAL			\$ 8,610,526.42
PLUS	O/S DEPOSITS			\$ -
PLUS	ADJUSTMENTS			\$ -
LESS:	O/S CREDIT CARD			\$ -
LESS:	O/S CHECKS			\$ 96,784.06
	ENDING BOOK BALANCE			\$ 8,513,742.36

CLERK'S REPORT FOR THE MONTH OF JUNE 2025

DESCRIPTION	CHECKING	INVESTMENT	BEGINNING BALANCE	RECEIPTS	TRANSFER IN	DISBURSED	TRANSFER OUT	NET CHANGE LIABILITIES	CLERK'S BALANCE
GENERAL									
*(001) GENERAL OPERATING FUND	\$ 3,027,356.55	\$ 5.00	\$ 3,027,361.55	\$ 325,546.82		\$ 358,196.00	\$ 203,041.89		\$ 2,791,670.48
** FIRE APPARATUS RESERVE	\$ 44,811.50	\$ -	\$ 44,811.50		\$ 169,247.79				\$ 214,059.29
POLICE APPARATUS RESERVE	\$ 123,178.95	\$ -	\$ 123,178.95		\$ 27,548.10				\$ 150,727.05
PARK & RECREATION RESERVE	\$ 17,340.39	\$ -	\$ 17,340.39						\$ 17,340.39
PUBLIC WORKS RESERVE	\$ 14,660.00	\$ -	\$ 14,660.00						\$ 14,660.00
SIGNS-ACCIONA DTN INVESTMENT	\$ -	\$ 7,812.72	\$ 7,812.72	\$ 81.42					\$ 7,894.14
PARK EQUIPMENT/RESERVE	\$ 18,000.00	\$ -	\$ 18,000.00		\$ 6,246.00				\$ 24,246.00
(022) CIVIC CENTER	\$ 40,396.36	\$ -	\$ 40,396.36	\$ 21,380.00		\$ 678.21			\$ 61,098.15
(027) MEMORIAL GARDEN PROJECT	\$ 414.00	\$ -	\$ 414.00						\$ 414.00
(028) SPLASH PAD RESERVE	\$ 100.00	\$ -	\$ 100.00						\$ 100.00
(031) LIBRARY	\$ (23,604.38)	\$ 99,094.96	\$ 75,490.58	\$ 169,435.63		\$ 28,962.93			\$ 215,963.28
(036) TORT LIABILITY	\$ 1,022.20	\$ -	\$ 1,022.20	\$ 554.85					\$ 1,577.05
SPECIAL REVENUE									
(110) ROAD USE TAX	\$ 262,521.68	\$ -	\$ 262,521.68	\$ 39,238.60		\$ 16,786.45			\$ 284,973.83
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	\$ 560,884.60	\$ -	\$ 560,884.60	\$ 5,923.71		\$ 31,513.35			\$ 535,294.96
(119) EMERGENCY TAX FUND	\$ 7,019.38	\$ -	\$ 7,019.38						\$ 7,019.38
(121) LOCAL OPTION SALES TAX	\$ 714,263.05	\$ -	\$ 714,263.05	\$ 22,344.39		\$ -	\$ 238,863.00		\$ 497,744.44
(125) TIF	\$ 724,198.74	\$ -	\$ 724,198.74	\$ 9,064.82		\$ 174,824.53	\$ 514,722.00		\$ 43,717.03
(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
DEBT SERVICE									
(226) DEBT SERVICE	\$ (411,192.32)	\$ -	\$ (411,192.32)	\$ (254,834.88)	\$ 968,871.00	\$ 1,250.00			\$ 301,593.80
CAPITAL PROJECTS									
(300) CAPITAL IMPROVEMENT RESERVE	\$ 314,853.42	\$ -	\$ 314,853.42	\$ 739.84					\$ 315,593.26
(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	\$ (0.00)	\$ -	\$ (0.00)						\$ (0.00)
(321) WIDENING WAPSI CREEK @ BERANEK PARK	\$ 29,197.60	\$ -	\$ 29,197.60			\$ 16,362.50			\$ 12,835.10
(323) I-80 WEST, WATER MAIN RELOCATE	\$ (0.00)	\$ -	\$ (0.00)						\$ (0.00)
(324) VVW 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	\$ (334.40)	\$ -	\$ (334.40)	\$ 514.40		\$ 180.00			\$ -
(331) CEDAR JOHNSON RD RECONSTRUCT	\$ (270,889.68)	\$ -	\$ (270,889.68)	\$ 41,500.00		\$ 228,422.35			\$ (457,812.03)
(332) W MAIN ST IMPROVEMENT	\$ -	\$ -	\$ -	\$ 41,500.00					\$ 41,500.00
PERMANENT									
(500) CEMETERY PERPETUAL FUND	\$ 36,990.60	\$ 106,767.84	\$ 143,758.44	\$ 60.00					\$ 143,818.44
(501) KROUTH PRINCIPAL FUND	\$ (0.00)	\$ 57,495.47	\$ 57,495.47	\$ 681.12					\$ 58,176.59
(502) KROUTH INTEREST FUND	\$ 0.00	\$ 26,939.01	\$ 26,939.01	\$ 318.35					\$ 27,257.36
ENTERPRISE									
(600) WATER FUND	\$ 606,556.47	\$ -	\$ 606,556.47	\$ 67,211.58		\$ 30,618.75	\$ 156,538.78		\$ 486,610.52
(603) WATER SINKING FUND	\$ 117,456.46	\$ -	\$ 117,456.46	\$ -	\$ 10,795.78	\$ 114,856.12			\$ 13,396.12
(610) SEWER FUND	\$ 926,847.63	\$ -	\$ 926,847.63	\$ 84,842.70		\$ 26,915.59	\$ 122,981.47		\$ 861,793.27
(611) SEWER FUND SPECIAL	\$ 1,129,109.71	\$ -	\$ 1,129,109.71	\$ -	\$ 53,438.47	\$ 536,257.46			\$ 646,290.72
(740) STORM WATER UTILITY	\$ 234,576.18	\$ -	\$ 234,576.18	\$ 6,045.72		\$ 1,129.30			\$ 239,492.60
TOTAL	\$ 9,200,431.83	\$ 298,115.00	\$ 9,498,546.83	\$ 582,149.07	\$ 1,236,147.14	\$ 1,566,953.54	\$ 1,236,147.14	\$ -	\$ 8,513,742.36
O/S CHECKS			\$9,899.58						\$96,784.06
ADJUSTMENTS			\$0.00						\$0.00
O/S DEPOSIT			\$0.00						\$0.00
O/S CREDIT CARD			\$0.00						\$0.00
BANK STATEMENT BALANCE			\$9,508,446.41						\$8,610,526.42

