



CITY COUNCIL MEETING
MONDAY, August 18, 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 August 04, 2025 City Council meeting.
 - b. Approve Claims for August 18, 2025.
7. Presentations/Communications/Open Forum
8. Public Hearings/Non-Consent Agenda
 - a. **Resolution 2025-84** – Setting of Public Hearing for Proposed development agreement with Parkside Partners, LLC, which includes annual appropriation tax increment rebates. / Move to Action
 - b. **Resolution 2025-88** Approve payment of Pay Estimate #3 for Cedar Johnson Rd Project / Move to Action
 - c. **Resolution 2025-89** Approval of Agreement with TAP Services / Move to Action
 - d. **Resolution 2025-90** Approval of Depository Limit Change / Move to Action
9. Discussion –
 - a. Water & Sewer Rates at West Branch Village
 - b. Possible increase of Utility Deposit Amount
 - c. Adoption of LPR Technology for the City of West Branch
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**

**August 04, 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, Public Works Director Matt Goodale 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 21, 2025 City Council meeting.

Approval of Special Event Permit for the WBHS Homecoming Parade and street closures

Approve Claims for August 4, 2025.

Approve Monthly June Financial Report

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
GRAND TOTAL EXPENDITURES		524,329.22

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 & AGENCY	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

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 - NONE

PUBLIC HEARING / NON-CONSENT AGENDA

Public Hearing – on the plans, specifications, estimate of cost and form of contract; ordering bids and directing notice of the same; all for the Wapsi flood improvements channel widening Project.

Called to Order by Mayor Laughlin at 7:02 p.m.

With no comments or discussion, Public Hearing was Closed at 7:03 p.m. by Mayor Laughlin.

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

With a Special Meeting scheduled for August 14, 2025 to meet with the developer, this item will be tabled until the August 18th Council meeting.

Motion by Dean, second by Sexton to table Resolution 2025-84. AYES: Dean, Horihan, Miller, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2025-85 Approve amendment to the Employee Handbook, Department Flex Holiday Benefit / Move to Action

It was reaffirmed that this change would allow departments that work an untraditional schedule such as the library and Police Department, to flex a paid holiday designation within the same pay period to avoid overtime accumulation during that pay period. It would also allow the PD (or any department that went to a schedule outside of the standard 8-hour work day), the ability to receive the same number of hours for the paid holiday as their regular scheduled number of hours is set to be in order to avoid having to work an additional time (currently 2 hours to make a 10-hour work day), or to take vacation to ensure their full day off for a holiday.

Motion by Miller, second by Horihan to approve Resolution 2025-85. AYES: Miller, Horihan, Sexton, Stoolman, Dean. NAYS: None. Motion carried.

Resolution 2025-86 Approve Naming of the Pocket Park at 311 E Main Street. /Move to Action

Discussion on adding a sign with the new park name, “Mural Park”. It was suggested that there could be an addition to the top of the current mural to conserve green space. This will be determined as the overall park development is further developed.

Motion by Dean, second by Miller to approve Resolution 2025-86. AYES: Dean, Miller, Sexton, Horihan, Stoolman. NAYS: None. Motion carried.

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.

It was shared that with the 3 lowest bids being similar in amount, that this was the true price range for this project, since all bids came in over the original budgeted amount. Kofoed shared some of the thoughts on where the additional funding would come from for the overage as Finance Officer Van Auken had shared some areas that projects were coming in under budget and the potential of additional funds out of the storm operating reserves could be used. Project is projected to be done by Spring of 2026.

Motion by Miller, second by Sexton to approve Resolution 2025-87. AYES: Miller, Sexton, Stoolman, Horihan, Dean. NAYS: None. Motion carried.

Discussion – Meadows Part 6 Final Plat Discussion

Brad Larson shared that the sidewalks are formed and will be poured this week. The Culvert is rocked on both sides of the road and they are ready to do a final grade, seed and then put in utilities in this area. He asked what the plan is for the large pile of dirt that is on the property. This is partially city owned and partially developer owned. This was set to be used for the Johnson Cedar Road project and a large portion of this is now not going to be needed for this. It was suggested that it could be used at the South Water Tower and Brad shared that Land Lark has had some interested parties reach out about purchasing some of it. The council was asked if they could have a plan in place for the dirt by the August 18th meeting to move forward. It was share that we will need to have a site plan in place for this if we move it to behind the South Water Tower for finishing off the cities area.

CITY ADMINISTRATOR REPORT –

Looking at our options for a firm to do our annual Audit, as our current vendor will not be available after this year’s audit. Kofoed is looking to bring options to either the 8/18 or 9/2 meeting for discussion. The state may or may not be able to help in this area for auditing our city as well. Kofoed, Horras, and Brown are working on a plan for sewer reading and charge to the West Branch Village after finding out that the current system they have to measure usage in the new addition of this area, will not work. This item will be added to the 8/18 council meeting for discussion.

CITY ATTORNEY REPORT – None

CITY ENGINEER REPORT –

Updates were given with the continued work on Cedar Johnson Road. He received an email from the DOT contractor that they were planning to open the West Bound Exit Ramp off of Parkside Dr. by the end of the week.

STAFF REPORTS - None

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Council person Horihan mentioned the horrific accident that was on I 80 Sunday and wanted to share a Thank You to West Branch Fire and Police Departments for all of their work and support during that situation. Their professionalism and support over several hours were very much noticed and appreciated.

ADJOURNMENT

Motion to adjourn by Miller, second by Dean. Motion carried on a voice vote. City Council meeting adjourned at 7:42 p.m.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 18, 2025

AGENDA ITEM: Claims for August 18, 2025
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PREPARED BY: Jessica Brown, Deputy City Clerk
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DATE: August 18, 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**8/18/2025**

ALLIANT ENERGY	ALLIANT ENERGY	16.19
AMAZON	VARIOUS ITEMS	533.70
BARNHART'S CUSTOM SERVICES	NUISANCE ABATEMENT	1,862.50
CEDAR COUNTY RECORDER	RECORDING FEES	29.00
HI-LINE	SHOP SUPPLIES - PW	23.90
IMWCA	IMWCA FY26 INSTALLMENT 2	3,768.00
IA DNR	NPDES FEE FY26	210.00
KANOPY	ON DEMAND VIDEO SERVICE	46.00
LINN COUNTY R.E.C.	STREET LIGHTS	303.63
MAINSTAY SYSTEMS	CUBBY HARD DRIVE - P&R	300.00
MISCELLANEOUS VENDOR	HOOVER BALL REFUND - P&R	80.00
MOPPY MO'S	JANITORIAL SERVICES	997.50
OASIS ELECTRIC	LIGHT FRONT GROOM STATION-PW	424.21
OVERDRIVE	DIGITAL & AUDIO BOOKS	241.11
PLUNKETT'S PEST CONTROL	PEST CONTROL	114.54
PYRAMID SERVICES	MOWER & PARTS - PW	14,986.35
VEENSTRA & KIMM	VARIOUS PROJECTS	31,313.60
WEST BRANCH REPAIRS	REPLACE BATTERY & SERVICE- PD	475.87
TOTAL		55,726.10