CITY OF WEST BRANCH
MTD TREASURERS REPORT
AS OF: JUNE 30TH, 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	3,253,165.11	325,628.24	358,196.00	3,220,597.35	0.00	0.00	3,220,597.35
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	40,396.36	21,380.00	678.21	61,098.15	0.00	0.00	61,098.15
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	75,490.58	169,435.63	28,962.93	215,963.28	0.00	0.00	215,963.28
036-TORT LIABILITY	1,022.20	554.85	0.00	1,577.05	0.00	0.00	1,577.05
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	262,521.68	39,238.60	16,786.45	284,973.83	0.00	0.00	284,973.83
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	560,884.60	5,923.71	31,513.35	535,294.96	0.00	0.00	535,294.96
119-EMERGENCY TAX FUND	7,019.38	0.00	0.00	7,019.38	0.00	0.00	7,019.38
121-OPTION TAX	714,263.05	22,344.39	238,863.00	497,744.44	0.00	0.00	497,744.44
125-T I F	724,198.74	9,064.82	689,546.53	43,717.03	0.00	0.00	43,717.03
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	(411,192.32)	714,036.12	1,250.00	301,593.80	0.00	0.00	301,593.80
300-CAPITAL IMPROV. RESERVE	314,853.42	739.84	0.00	315,593.26	0.00	0.00	315,593.26
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	0.00	0.00	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	29,197.60	0.00	16,362.50	12,835.10	0.00	0.00	12,835.10
322-SPLASH PAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
323-I-80 WEST, WATER MAIN REL	0.00	0.00	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: JUNE 30TH, 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	(334.40)	514.40	180.00	0.00	0.00	0.00	0.00
331-CEDAR JOHNSON RD RECONS	(270,889.68)	41,500.00	228,422.35	(457,812.03)	0.00	0.00	(457,812.03)
332-W MAIN ST IMPROVE	0.00	41,500.00	0.00	41,500.00	0.00	0.00	41,500.00
500-CEMETERY PERPETUAL FUND	143,758.44	60.00	0.00	143,818.44	0.00	0.00	143,818.44
501-KROUTH PRINCIPAL FUND	57,495.47	681.12	0.00	58,176.59	0.00	0.00	58,176.59
502-KROUTH INTEREST FUND	26,939.01	318.35	0.00	27,257.36	0.00	0.00	27,257.36
600-WATER FUND	606,556.47	67,211.58	187,157.53	486,610.52	0.00	0.00	486,610.52
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	117,456.46	10,795.78	114,856.12	13,396.12	0.00	0.00	13,396.12
610-SEWER FUND	926,847.63	84,842.70	149,897.06	861,793.27	0.00	0.00	861,793.27
611-SEWER FUND SPECIAL	1,129,109.71	53,438.47	536,257.46	646,290.72	0.00	0.00	646,290.72
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	234,576.18	6,045.72	1,129.30	239,492.60	0.00	0.00	239,492.60
950-BC/BS FLEXIBLE BENEFIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
 GRAND TOTAL	 9,498,546.83	 1,615,254.32	 2,600,058.79	 8,513,742.36	 0.00	 0.00	 8,513,742.36