**PAYROLL-WAGES, TAXES, EMPLOYEE
BENEFITS****8/15/2025****71,437.37****PAID BETWEEN MEETINGS**

ADVANTAGE ARCHIVES	DIGITAZATION - WB TIMES	2,535.00
ALLIANT ENERGY	ALLIANT ENERGY	23,080.52
ARNOLD MOTOR SUPPLY	STOCK BATTERY REPLACEMENT - PW	770.28
AT & T	WIRELESS SERVICE	210.04
BAKER & TAYLOR	BOOKS	121.92
CEDAR COUNTY COOPERATIVE	FUEL - PW	618.00
DOG WASTE DEPOT	DOG WASTE BAGS	759.95
E O JOHNSON BUSINESS	COPIER MAINTENANCE - CITY	175.05
HI-LINE	SHOP SUPPLIES - PW	198.05
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	142.02
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,584.80
LRS HOLDINGS	TRASH & RECYCLING JULY 2025	19,532.50
MISCELLANEOUS VENDORS	UB REFUNDS	68.46
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE - LIBRARY	25.00
STOREY KENWORTHY	PRINT LASER CHECKS	727.07
WEX BANK	VEHICLE FUEL	1,548.02
TOTAL		52,096.68

GRAND TOTAL EXPENDITURES	179,260.15
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FUND TOTALS

001 GENERAL FUND	78,288.58
022 CIVIC CENTER	1,353.07
031 LIBRARY	9,445.25
110 ROAD USE TAX	8,091.91
112 TRUST AND AGENCY	19,395.63
321 WIDENING WAPSI CREEK	2,193.50
331 CEDAR JOHNSON RD RECON	24,190.10
600 WATER FUND	16,039.99
610 SEWER FUND	19,664.84
740 STORM WATER UTILITY	597.28

GRAND FUND TOTAL	179,260.15
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	WEST BRANCH REPAIRS	REPALCE BATTERY - PD	209.86
			OIL & TIRES - PD	266.01
		AMAZON.COM.CA., INC.	RETURN OF VOICE RECORDER -	28.89-
			FLASH DRIVE& HOLDER	25.71
			TOTAL:	472.69
STREET LIGHTING	GENERAL FUND	LINN COUNTY R.E.C. OASIS ELECTRIC LLC	STREET LIGHTS	303.63
			LIGHT INFRONT GROOM STATIO	424.21
			TOTAL:	727.84
PARK & RECREATION	GENERAL FUND	PYRAMID SERVICES INC.	NEW MOWER - PW, P&R	5,000.00
		ALLIANT ENERGY	ALLIANT ENERGY	16.19
		MISCELLANEOUS V RACHEL MORRISON	R. MORRISON:REFUND HOOV B	80.00
		MAINSTAY SYSTEMS OF IOWA LLC	CUBBY HARD DRIVE - P&R	300.00
		MOPPY MO'S LLC	CLEANING SERVICES - P&R	192.50
			TOTAL:	5,588.69
CEMETERY	GENERAL FUND	PYRAMID SERVICES INC.	MOWER PARTS - PW	65.64
			NEW MOWER - PW, P&R	5,500.00
			MOWER PARTS - PW	42.94
			MOWER PARTS - PW	489.13
			MOWER PARTS- PW	47.94
			TOTAL:	6,145.65
ECONOMIC DEVELOPMENT	GENERAL FUND	BARNHART'S CUSTOM SERVICES LLC	NUISANCE ABATEMENT	1,862.50
			TOTAL:	1,862.50
CLERK & TREASURER	GENERAL FUND	PLUNKETT'S PEST CONTROL INC AMAZON.COM.CA., INC. MOPPY MO'S LLC	PEST CONTROL - CITY OFFICE	57.27
			MONITOR, STAND& CHAIR SUPP	139.95
			CLEANING SERVICES -CITY	140.00
			TOTAL:	337.22
LEGAL SERVICES	GENERAL FUND	CEDAR COUNTY RECORDER	RECORDING FEES	29.00
			TOTAL:	29.00
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	MEADOWS PT 6 REVIEW	1,345.00
			NW ANNEXATION	3,585.00
			TOTAL:	4,930.00
TOWN HALL	CIVIC CENTER	PLUNKETT'S PEST CONTROL INC MOPPY MO'S LLC	PEST CONTROL - TOWN HALL	57.27
			CLEANING SERVICES - TH	245.00
			TOTAL:	302.27
LIBRARY	LIBRARY	OVERDRIVE INC KANOPY AMAZON.COM.CA., INC.	DIGITAL & AUDIO BOOKS	241.11
			ON DEMAND VIDEO SERVICE	46.00
			DRAINAGE PIPES - LIB	6.59
			YOUTH PROGRAM SUPPLIES - L	199.55
			BOOKS - LIB	126.79
			PAPER TOWELS - LIB	35.27
			SNACKS - LIB	28.73
			JANITORIAL SERVICE - LIBRA	420.00
		MOPPY MO'S LLC	TOTAL:	1,104.04
ROADS & STREETS	ROAD USE TAX	PYRAMID SERVICES INC.	CHAIN SAW PARTS - PW	1,420.62
			TOTAL:	1,420.62

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATIONS	TRUST AND AGENCY	IMWCA	WORK COMP - POLICE	<u>550.21</u>
			TOTAL:	550.21
FIRE OPERATION	TRUST AND AGENCY	IMWCA	WORK COMP - FIRE	<u>2,226.75</u>
			TOTAL:	2,226.75
BUILDING INSPECTIONS	TRUST AND AGENCY	IMWCA	WORK COMP - BLDG INSPECT	<u>28.18</u>
			TOTAL:	28.18
ROADS & STREETS	TRUST AND AGENCY	IMWCA	WORK COMP - STREETS	<u>613.31</u>
			TOTAL:	613.31
LIBRARY	TRUST AND AGENCY	IMWCA	WORK COMP - LIBRARY	<u>25.05</u>
			TOTAL:	25.05
PARK & RECREATION	TRUST AND AGENCY	IMWCA	WORK COMP - PARK & REC	<u>77.77</u>
			TOTAL:	77.77
CEMETERY	TRUST AND AGENCY	IMWCA	WORK COMP - CEMETERY	<u>80.56</u>
			TOTAL:	80.56
CLERK & TREASURER	TRUST AND AGENCY	IMWCA	WORK COMP - ADMIN	<u>47.69</u>
			TOTAL:	47.69
CAPITAL PROJECT	WIDENING WAPSI CRE VEENSTRA & KIMM INC.		CHANNEL WIDENING FLOOD IMP	<u>2,193.50</u>
			TOTAL:	2,193.50
CAPITAL PROJECT	CEDAR JOHNSON RD R VEENSTRA & KIMM INC.		CEDAR JOHNSON RD RECON	<u>24,190.10</u>
			TOTAL:	24,190.10
WATER OPERATING	WATER FUND	IMWCA	WORK COMP - WATER	87.52
		HI-LINE INC	SHOP SUPPLIES - PW	<u>23.90</u>
			TOTAL:	111.42
SEWER OPERATING	SEWER FUND	IOWA DEPARTMENT OF NATURAL RESOURCES	NPDES FEE FY26	210.00
		PYRAMID SERVICES INC.	NEW MOWER - PW, P&R	2,420.08
		IMWCA	WORK COMP - SEWER	<u>30.96</u>
			TOTAL:	2,661.04

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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===== FUND TOTALS =====			
001	GENERAL FUND		20,093.59
022	CIVIC CENTER		302.27
031	LIBRARY		1,104.04
110	ROAD USE TAX		1,420.62
112	TRUST AND AGENCY		3,649.52
321	WIDENING WAPSI CREEK @ BE		2,193.50
331	CEDAR JOHNSON RD RECONS		24,190.10
600	WATER FUND		111.42
610	SEWER FUND		2,661.04

	GRAND TOTAL:		55,726.10

TOTAL PAGES: 3



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 18, 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:	August 11, 2025
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SUMMARY:

A resolution to reset the Public Hearing date for a development agreement with Parkside Partners, LLC, for September 2, 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 September 2, 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, September 2nd, 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, September 2nd, 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 18, 2025

AGENDA ITEM:	Resolution 2025-88 - Approving Pay Estimate Number 3 in the amount of \$136,261.66 to Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project. / Move to action.
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PREPARED BY:	City Clerk, Alycia Horras
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DATE:	August 11, 2025
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SUMMARY:

Boomerang Corp., of Anamosa, Iowa was awarded the construction contract for the 2025 Cedar-Johnson Road Reconstruction Project by the West Branch City Council through the passage of Resolution 2025-34 on April 1, 2025 in the amount of \$2,127,723.71.

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

Pay Estimate Number	Amount	Resolution #	Date
1	\$162,928.26	2025-68	June 16,2025
2	\$309,539.52	2025-81	July 21, 2025
3	\$136,261,66	2025-88	August 18,2025

RESOLUTION 2025-88

RESOLUTION APPROVING PAY ESTIMATE NUMBER 3 IN THE AMOUNT OF \$136,261.66 TO BOOMERANG CORP FOR THE 2025 CEDAR-JOHNSON ROAD RECONSTRUCTION PROJECT.

WHEREAS, Boomerang Corp., of Anamosa, Iowa was awarded the construction contract for the 2025 Cedar-Johnson Road Reconstruction Project (the “Project”) by the West Branch City Council through the passage of Resolution 2025-34 on April 1, 2025 in the amount of \$2,127,723.71; and

WHEREAS, Boomerang Corp. has declared that said Project has started and work has been rendered in accordance with drawings and specifications on the Project and based on observations by project managers of Veenstra & Kimm who are contracted with the City of West Branch to oversee the construction process; and

WHEREAS, it is now necessary for the City Council to accept Pay Estimate Number 3 in the amount of \$136,261.66 to Boomerang Corp.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the West Branch, Iowa, that Pay Estimate Number 3 in the amount of \$136,261.66 to Boomerang Corp. is approved.

PASSED AND APPROVED this 18th day of August, 2025.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk

August 1, 2025

Boomerang Corp
13225 Circle Drive, Ste A
Anamosa, IA 52205

PAY ESTIMATE NO. 3

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

Contract Amount \$2,127,723.71

Contract Date April 1, 2025

Pay Period July 9, 2025 - Aug 1, 2025

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.1	Clearing And Grubbing	Acre	0.2	\$ 20,000.00	\$ 4,000.00	0.2	\$ 4,000.00
1.2	Grubbing	Unit	214.5	\$ 60.00	\$ 12,870.00	214.5	\$ 12,870.00
1.3	Excavation, Cl 10, Rdwy+Borrow	CY	7,542	\$ 8.00	\$ 60,336.00	800	\$ 6,400.00
1.4	Exc, Cl 10, Unsuit/Unstable Matrl, Core-Out	CY	1,500	\$ 10.00	\$ 15,000.00		\$ -
1.5	Excavation, Class 13, Waste	CY	81	\$ 20.00	\$ 1,620.00		\$ -
1.6	Special Backfill - Macadam Stone Base	CY	1,125	\$ 44.00	\$ 49,500.00		\$ -
1.7	Special Backfill - Modified Subbase	CY	375	\$ 42.00	\$ 15,750.00		\$ -
1.8	Topsoil, Furn+Spread	CY	1,167	\$ 50.00	\$ 58,350.00		\$ -
1.9	Topsoil, Strip, Salvage and Spread	CY	1,167	\$ 6.00	\$ 7,002.00		\$ -
1.10	Subgrd Stablz Mtrl,PolyGrid NX-650	SY	1,500	\$ 5.00	\$ 7,500.00		\$ -
1.11	Modified Subbase	CY	2,882	\$ 40.00	\$ 115,280.00		\$ -
1.12	Choke Stone - Temporary Road	Ton	400	\$ 24.00	\$ 9,600.00		\$ -
1.13	Macadam Stone Base - Temp Road	Ton	370	\$ 26.00	\$ 9,620.00		\$ -
1.14	Relocation Of Mailboxes	Each	3	\$ 100.00	\$ 300.00		\$ -
1.15	PCC Pav't, Cl C, Cl 3 Durabl, 8 In.	SY	8,871	\$ 54.00	\$ 479,034.00		\$ -
1.16	PCC Pavement Samples	LS	1	\$ 1,200.00	\$ 1,200.00		\$ -
1.17	HMA ST, Base Course, 1/2 In. Mix	Ton	72.8	\$ 165.00	\$ 12,012.00		\$ -
1.18	HMA ST, Interm Course, 1/2 In. Mix	Ton	49.2	\$ 178.00	\$ 8,757.60		\$ -
1.19	HMA ST, Surface Course, 1/2 In. Mix, No Spec	Ton	49.2	\$ 165.00	\$ 8,118.00		\$ -
1.20	Calcium Chloride Applied	Ton	6.2	\$ 1,400.00	\$ 8,680.00		\$ -
1.21	Water for Surface Appl of Calcium Chloride	MGal	5	\$ 300.00	\$ 1,500.00		\$ -
1.22	Surfacing, Driveway, Class A Crushed Stone	Ton	32	\$ 26.00	\$ 832.00		\$ -
1.23	Rmvl of Existing Structures - Retaining Wall	LS	1	\$ 3,000.00	\$ 3,000.00		\$ -
1.24	Combo Concrete Sidewalk & Retaining Wall	CY	20.2	\$ 800.00	\$ 16,160.00		\$ -
1.25	Safety Rail	LF	45	\$ 210.00	\$ 9,450.00		\$ -
1.26	Aprons, Concrete, 30 In. Dia.	Each	3	\$ 4,400.00	\$ 13,200.00		\$ -
1.27	Aprons, Concrete, 42 In. Dia.	Each	1	\$ 6,200.00	\$ 6,200.00	2	\$ 12,400.00
1.28	Modular Block Retaining Wall	SF	42	\$ 50.00	\$ 2,100.00		\$ -
1.29	Manhole, San. Sewer, SW-301, 48 In. Extra De	Each	1	\$ 10,000.00	\$ 10,000.00	1	\$ 10,000.00
1.30	Intake, SW-507	Each	12	\$ 4,400.00	\$ 52,800.00	4	\$ 17,600.00
1.31	Intake, SW-509	Each	8	\$ 6,000.00	\$ 48,000.00	5	\$ 30,000.00
1.32	Intake, SW-511	Each	2	\$ 2,900.00	\$ 5,800.00		\$ -
1.33	Intake, SW-512	Each	1	\$ 1,800.00	\$ 1,800.00		\$ -
1.34	Manhole Adjustment, Minor	Each	1	\$ 2,600.00	\$ 2,600.00		\$ -
1.35	Manhole Adjustment, Major	Each	1	\$ 4,200.00	\$ 4,200.00		\$ -
1.36	Subdrain, Longitudinal, (Backslope) 6 In. Dia.	LF	2,754	\$ 13.00	\$ 35,802.00		\$ -
1.37	Subdrain Outlet, DR-303	Each	20	\$ 200.00	\$ 4,000.00		\$ -
1.38	Subdrain Cleanout	Each	4	\$ 300.00	\$ 1,200.00		\$ -
1.39	Storm SWR Grav Main, Trenched, HDPE, 10 In	LF	13	\$ 50.00	\$ 650.00		\$ -
1.40	Storm SWR Grav Main, Trenched, RCP, 15 In.	LF	1,129	\$ 70.00	\$ 79,030.00	517	\$ 36,190.00