*** END OF REPORT ***

CITY OF WEST BRANCH
YTD TREASURERS REPORT
AS OF: JUNE 30TH, 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	2,472,706.28	1,806,371.81	3,220,597.35	0.00	0.00	3,220,597.35
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	28,199.34	15,076.54	61,098.15	0.00	0.00	61,098.15
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	219,785.42	185,300.51	215,963.28	0.00	0.00	215,963.28
036-TORT LIABILITY	5,437.40	78,858.05	82,718.40	1,577.05	0.00	0.00	1,577.05
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	365,150.20	306,274.37	284,973.83	0.00	0.00	284,973.83
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	477,851.02	406,257.07	535,294.96	0.00	0.00	535,294.96
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	309,551.98	238,863.00	497,744.44	0.00	0.00	497,744.44
125-T I F	87,104.96	680,923.13	724,311.06	43,717.03	0.00	0.00	43,717.03
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	1,345,752.97	1,326,090.00	301,593.80	0.00	0.00	301,593.80
300-CAPITAL IMPROV. RESERVE	210,510.63	105,082.63	0.00	315,593.26	0.00	0.00	315,593.26
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	79,855.79	12,835.10	0.00	0.00	12,835.10
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: JUNE 30TH, 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)	582,323.38	573,229.96	0.00	0.00	0.00	0.00
331-CEDAR JOHNSON RD RECONS	0.00	41,500.00	499,312.03	(457,812.03)	0.00	0.00	(457,812.03)
332-W MAIN ST IMPROVE	0.00	41,500.00	0.00	41,500.00	0.00	0.00	41,500.00
500-CEMETERY PERPETUAL FUND	136,532.41	7,286.03	0.00	143,818.44	0.00	0.00	143,818.44
501-KROUTH PRINCIPAL FUND	55,415.55	2,761.04	0.00	58,176.59	0.00	0.00	58,176.59
502-KROUTH INTEREST FUND	25,966.83	1,290.53	0.00	27,257.36	0.00	0.00	27,257.36
600-WATER FUND	437,396.52	874,225.70	825,011.70	486,610.52	0.00	0.00	486,610.52
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	129,789.93	121,632.16	13,396.12	0.00	0.00	13,396.12
610-SEWER FUND	912,224.35	1,063,179.65	1,113,610.73	861,793.27	0.00	0.00	861,793.27
611-SEWER FUND SPECIAL	627,868.28	641,261.64	622,839.20	646,290.72	0.00	0.00	646,290.72
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	72,449.16	54,252.26	239,492.60	0.00	0.00	239,492.60
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	10,040,609.97	9,077,241.85	8,513,742.36	0.00	0.00	8,513,742.36