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.41	Storm SWR Grav Main, Trenched, RCP, 18 In.	LF	41	\$ 80.00	\$ 3,280.00		\$ -
1.42	Storm SWR Grav Main, Trenched, RCP, 24 In.	LF	319	\$ 84.00	\$ 26,796.00	186	\$ 15,624.00
1.43	Storm SWR Grav Main, Trenched, RCP, 30 In.	LF	299	\$ 110.00	\$ 32,890.00		\$ -
1.44	Storm SWR Grav Main, Trenched, RCP), 42 In.	LF	185	\$ 200.00	\$ 37,000.00	129	\$ 25,800.00
1.45	Remove Pipe Less Than or Equal to 36 In.	LF	981	\$ 5.00	\$ 4,905.00	140	\$ 700.00
1.46	Remove Pipe Greater Than 36 In.	LF	152	\$ 10.00	\$ 1,520.00	48	\$ 480.00
1.47	Storm SWR Abandnmnt, Fill & Plug, ≤ 36 In. D	CY	3	\$ 200.00	\$ 600.00		\$ -
1.48	Sanitary SWR Grav Main, Trenched, PVC, 8 In.	LF	56	\$ 100.00	\$ 5,600.00	56	\$ 5,600.00
1.49	Sanitary Sewer Service Stub, PVC, 4 In.	LF	250	\$ 44.00	\$ 11,000.00		\$ -
1.50	Sanitary Sewer Service Relocation	Each	1	\$ 1,800.00	\$ 1,800.00		\$ -
1.51	Revetment, Class E	Ton	72	\$ 70.00	\$ 5,040.00		\$ -
1.52	Removal of Pavement	SY	7,679	\$ 5.00	\$ 38,395.00	1,000	\$ 5,000.00
1.53	Removal of Sidewalk	SY	39	\$ 5.00	\$ 195.00		\$ -
1.54	Removal of Intakes and Utility Accesses	Each	1	\$ 200.00	\$ 200.00		\$ -
1.55	Recreational Trail, PCC, 6 In.	SY	792	\$ 45.00	\$ 35,640.00		\$ -
1.56	Sidewalk, P.C. Concrete, 6 In.	SY	847	\$ 46.00	\$ 38,962.00		\$ -
1.57	Detectable Warnings	SF	140	\$ 50.00	\$ 7,000.00		\$ -
1.58	Driveway, P.C. Concrete, 6 In.	SY	529	\$ 50.00	\$ 26,450.00		\$ -
1.59	Removal Of Paved Driveway	SY	225	\$ 10.00	\$ 2,250.00		\$ -
1.60	Fence, Safety	LF	2,665	\$ 6.00	\$ 15,990.00	3,590	\$ 21,540.00
1.61	Removal and Reinstallation of Fence,	LF	105	\$ 58.00	\$ 6,090.00		\$ -
1.62	Remove and Reinstall Sign as per plan	Each	8	\$ 275.00	\$ 2,200.00	2	\$ 550.00
1.63	Removal of Type A Sign	Each	6	\$ 125.00	\$ 750.00	3	\$ 375.00
1.64	Install Stop Sign Assembly	Each	4	\$ 450.00	\$ 1,800.00		\$ -
1.65	Construction Survey	LS	1	\$ 26,000.00	\$ 26,000.00	0.5	\$ 13,000.00
1.66	Traffic Control	LS	1	\$ 13,000.00	\$ 13,000.00	0.5	\$ 6,500.00
1.67	Mobilization	LS	1	\$ 150,000.00	\$ 150,000.00	0.5	\$ 75,000.00
1.68	Water Main, Trenched, PVC, 8 In., DR-18	LF	236	\$ 60.00	\$ 14,160.00		\$ -
1.69	Water Main, Trenched, PVC, 12 In., DR-18	LF	363	\$ 80.00	\$ 29,040.00	140	\$ 11,200.00
1.70	Water Service Stub, Copper, 1 In.	Each	3	\$ 1,800.00	\$ 5,400.00	2	\$ 3,600.00
1.71	Valve, Gate, DIP, 8 In.	Each	5	\$ 2,800.00	\$ 14,000.00		\$ -
1.72	Valve, Gate, DIP, 12 In.	Each	1	\$ 4,800.00	\$ 4,800.00		\$ -
1.73	Valve Removal,	Each	1	\$ 200.00	\$ 200.00	2	\$ 400.00
1.74	Fire Hydrant Assembly, WM-201	Each	2	\$ 9,600.00	\$ 19,200.00	1	\$ 9,600.00
1.75	Fire Hydrant Assembly Removal	Each	2	\$ 200.00	\$ 400.00	1	\$ 200.00
1.76	Flushing Device (Blowoff), 2 In.	Each	1	\$ 1,600.00	\$ 1,600.00		\$ -
1.77	Valve Box Adjustment, Minor	Each	1	\$ 450.00	\$ 450.00		\$ -
1.78	SWPPP Preparation and Management	LS	1	\$ 3,000.00	\$ 3,000.00	0.4	\$ 1,200.00
1.79	Dust Control - Saw Cutting	LS	1	\$ 600.00	\$ 600.00	0.2	\$ 120.00
1.80	Mulching	Acre	3	\$ 1,000.00	\$ 3,000.00		\$ -
1.81	Native Grass Seeding	Acre	1.1	\$ 1,500.00	\$ 1,650.00		\$ -
1.82	Seed&Fertlz (Rural)-HydroSeed w/BondedFibe	Acre	0.7	\$ 4,500.00	\$ 3,150.00		\$ -
1.83	Seeding & Fertilizing (Urban) - Hydraulic Seed	Acre	1.6	\$ 4,500.00	\$ 7,200.00		\$ -
1.84	Sodding	SQ	35	\$ 60.00	\$ 2,100.00		\$ -
1.85	Turf Reinforcement Mat, Type 2	SQ	9.7	\$ 42.00	\$ 407.40		\$ -
1.86	Silt Fence	LF	3,360	\$ 1.50	\$ 5,040.00		\$ -
1.87	Rmvl of Silt Fence/Silt Fence for Ditch Checks	LF	3,360	\$ 0.10	\$ 336.00		\$ -
1.88	Permtr&Slope SedimtCntrlDev, 9" Dia. EC-204	LF	840	\$ 2.50	\$ 2,100.00	770	\$ 1,925.00
1.89	Rmvl of Permtr&Slope/DitchCheck Sedit Cntrl	LF	840	\$ 0.02	\$ 16.80		\$ -
1.90	Open-Throat Curb Intake Sedmnt Filter, EC-60	LF	110	\$ 16.00	\$ 1,760.00	8	\$ 128.00
1.91	Maint of Open-Throat CurbIntake Sedimt Filte	Each	110	\$ 0.50	\$ 55.00		\$ -
1.92	Rmvl of Open-Throat Curb Intake Sediment Fil	Each	110	\$ 0.50	\$ 55.00		\$ -