*** END OF REPORT ***

PROGRAM EXPENDITURES FOR THE MONTH OF JUNE 2025

100.00%

FUNCTIONS	BUDGET EXP	MTD EXP	YTD EXP	REMAINING BALANCE	PERCENT OF EXPENSES
PUBLIC SAFETY					
POLICE DEPARTMENT					
GENERAL FUND	\$ 740,370.00	\$ 45,301.07	\$ 491,265.04	\$ 249,104.96	66.35%
TORT LIABILITY	\$ 13,659.00	\$ -	\$ 12,804.44	\$ 854.56	93.74%
TRUST & AGENCY	\$ 173,830.00	\$ 11,127.93	\$ 147,562.03	\$ 26,267.97	84.89%
FIRE DEPARTMENT					
GENERAL FUND	\$ 284,250.00	\$ 39,313.17	\$ 227,351.48	\$ 56,898.52	79.98%
TORT LIABILITY	\$ 30,500.00	\$ -	\$ 30,212.17	\$ 287.83	99.06%
TRUST & AGENCY	\$ 67,901.00	\$ 4,887.37	\$ 37,233.68	\$ 30,667.32	54.84%
BUILDING INSPECTIONS					
GENERAL FUND	\$ 52,990.00	\$ 7,197.63	\$ 46,502.58	\$ 6,487.42	87.76%
TRUST & AGENCY	\$ 12,387.00	\$ 891.66	\$ 12,770.58	\$ (383.58)	103.10%
ANIMAL CONTROL	\$ 4,050.00	\$ -	\$ -	\$ 4,050.00	0.00%
TOTAL PUBLIC SAFETY	\$ 1,379,937.00	\$ 108,718.83	\$ 1,005,702.00	\$ 374,235.00	72.88%
PUBLIC WORKS					
ROADS & STREETS					
GENERAL FUND	\$ 58,250.00	\$ -	\$ 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	\$ 16,786.45	\$ 306,274.37	\$ 33,899.63	90.03%
TRUST & AGENCY	\$ 67,038.00	\$ 3,591.09	\$ 64,572.56	\$ 2,465.44	96.32%
STREET LIGHTING - GENERAL FUND	\$ 41,000.00	\$ 2,953.93	\$ 36,723.29	\$ 4,276.71	89.57%
SOLID WASTE - GENERAL FUND	\$ 297,028.00	\$ 19,370.50	\$ 240,672.57	\$ 56,355.43	81.03%
TOTAL PUBLIC WORKS	\$ 820,671.00	\$ 42,701.97	\$ 717,528.74	\$ 103,142.26	87.43%
TOTAL HEALTH & SOCIAL SERVICES	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CULTURE & RECREATION					
LIBRARY					
GENERAL FUND	\$ 201,215.00	\$ 28,962.93	\$ 185,300.51	\$ 15,914.49	92.09%
TORT LIABILITY	\$ 5,040.00	\$ -	\$ 7,086.73	\$ (2,046.73)	140.61%
TRUST & AGENCY	\$ 46,151.00	\$ 3,445.80	\$ 40,629.97	\$ 5,521.03	88.04%
PARKS & RECREATION					
GENERAL FUND	\$ 235,033.00	\$ 17,813.83	\$ 160,749.34	\$ 74,283.66	68.39%
TORT LIABILITY	\$ 5,000.00	\$ -	\$ 6,200.88	\$ (1,200.88)	124.02%
TRUST & AGENCY	\$ 36,944.00	\$ 2,664.56	\$ 34,588.19	\$ 2,355.81	93.62%
CEMETERY					

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
GENERAL FUND	\$ 93,458.00	\$ 4,990.22	\$ 71,257.50	\$ 22,200.50	76.25%
TORT LIABILITY	\$ 1,547.00	\$ -	\$ 2,174.34	\$ (627.34)	140.55%
TRUST & AGENCY	\$ 27,881.00	\$ 1,410.45	\$ 19,427.44	\$ 8,453.56	69.68%
CIVIC CENTER					
GENERAL FUND	\$ 20,900.00	\$ 678.21	\$ 15,076.54	\$ 5,823.46	72.14%
TRUST & AGENCY	\$ -	\$ -	\$ -	\$ -	#DIV/0!
COMMUNITY & CULTURAL DEV.	\$ 12,500.00	\$ 243.58	\$ 3,820.78	\$ 8,679.22	30.57%
LOCAL CABLE ACCESS	\$ 24,395.00	\$ 212.85	\$ 16,206.30	\$ 8,188.70	66.43%
HISTORIC PRESERVATION	\$ 750.00	\$ -	\$ 337.42	\$ 412.58	44.99%
TOTAL CULTURE & RECREATION	\$ 710,814.00	\$ 60,422.43	\$ 562,855.94	\$ 147,958.06	79.18%
COMMUNITY & ECONOMIC DEV.					
ECONOMIC DEVELOPMENT	\$ 50,500.00	\$ -	\$ 31,211.50	\$ 19,288.50	61.80%
PLANNING & ZONING	\$ 20,000.00	\$ 5,869.80	\$ 17,063.69	\$ 2,936.31	85.32%
REVOLVING LOAN FUND	\$ -			\$ -	
TIF DEBT SERVICE	\$ 213,961.00	\$ 174,824.53	\$ 209,589.06	\$ 4,371.94	97.96%
TOTAL COMMUNITY & E.D.	\$ 284,461.00	\$ 180,694.33	\$ 257,864.25	\$ 26,596.75	90.65%
GENERAL GOVERNMENT					
MAYOR & COUNCIL					
GENERAL FUND	\$ 21,500.00	\$ 435.19	\$ 14,060.94	\$ 7,439.06	65.40%
TRUST & AGENCY	\$ 2,906.00	\$ 47.39	\$ 1,283.95	\$ 1,622.05	44.18%
CLERK & TREASURER					
GENERAL FUND	\$ 202,420.00	\$ 22,117.23	\$ 178,712.39	\$ 23,707.61	88.29%
TORT LIABILITY	\$ 5,785.00	\$ -	\$ 8,133.64	\$ (2,348.64)	140.60%
TRUST & AGENCY	\$ 48,187.00	\$ 3,447.10	\$ 48,188.67	\$ (1.67)	100.00%
LEGAL SERVICES	\$ 27,000.00	\$ 3,000.00	\$ 27,880.24	\$ (880.24)	103.26%
TOTAL GENERAL GOVERNMENT	\$ 307,798.00	\$ 29,046.91	\$ 278,259.83	\$ 29,538.17	90.40%
GO DEBT SERVICE	\$ 1,326,991.00	\$ 1,250.00	\$ 1,326,090.00	\$ 901.00	99.93%
CAPITAL PROJECTS					
(308) PARK IMPROVEMENTS	\$ 14,827.00	\$ -	\$ -	\$ 14,827.00	0.00%
(321) WIDENING WAPSI CREEK	\$ 800,000.00	\$ 16,362.50	\$ 79,855.79	\$ 720,144.21	9.98%
(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	\$ 180.00	\$ 573,229.96	\$ 626,770.04	47.77%
(331) CEDAR JOHNSON RD RECON	\$ 500,000.00	\$ 228,422.35	\$ 499,312.03	\$ 687.97	99.86%