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.93	Grate Intake Sediment Filter Bag, EC-604	Each	3	\$ 125.00	\$ 375.00		\$ -
1.94	Maint of Grate Intake Sediment Filter Bag	Each	3	\$ 50.00	\$ 150.00		\$ -
1.95	Removal of Grate Intake Sediment Filter Bag	Each	3	\$ 25.00	\$ 75.00		\$ -
1.96	Mobilizations, Erosion Control	Each	4	\$ 600.00	\$ 2,400.00	1	\$ 600.00
1.97	Trees	Each	8	\$ 500.00	\$ 4,000.00		\$ -
2.1	Excavation, Cl 10, Rdwy+Borrow	CY	664	\$ 8.00	\$ 5,312.00	664	\$ 5,312.00
2.2	Exc, Cl 10, Unsuit/Unstable Matrl, Core-Out	CY	200	\$ 10.00	\$ 2,000.00	160	\$ 1,600.00
2.3	Excavation, Class 13, Waste	CY	13	\$ 20.00	\$ 260.00	13	\$ 260.00
2.4	Special Backfill - Macadam Stone Base	CY	150	\$ 44.00	\$ 6,600.00	160	\$ 7,040.00
2.6	Topsoil, Furn+Spread	CY	415	\$ 50.00	\$ 20,750.00	200	\$ 10,000.00
2.7	Topsoil, Strip, Salvage and Spread	CY	415	\$ 6.00	\$ 2,490.00		\$ -
2.8	Subgrd Stablz Mtrl,PolyGrid NX-650	SY	500	\$ 5.00	\$ 2,500.00	506	\$ 2,530.00
2.9	Modified Subbase	CY	520	\$ 42.00	\$ 21,840.00	517.09	\$ 21,717.78
2.10	Choke Stone - Temporary Road	Ton	224	\$ 24.00	\$ 5,376.00	224	\$ 5,376.00
2.11	Macadam Stone Base - Temporary Road	Ton	833	\$ 26.00	\$ 21,658.00	838.21	\$ 21,793.46
2.12	PCC Pav't, Cl C, Cl 3 Durabl, 8 In.	SY	1,628	\$ 54.00	\$ 87,912.00	1,628	\$ 87,912.00
2.13	PCC Pavement Samples	LS	1	\$ 400.00	\$ 400.00	1	\$ 400.00
2.14	HMA ST, Base Course, 1/2 In. Mix	Ton	88.1	\$ 165.00	\$ 14,536.50		\$ -
2.15	HMA ST, Intermediate Course, 1/2 In. Mix	Ton	58.7	\$ 178.00	\$ 10,448.60		\$ -
2.16	HMA ST, Surface Course, 1/2 In. Mix, No Spec	Ton	58.7	\$ 165.00	\$ 9,685.50	244.89	\$ 40,406.85
2.17	Calcium Chloride Applied	Ton	4	\$ 1,400.00	\$ 5,600.00	1.1	\$ 1,540.00
2.18	Water for Surface Appl of Calcium Chloride	MGal	8	\$ 400.00	\$ 3,200.00	0.4	\$ 160.00
2.19	Surfacing, Driveway, Class A Crushed Stone	Ton	8	\$ 26.00	\$ 208.00		\$ -
2.20	Intake, SW-507	Each	2	\$ 5,400.00	\$ 10,800.00	2	\$ 10,800.00
2.21	Manhole Adjustment, Minor	Each	2	\$ 2,600.00	\$ 5,200.00		\$ -
2.22	Manhole Adjustment, Major	Each	1	\$ 4,200.00	\$ 4,200.00	2	\$ 8,400.00
2.23	Subdrain, Longitudinal, (Backslope) 6 In. Dia.	LF	890	\$ 13.00	\$ 11,570.00	840	\$ 10,920.00
2.24	Subdrain Outlet, DR-303	Each	2	\$ 200.00	\$ 400.00	2	\$ 400.00
2.25	Storm Sewer Gravity Main, Trenched, RCP,15	LF	39	\$ 70.00	\$ 2,730.00	39	\$ 2,730.00
2.26	Remove Pipe Less Than or Equal to 36 In.	LF	162	\$ 5.00	\$ 810.00	162	\$ 810.00
2.27	Revetment, Class E	Ton	2.5	\$ 70.00	\$ 175.00		\$ -
2.28	Removal of Pavement	SY	1,157	\$ 7.00	\$ 8,099.00	1,157	\$ 8,099.00
2.29	Removal of Sidewalk	SY	16	\$ 5.00	\$ 80.00	19.56	\$ 97.80
2.30	Removal of Intakes and Utility Accesses	Each	2	\$ 250.00	\$ 500.00	2	\$ 500.00
2.31	Recreational Trail, PCC, 6 In.	SY	467	\$ 45.00	\$ 21,015.00	288.75	\$ 12,993.75
2.32	Sidewalk, P.C. Concrete, 6 In.	SY	68	\$ 50.00	\$ 3,400.00	17.9	\$ 895.00
2.33	Detectable Warnings	SF	30	\$ 50.00	\$ 1,500.00	26	\$ 1,300.00
2.34	Driveway, P.C. Concrete, 6 In.	SY	118	\$ 50.00	\$ 5,900.00	197.14	\$ 9,857.00
2.35	Removal of Paved Driveway	SY	180	\$ 10.00	\$ 1,800.00	258.73	\$ 2,587.30
2.36	Fence, Safety	LF	825	\$ 6.00	\$ 4,950.00	825	\$ 4,950.00
2.37	Remove and Reinstall Sign as per plan	Each	1	\$ 275.00	\$ 275.00	0.5	\$ 137.50
2.38	Construction Survey	LS	1	\$ 1,750.00	\$ 1,750.00	1	\$ 1,750.00
2.39	Traffic Control	LS	1	\$ 2,500.00	\$ 2,500.00	1	\$ 2,500.00
2.40	Mobilization	LS	1	\$ 1,983.31	\$ 1,983.31	1	\$ 1,983.31
2.41	Valve Box Adjustment, Minor	Each	1	\$ 250.00	\$ 250.00	1	\$ 250.00
2.42	Mulching	Acre	0.5	\$ 1,500.00	\$ 750.00		\$ -
2.43	Seeding & Fertilzng (Urban) - Hydraulic Seedin	Acre	0.55	\$ 4,500.00	\$ 2,475.00		\$ -
2.44	Sodding	SQ	148	\$ 55.00	\$ 8,140.00		\$ -
2.45	Silt Fence	LF	480	\$ 1.50	\$ 720.00		\$ -
2.46	Rmvl of Silt Fence/Silt Fence for Ditch Checks	LF	480	\$ 0.10	\$ 48.00		\$ -
Contract Price:					\$ 2,127,723.71		\$ 616,610.75

MATERIALS STORED SUMMARY

	Description	# of Units	Unit Price	Extended Cost
1.27	Aprons, Concrete, 42 In. Dia.	LS	\$ -	\$ -
1.29	Manhole, Sanitary Sewer, SW-301, 48 In. Extra Depth	LS		\$ -
1.30	Intake, SW-507	LS	\$ -	\$ -
1.31	Intake, SW-509	LS	\$ -	\$ -
1.42	Storm Sewer Gravity Main, Trenched, RCP, 24 In.	LS	\$ -	\$ -
1.44	Storm Sewer Gravity Main, Trenched, RCP), 42 In.	LS	\$ -	\$ -
Total				\$ -

SUMMARY			
		Total Approved	Total Completed
Contract Price		\$ 2,127,723.71	\$ 616,610.75
Approved Change Order (list each)	Change Order No. 1	\$ 10,945.37	\$ 10,945.37
	Revised Contract Price	\$ 2,138,669.08	\$ 627,556.12