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
TOTAL CAPITAL PROJECTS	\$ 3,614,827.00	\$ 244,964.85	\$ 1,248,633.04	\$ 2,366,193.96	34.54%
BUSINESS TYPE ACTIVITIES					
WATER FUND	\$ 637,244.00	\$ 30,618.75	\$ 549,478.77	\$ 87,765.23	86.23%
WATER SINKING FUND	\$ 123,870.00	\$ 114,856.12	\$ 121,632.16	\$ 2,237.84	98.19%
SEWER FUND	\$ 482,142.00	\$ 26,915.59	\$ 402,806.09	\$ 79,335.91	83.55%
SEWER FUND SPECIAL	\$ 641,261.00	\$ 536,257.46	\$ 622,839.20	\$ 18,421.80	97.13%
STORM WATER UTILITY	\$ 63,326.00	\$ 1,129.30	\$ 54,252.26	\$ 9,073.74	85.67%
TOTAL BUSINESS TYPE ACTIVITIES	\$ 1,947,843.00	\$ 709,777.22	\$ 1,751,008.48	\$ 196,834.52	89.89%
NON-DEPARTMENTAL TRANSFERS					
GENERAL FUND	\$ 189,377.00	\$ 189,377.00	\$ 189,377.00	\$ -	100.00%
LOCAL OPTION SALES TAX	\$ 238,863.00	\$ 238,863.00	\$ 238,863.00	\$ -	100.00%
TIF	\$ 514,722.00	\$ 514,722.00	\$ 514,722.00	\$ -	100.00%
WATER FUND	\$ 275,555.00	\$ 156,538.78	\$ 275,532.93	\$ 22.07	99.99%
SEWER FUND	\$ 710,805.00	\$ 122,981.47	\$ 710,804.64	\$ 0.36	100.00%
TOTAL NON-DEPARMENTAL TRANSFERS	\$ 1,929,322.00	\$ 1,222,482.25	\$ 1,929,299.57	\$ 22.43	100.00%
TOTAL FOR ALL FUNCTIONS	\$ 12,322,664.00	\$ 2,600,058.79	\$ 9,077,241.85	\$ 3,245,422.15	73.66%

CITY OF WEST BRANCH
EXPENDITURES BY ACTIVITY (UNAUDITED)
AS OF: JUNE 30TH, 2025

001-GENERAL FUND

100.00% OF FISCAL YEAR

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL NON-PROGRAM	1,929,322.00	1,222,482.25	1,929,299.57	100.00	22.43
TOTAL PUBLIC SAFETY	1,379,937.00	108,718.83	1,005,702.00	72.88	374,235.00
TOTAL PUBLIC WORKS	820,671.00	42,701.97	717,528.74	87.43	103,142.26
TOTAL HEALTH & SOCIAL SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	710,814.00	60,422.43	562,855.94	79.18	147,958.06
TOTAL COMMUNITY & ECON DEVELOP	284,461.00	180,694.33	257,864.25	90.65	26,596.75
TOTAL GENERAL GOVERNMENT	307,798.00	29,046.91	278,259.83	90.40	29,538.17
TOTAL DEBT SERVICE	1,326,991.00	1,250.00	1,326,090.00	99.93	901.00
TOTAL CAPITAL PROJECTS	3,614,827.00	244,964.85	1,248,633.04	34.54	2,366,193.96
TOTAL BUSINESS TYPE/ENTERPRISE	1,947,843.00	709,777.22	1,751,008.48	89.89	196,834.52
TOTAL EXPENDITURES	12,322,664.00	2,600,058.79	9,077,241.85	73.66	3,245,422.15



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 4, 2025

AGENDA ITEM:	Resolution 2025-84 Resolution resetting a public hearing on a proposed development agreement with Parkside Partners, LLC, which includes annual appropriation tax increment rebates
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PREPARED BY:	Alycia Horras, City Clerk
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DATE:	July 28, 2025
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SUMMARY:

A resolution to reset the Public Hearing date for a development agreement with Parkside Partners, LLC, for August 18, 2025 in conjunction with the regularly scheduled Council Meeting.

RESOLUTION NO. 2025-84

RESOLUTION RESETTING A PUBLIC HEARING ON A PROPOSED DEVELOPMENT AGREEMENT WITH PARKSIDE PARTNERS, LLC, WHICH INCLUDES ANNUAL APPROPRIATION TAX INCREMENT REBATES.

WHEREAS, the City and Parkside Partners, LLC. (the “Developer”) are negotiating agreement whereby the developer will reconstruct a residential/commercial subdivision in the City (the “Development”); and

WHEREAS, as part of said Development, the City will assist the Developer in reconstructing said Development by granting the Developer annual appropriation incremental tax rebates on said development; and

WHEREAS, prior to the execution of a development agreement which includes incremental tax rebates, the City Council must hold a public hearing; and

WHEREAS, the City Council previously set the public hearing for August 4, 2025 but now desires to re-set the hearing for August 18, 2025.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, Iowa, that a public hearing on the proposed development agreement be and the same is hereby re-set for 7:00 p.m. on Monday, August 18, 2025, in the Council Chambers at City Hall, 110 N. Poplar Street, West Branch, Iowa 52358. Further, the City Clerk is directed to publish notice of said public hearing as required by law.

Passed and approved this 18th day of August 2025.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk

NOTICE OF PUBLIC HEARING ON PROPOSED DEVELOPMENT AGREEMENT WITH
PARKSIDE PARTNERS, LLC

NOTICE is hereby given that the City Council of the City of West Branch, Cedar County, Iowa, will hold a public hearing on the proposed development agreement with Parkside Partners, LLC for the reconstruction of the mixed-use development known as Parkside Hills at 7:00 p.m. on Monday, August 18th, 2025 in the Council Chambers, City Hall, 110 N. Poplar Street, West Branch, Iowa 52358.

Said Development Agreement will require the developer to reconstruct and redevelop the Parkside Hills development (the “Project”) in exchange for the rebate of 75% of the incremental property taxes created by the Project.

All persons desiring to make comment may attend the public hearing on the date and time outlined above to make comments on the proposed revenue purpose statement or may deliver written comments to the City Clerk.

/s/ Alycia Horras, City Clerk
At the Direction of the West Branch City Council



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 4, 2025

AGENDA ITEM: Resolution 2025-85 Resolution Amending the Employee Handbook (Amendment #5)

PREPARED BY: Adam Kofoed, City Administrator

DATE: July 25, 2025

BACKGROUND:

Section III - Employment

Flex Holiday Schedule Policy

This will encompass a change to the recording of Holiday Pay and Hours for the nontraditional shift departments such as the Police Department and Library personnel.

- Allowing the individuals to use holiday pay when they are scheduled to work on that holiday as per the calendar date and to utilize this on a different day during the same pay period when they are scheduled off for that holiday's date.
- Increasing the total number of holiday hours for departments such as the Police Department that have a regularly scheduled work day of over 8 hours. The paid holiday would reflect the employee's regularly scheduled hours to avoid having to take vacation or make up time to fulfill their full time schedule.

RESOLUTION 2025-85

A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK (AMENDMENT #5)

WHEREAS, the City of West Branch Employee Handbook, dated July 1, 2024 will be amended as follows:

Section III - Employment

Flex Holiday Schedule Policy

The Police Department and Library work nontraditional shifts. Due to this unique operational requirement, sworn officers and certain library staff may not be able to observe standard holidays in real time. To address this, and in an effort to reduce overtime costs while maintaining essential coverage, the following Flex Holiday Schedule Policy is established.

This policy allows approved Police Department officers and Library staff to flex recognized City holidays to alternate days within the same pay period. This policy is intended to support operational needs and wellness without increasing overtime liability.

This policy applies only to full time employees.

Guidelines

Police Officers and/or Library staff required to work on a holiday will flex a holiday to another day off within the same pay period, with approval from the department director. Police and Library personnel whose regular day off falls on the holiday will flex to another day off in the same pay period with approval of the Police Chief or Library Director. This time off must be scheduled in a manner that does not disrupt department operations. Holiday hours should represent the departments regular scheduled hours. For example, if police work ten-hour shifts, their holidays should be ten hours.

Flexing holidays is not a right, but a management tool to ensure fair time off while maintaining coverage. Flex Holiday Time does not convert to cash payout under any circumstances and will not be paid out upon separation from employment.

The City Administrator retains the final authority on approval, denial, or modification of Flex Holiday scheduling requests. The Police Chief and Library Director are responsible for managing and documenting internal scheduling and communicating with the City Administrator as needed.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned Amendment #5 to the West Branch Employee Handbook is hereby approved.

Passed an approved this 4th day of August 2025.

ATTEST

Roger Laughlin, Mayor

Alycia Horras, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 4, 2025

AGENDA ITEM:	Resolution 2025-86 Approve Naming of the Pocket Park located at 311 E Main Street.
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PREPARED BY:	Parks & Recreation Director, Erin Laughlin
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DATE:	July 25, 2025
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BACKGROUND:

The pocket park at the former Casey's location (311 E Main Street) has recently drawn attention following a City Council request to install electrical hookups. The Parks and Recreation Commission also held a preliminary discussion about the long-term vision for the space.