Stored \$ -

Total Earned \$ 627,556.12

Retainage (3%) \$ 18,826.68

Total Earned Less Retainage \$ 608,729.44


Total Previously Approved (list each)	Pay Estimate No. 1	\$ 162,928.26	
	Pay Estimate No. 2	\$ 309,539.52	

Total Previously Approved \$ 472,467.78

Percent Complete 29%

Amount Due This Request \$ 136,261.66

The amount \$136,261.66 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By: Boomerang Corp Signature: <u>Keegan Parizek</u> Name: <u>Keegan Parizek</u> Title: <u>Project Manager</u> Date: <u>8/1/25</u>	Recommended By: Veenstra & Kimm, Inc. Signature: <u></u> Name: <u>Eric Gould</u> Title: <u>Engineer</u> Date: <u>August 1, 2025</u>	Approved By: West Branch, Iowa Signature: _____ Name: _____ Title: _____ Date: _____
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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 18, 2025

AGENDA ITEM:	Resolution 2025-89 Approving an agreement for services between the City of West Branch and East Central Intergovernmental Association
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PREPARED BY:	Adam Kofoed, City Administrator
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DATE:	August 8, 2025
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BACKGROUND:

The Parks and Recreation Commission and City Council have prioritized the addition of a trail across the high school. In this year's budget, funds have been allocated to contract with the East Central Intergovernmental Association (ECIA) for grant writing services. ECIA will prepare a Transportation Alternatives Program (TAP) grant application to help fund a portion of the trail.

The contract cost with ECIA is \$3,000.

REGIONAL SUPPORT:

The Johnson County Conservation Board has expressed strong support for the trail's development along the north side of West Branch High School. This project aligns with Johnson County's plan to construct a trail along Herbert Hoover Highway (HHH) in 2027.

TIMELINE:

- 2025 Grant writing and awarded funds
- 2026 Bid project and start construction
- 2027 Project completion.

RESOLUTION NO. 2025-89

RESOLUTION APPROVING AN AGREEMENT WITH THE EAST CENTRAL INTERGOVERNMENTAL ASSOCIATION TO PREPARE A GRANT APPLICATION FOR FUNDING VIA THE RPA TRANSPORTATION ALTERNATIVES PROGRAM (“TAP”).

WHEREAS, the City has heretofore deemed it necessary and desirable to apply for grant funding via TAP for the construction of an approximate 1,600-foot trail abutting the West Branch High School and Middle School property (the “Project”); and

WHEREAS, the East Central Intergovernmental Association (“ECIA”) is qualified and able to provide grant writing services in order to apply to TAP for the Project; and

WHEREAS, to that end, ECIA has prepared an agreement to provide grant writing services for a total fee of not-to-exceed \$3,000; and

WHEREAS, it is now necessary for the City Council to approve said agreement with ECIA.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the aforementioned agreement with ECIA for the Project is hereby approved. Further, the Mayor is directed to execute the agreement on behalf of the City.

Passed and approved this 18th day of August, 2025.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk



JOHNSON COUNTY CONSERVATION BOARD
Brad Freidhof, Interim Director
2048 Highway 6 NW, Oxford, IA 52322-9211
Phone: 319.645.2315 Mobile: 319.331.7513
Bfreidhof@johnsoncountyiowa.gov
Web: www.johnsoncountyiowa.gov/conservation

Board Members
Carolyn Buckingham
Bill Waldie
Bonnie Winslow-Garvin
Connie Mutel
Zac Hall

January 2, 2025

Re: Herbert Hoover Highway Trail Connection

To Whom it May Concern:

The Johnson County Conservation Board would like to express their support for the development of a trail on the north side of the West Branch High School.

The Johnson County Conservation Board intends to begin the engineering, design, and permitting process for the Herbert Hoover Highway (HHH) Trail between Iowa City and the Cedar/Johnson County line in 2026, with construction anticipated to begin in 2027. The rough grading for this route has been completed in the right-of-way on the south side of the Herbert Hoover Highway and the Iowa DOT has already constructed a separated pedestrian crossing on the HHH bridge across Interstate 80. They have also completed the trail through the roundabout crossing on each side of the bridge. There is strong support for this project locally, as well as from across the state.

The completion of this trail will create an important and exciting connection between Iowa City and West Branch. West Branch has a wonderful main street, the Herbert Hoover National Historic Site, and the Herbert Hoover Presidential Library and Museum offering a wide array of opportunities for visitors. The addition of a trail connection will offer those visitors an opportunity to explore the region by bicycle and potentially extend their stay and economic impact on our communities. Future connections between Solon and West Branch will further enhance this community's importance as a trail destination. Located on the Great American Rail-Trail West Branch has an opportunity to be part of the nation's first cross-country multiuse trail.

This trail will also provide West Branch and Iowa City residents with an opportunity to explore new modes of transportation for their daily commutes. Commuting to work by bicycle is growing in popularity as users consider the cost savings associated with fuel and maintenance costs of vehicles, and the health and wellness benefits.

The trail will also provide the community a great place to work on their health and wellness. Studies have shown that trails can be an important part of mental health wellness as well as physical activity. Investing in opportunities for the public to improve their health and wellness can help save on medical care costs and insurance savings, a win for all of us.

Please join the Johnson County Conservation Board in their support of this important community investment.

Best regards,

Brad Freidhof
Interim Director

**AGREEMENT FOR SERVICES
BETWEEN
THE CITY OF WEST BRANCH
AND
THE EAST CENTRAL INTERGOVERNMENTAL ASSOCIATION**

This Agreement ("Agreement"), by and between the East Central Intergovernmental Association ("ECIA") and the City of West Branch (the City) requesting ECIA's assistance and technical services to prepare and submit the East Central Iowa Council of Governments (ECICOG) RPA Transportation Alternatives Program (TAP) grant application for the trail project, is entered into on the [REDACTED] day of August, 2025. The City of West Branch will be the eligible applicant for the grant.

SECTION 1. Scope of Services

ECIA will provide and perform the necessary services set forth in the Scope of Services (Attachment A) and perform professional grant writing services pertaining to the TAP program guidelines for the trail project. If the scope of services exceeds those services listed in Attachment A for any reason, ECIA and the City (collectively the "Parties") will adjust the project cost to a cost that is mutually agreed upon by the Parties. The ECIA staff assigned to this Agreement agree to meet with the City on an as needed basis throughout the Agreement year to review progress and performance on the activities listed in the Scope of Services (Attachment A).

SECTION 2. Time of Performance

ECIA will commence performance under this Agreement upon execution of this Agreement by the Parties beginning July, 2025 through August, 2025. The time required for performance is anticipated to be four weeks from the date of execution of this Agreement. The Agreement can be extended upon mutual agreement by both parties.

SECTION 3. Method of Payment and Hours Worked

ECIA staff will perform services only as requested by the City and will only bill the Agreement for services as performed using the rates and hours outlined in the Scope of Services (Attachment A). ECIA will bill \$3,000 total under this Agreement. The Agreement can be amended at the time the City is needing additional services in excess of the Agreement limit amount as set above. ECIA will invoice the City on the last business day of each month, beginning the month the Agreement is executed for services rendered during that calendar month. Payment is due upon receipt of each invoice.

SECTION 4. Personnel

ECIA represents that it currently employs, or will acquire as needed during the performance of this Agreement, all personnel necessary for the timely and successful performance of this Agreement. The personnel, whether existing or newly acquired, are ECIA employees and will remain ECIA employees regardless of any work or services

such employees perform in connection with the project. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture or other form of employment or fiduciary relationship between the Parties.

SECTION 5. Property

ECIA is responsible to acquire or use existing property, real or personal, as it deems necessary in the performance of work under this Agreement.

SECTION 6. Termination by the City

6.1.

The City may, by thirty (30) days written notice to ECIA, terminate this Agreement in whole or in part at any time:

- a) For the City's convenience,
- b) For the failure of ECIA to fulfill its obligations under the Agreement, or
- c) As the funding source for the Agreement ceases to exist.

Upon receipt of such notice, ECIA will: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) within thirty (30) calendar days of receiving the termination notice deliver to the City all data, files, and any other materials related to the project and ECIA's performance of this Agreement.

6.2. If the City elects to terminate this Agreement for convenience, ECIA will be paid the amount due and owing up to and including the date work was discontinued. If the date of termination does not fall on the last business day of a month, the services for that month will be prorated based on the date of termination and the monthly invoice amount.

6.3. If the City elects to terminate this pursuant to 6.1(b). Upon receipt of written notice of termination from the City, ECIA will have ten (10) days to cure any breach cited by the City in its notice of termination to the satisfaction of the City in its sole discretion. If the City deems any such breach cured, it must notify ECIA in writing that ECIA's efforts to cure are acceptable and that performance under this Agreement will continue.

SECTION 7. Termination by ECIA

7.1 ECIA may terminate this Agreement by thirty (30) days written notice to the City for the following reasons:

- 1. Both parties agree a continuation of this Agreement will not be in the best interests of the City.
- 2. ECIA ceases to exist or it is restricted or prohibited by its governmental authorities from continuing to provide services under this Agreement.

7.2 If the ECIA elects to terminate this Agreement, ECIA will be paid the amount due and owing up to and including the date work was discontinued. If the date of termination does not fall on the last business day of a month, the services for that month will be prorated based on the date of termination and the monthly invoice amount.

SECTION 8. Political Activity

No portion of the City's payment to ECIA may be used for any partisan political activity or to further the election or defeat of any candidate for public office, or to further the election or defeat of any cause subject to public vote.

SECTION 9. Miscellaneous

9.1. Force Majeure. In the event that ECIA is delayed or hindered in or prevented from the performance of any act by an occurrence beyond the reasonable control of ECIA and without its fault or negligence, including but not limited to strikes, lockouts, labor troubles, unavailability or excessive price of fuel, power failure, riots, insurrection, war, terrorist activities, chemical explosions, hazardous condition, fire, weather, or acts of God, , then performance of any such act will be extended for a period equivalent to the period of such delay.

9.2. Entire Agreement. This Agreement constitutes the entire Agreement of the Parties and supersedes all prior agreements.

9.3. Modifications. This Agreement may not be modified, except in writing, signed by ECIA and the City.

9.4. Applicable Law and Venue. This Agreement is governed by the laws of the State of Iowa and venue for any action with respect to this Agreement is the District Court of Dubuque County, Iowa.

9.5. Authority. The City and ECIA represent that each, respectively, has full right, power and authority to execute this Agreement.

9.6. Severability. If any term of this Agreement is found to be void or invalid, such invalidity will not affect the remaining terms of this Agreement, which will continue in full force and effect.

9.7. Consent or Approval. In any case where the approval or consent of the City or ECIA is required or requested under this Agreement, such party shall not unreasonably delay or otherwise withhold its approval or consent.

9.8. Notices. All notices and correspondence related to this Agreement shall be sent to the following:

ECIA (point of contacts):

East Central Intergovernmental Association
7600 Commerce Park, Dubuque, Iowa 52002

City of West Branch (point of contact):

Adam Kofoed, City Administrator

9.9. Indemnification. Each Party, as the “Indemnifying Party,” shall indemnify, defend and hold harmless the other Party and its affiliates, officers, directors, employees, agents, successors and permitted assigns (each, an “Indemnified Party”) from and against any and all losses, damages, liabilities, judgments, settlements, interest, awards, penalties, fines, costs or expenses of whatever kind, including reasonable attorneys’ fees (each a “Loss”), incurred by the Indemnified Party in connection with any claim, action, cause of action, demand, lawsuit, arbitration, proceeding or litigation, of any nature (each an “Action”) by a third party (other than an affiliate of an Indemnified Party) caused by the Indemnifying Party’s performance of its obligations under this Agreement, unless such Loss arises from the Indemnified Party’s own negligence or intentional act or omission. The Indemnified Party shall promptly notify the Indemnifying Party of any such claim and reasonably cooperate with the Indemnifying Party in defense of such claims at the Indemnifying Party’s expense.

9.10. Counterparts. This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. A signed copy of this Agreement delivered by E-mail or other comparable means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

City of West Branch

**East Central Intergovernmental
Association**

By: _____

City of West Branch Chairperson

By: _____

ECIA Chairperson

Attest:

Attest:

_____, **West Branch Representative**

_____, **ECIA Executive Director**

ATTACHMENT A - SCOPE OF SERVICES
CITY OF WEST BRANCH

The purpose of this Agreement is to provide a list of services that lead to the successful submission of the TAP grant on behalf of the City of West Branch and the ECIA staff assigned to the project. ECIA staff will perform the work as outlined in the following scope with oversight from the ECIA Senior Planner.

Grant writing responsibilities will be carried out with the following staff assigned to the project: Marla Quinn, Grants and Municipal Coordinator.

Scope of Work to be performed by ECIA, includes:

- Carefully reading application guidelines;
- Providing advice regarding questions or strategy for the proposal;
- Working the City of West Branch staff in identifying and defining the project;
- Establishing and communicating internal deadlines to the City, and any partner staff;
- Developing templates which may include letters of support, resolutions, etc.;
- Writing narrative language as outlined by the guidelines and scoring criteria;
- Assisting with and/or developing required attachment information
- Packaging and submitting full proposal by the deadline.

This Scope of Work does not include ECIA becoming involved in any fundraising aspects of the project or meeting with or attending any State meetings on behalf of your organization.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 18, 2025

AGENDA ITEM:	Resolution 2025-90 Increasing the Max Deposit Amount for Fidelity Bank & Trust.
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PREPARED BY:	Finance Officer, Heidi Van Auken
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DATE:	August 8, 2025
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BACKGROUND:

Throughout the year, the Finance Officer reviews the City of West Branch Financial policies and suggests any changes needed.

Upon review, it is necessary to increase the max deposit limit amount from \$10,000,000 to \$12,000,000 for Fidelity Bank & Trust. The increase is necessary to accommodate bond proceed deposits and SRF loan reimbursement deposits for current and future capital projects.

RESOLUTION 2025-90

**A RESOLUTION DESIGNATING FINANCIAL INSTITUTIONS AS DEPOSITORIES
OF THE CITY OF WEST BRANCH FUNDS**

BE IT RESOLVED, that the City Council of the City of West Branch, Iowa, approves the following list of financial institutions to be depositories of the City of West Branch funds in conformance with all applicable provisions of the Code of Iowa.