As a step toward formally establishing the area as a park, the commission voted to recommend naming it "Mural Park," reflecting the name most commonly used by the public in reference to the prominent West Branch mural. The commission also discussed further developing the space with an art and music theme. Ideas included adding murals and other forms of artwork, installing interactive musical elements, replacing grass with turf, and incorporating more seating and shade. The vision also includes opportunities to honor local individuals, creating a space that celebrates community contributions and fosters public expression.

Naming the space provides a clear identity, helping establish it as a recognized and valued public asset. It simplifies communication, supports event planning and wayfinding, and connects the site to a beloved local landmark. An official name like "Mural Park" also lays a foundation for future improvements, branding, and potential funding opportunities—further enhancing its role in the community.

RESOLUTION NO. 2025-86

RESOLUTION SETTING THE NAME OF THE POCKET PARK LOCATED AT 311 E MAIN STREET.

WHEREAS, the City of West Branch has established a green space area located at 311 E Main Street (formerly the Casey's location);

WHEREAS, the Parks and Recreation Commission has requested to permanently name the area at 311 E Main Street, "Mural Park" in an effort to move forward with establishing this area as a permanent park space and to allow work for future improvements, branding and potential funding opportunities for the area.

WHEREAS, the City of West Branch has voted on and passed the request to add electrical hookups to the area, it has been maintained as a park area by the city and the intent is to add this greenspace to the City's Parks and Recreation footprint for the West Branch community;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, Iowa, that the green space located at 311 E Main Street, also referred to as the "pocket park", shall be permanently named, Mural Park.

Passed and approved this 4th day of August 2025.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk

RESOLUTION 2025-87

RESOLUTION ACCEPTING BIDS AND AWARDING THE CONSTRUCTION CONTRACT FOR THE SRF0 WRR21-008 SPONSORED PROJECT- WAPSI FLOOD IMPROVEMENTS CHANNEL WIDENING PROJECT

WHEREAS, the City Council of the City of West Branch, Iowa, has heretofore deemed it necessary and desirable to install channel widening and stormwater improvements said project having been referred to as the “Wapsi Flood Improvements Chanel Widening Project” (the “Project”); and

WHEREAS, to that end, Veenstra & Kimm designed the Project and put the Project out for bids; and

WHEREAS, the bid of Peterson Contractors Inc. of Reinbeck, Iowa in the amount of \$1,110,692.00., is the lowest responsive, responsible bidder for the Project; and

WHEREAS, the Project Engineer recommends the awarding of the contract to Peterson Contractors Inc. of Reinbeck, Iowa in the amount of \$1,110,692.00.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the contract for the construction of the Project is awarded to Peterson Contractors Inc. of Reinbeck, Iowa for the amount of \$1,110,692.00.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are directed to execute any and all documentation necessary to award the contract for this Project.

Passed and approved this 4th day of August, 2025.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 4, 2025

AGENDA ITEM:	Discussion: Meadows Part 6 Final Plat
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PREPARED BY:	Adam Kofoed, City Administrator
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DATE:	July 25, 2025
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BACKGROUND:

Lark Land (developers Brad Larson and Chris Kofoed) are seeking feedback from the City Council on their final plat before requesting formal approval. They have several proposed adjustments and would like input before moving forward.

PLANNING & ZONING:

The Planning & Zoning Commission approved the final plat with a 6–1 vote. While there was some discussion regarding the overall density of the development, the Commission ultimately supported the proposed 50/50 mix of zero-lot-line homes and single-family homes as a reasonable compromise.

FEEDBACK:

1. The buyer of Lots 1 and 2 would like to purchase both and construct a single home centered between them
 - a. Pros: Reduces housing density and potential traffic; aligns with the Comprehensive Plan and P&Z's goal of supporting diverse housing options.
 - b. Cons: Removes one housing unit from the market in a city with limited available land for new growth.
2. Minor adjustments to property lines may be proposed for Lots 1 through 5. The developers will provide further details during the council meeting.
3. Proposed Greenspace (40' x 40' Lot)
 - a. Pros: Enhances neighborhood livability and aligns with subdivision regulations and the Comprehensive Plan. Public Works is already scheduled to maintain nearby areas and believes it can absorb the additional mowing.
 - b. Cons: Adds maintenance responsibilities for Public Works. The Parks Department may need to use reserve funds to install benches or future park features.