The Finance Officer and / or City Clerk is hereby authorized to deposit the City of West Branch Funds in amounts not to exceed the maximum approved for each respective financial institution as set out below:

<u>Depository Name</u>	<u>Location</u>	<u>Maximum Balance</u>
Fidelity Bank & Trust	West Branch, IA	\$12,000,000
Green State Credit Union	Iowa City, IA	\$250,000
Hills Bank & Trust Company	Iowa City, IA	\$250,000
Liberty Trust & Savings Bank	Durant, IA	\$250,000

Passed and approved by the City Council of the City of West Branch, Iowa this 18th day of August, 2025.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 18, 2025

AGENDA ITEM: Discussion – Water and Sewer Charge for West Branch Village

PREPARED BY: City Clerk, Alycia Horras

DATE: August 5, 2025

BACKGROUND:

Since October of 2023, the City has been tracking, processing and invoicing the West Branch Village for Sewer usage for the newer area of the trailer park (Lou Henry Lane and Grant Rd.). This has been charged at a rate of \$50.00 per household, per month and invoiced quarterly to the WB Village. The number of households has increased from 29 to 65 in that time and we continue to track, process and invoice this charge quarterly.

The timeframe for this housing area to get their sewer lagoon into compliance has been lengthened multiple times and extended at a rate of 3 months at a time. They still have not resolved their issue and have found now that even going with a smaller flume, this will not accurately read their sewer usage without causing other potential problems within the system. Their request is for the city to utilize the meter system that they currently have on each of the houses that is not compatible with our current metering system for the current read process. This would create more software, more man power and overall more expense.

They have also proposed that we utilize the current single meter that is used to read the overall water usage for the WB Village and to then charge an overall monthly sewer charge in the same capacity. Then WB Village can then break down the individual charges as they see fit for their residents as they do for their water charges now.

Options:

Installing a water meter to read the usage for only the new development area and to charge a bulk sewer rate, using this reading, for this area as stated above so that WB Village can then charge each unit per their guidelines. If we do that, here is what we would like to propose for the rate to charge them.

There would be some additional work that would need to be done on the part of our administrative staff to work with this manual reading and this request would technically fall under utilization of the “out of town” rate on their sewer charge. We would like to propose that instead of a full out of town rate, that we be able to utilize the current sewer rate + 15%

to include an administrative fee for the additional work that has to be done for tracking, processing and invoicing. The current sewer rate is \$18.36 and this would create a rate of \$21.114 for the WB Village area. If we set the parameter around this as current sewer rate + 15%, then we wouldn't have to change the verbiage or resolution each time there is an increase in our standard city sewer rate and would allow for increases for the Village as they arise with our standard sewer rate for all customers.

The other option would be to install a city water meter to each unit and meter their water and sewer as we do for our other residents. Each unit would receive a monthly bill and WB Village would be charged \$378.75 for each meter that is installed. This would require a lot more man power initially to set up and then ongoing for processing, monthly billing, delinquent notices, managing the turnover in this area with additional rentals, etc.

This would also create the charge for WB Village residents in this area of having to pay the deposit amount and potentially an admin fee just as a new in town resident would. I would propose that follow the same footprint we do for deposit processing as a rental resident. They would then be charged \$150.00 (or more if we move forward with an increase in this area or adding an admin fee) with the refundable/nonrefundable parameters that we have in place for in town residents.

WB Village would be liable for any unpaid utility bills for any residents that move out without notice and with an outstanding bill as well.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 18, 2025

AGENDA ITEM: Discussion – Increase to current UB Deposit Amount
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PREPARED BY: City Clerk, Alycia Horras

DATE: August 13, 2025

BACKGROUND:

A discussion item for the council to consider an increase to the current Utility Billing deposit rate that is charged for anyone renting and requesting a water/sewer/garbage account with the City of West Branch.

The current rate is \$150.00 and that is held until the renter moves out and either utilized on the final bill or sent out as a refund to the customer's new address.

Reasons for discussion:

- Increase in people moving out without any contact and leaving with a balance on their account and no forwarding address.
- Increase in the amount of rental properties within the community as well with the development.
- Increased amount of manpower to manage this process of adding new accounts, deactivating previous accounts and then working to track down the tenants that do leave without notice.

In Jessica's discussions with Kevin, he stated that legally we can take our rate to 3X the average monthly bill amount. The current minimum bill amount multiplied by 3 is equal to \$202.00, after the increase that was just enforced. In addition, each year our water and sewer rates increase and this has played a factor in the increase of outstanding bill amounts. The rate was \$100.00 as of 7/17/2023 and by 12/16/2024 that was increased to \$150.00.

We would like to propose that for FY26, that we bump that amount up to \$200.00 for the UB deposit rate. This falls within our legal guidelines for a minimum bill amount and would help with the growing trends that we are seeing. It is also not out of line with surrounding communities or with what much smaller communities has set for their UB deposit rate.

The other option could be establishing an admin fee that is nonrefundable, that would apply to all new accounts (rental or homeowner) and would generate some revenue as well to help

with the increase in workload with monitoring and processing account set up, maintenance, deactivation, refunding, etc. It appears that this is beginning to be a tool some of the surrounding cities are utilizing and would allow us to keep our current deposit amount at \$150.00.

With this:

Renters would pay the \$150.00 deposit and a \$30.00 admin fee at account set up = \$180.00

Homeowners would pay the \$30.00 admin fee only.

City	Renters	Homeowners	Admin/Activation Fee (nonrefundable)
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Iowa City	\$120.00		
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Coralville	\$80.00		\$30.00 all new accounts
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N Liberty	\$160.00	\$160.00	\$30.00 all new accounts
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Tiffin	\$120.00		
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Williamsburg	\$200.00	Varies per previous owners pment history.	
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Solon	\$150.00	\$150.00	
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Cedar Rapids	\$200.00	\$75 – 150 depending on if SS is provided	\$30.00 all new acctts
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Washington	\$150.00		
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Kalona	\$100.00	Varies per credit history	
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Keota \$200.00 for all new accounts. For renters, this is held until they move out. Home owners will get \$100.00 refunded after 12 months of on time payment and then the other \$100.00 is held until the home is sold to another owner.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 18, 2025

AGENDA ITEM: Discussion – Adoption of LPR Technology for the City of West Branch

PREPARED BY: Greg Hall, Chief of Police
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DATE: August 8, 2025

BACKGROUND: The West Branch Police Department would like the City Council to discuss the adoption of test / trial of License Plate Reading (LPR) technology for the city of West Branch.

A license plate reader (LPR) is a specialized camera system designed to capture detailed images of vehicles and convert them into actionable data for public safety. Unlike traditional security cameras, LPRs focus specifically on identifying license plates and key vehicle features—such as make, model, color, and distinguishing details like roof racks or bumper stickers.

Once a vehicle passes through the camera’s view, the system captures a still image, scans the license plate, and securely logs metadata such as the time, date, and location. This data is encrypted and stored in the cloud, where it can be accessed by authorized personnel to assist with investigations, issue real-time alerts for stolen or wanted vehicles, and provide critical evidence in solving crimes.

How License Plate Readers Improve Public Safety

License Plate Readers are more than cameras—they’re proactive tools that help law enforcement and city officials make communities safer, smarter, and more responsive. Here are some of the most impactful ways LPRs enhance public safety:

1. Stolen Vehicle Recovery

LPRs are incredibly effective at identifying stolen vehicles in real time. When a plate flagged as stolen is detected, the system instantly sends an alert to law enforcement, often including a live image of the vehicle and its location. This dramatically increases the speed and likelihood of recovery—sometimes within minutes—and can also prevent the vehicle from being used in additional crimes.

2. Criminal Investigations

Investigators use LPR data to establish timelines, identify suspect vehicles, and connect dots across cases. Whether it's placing a suspect's car at the scene of a crime, tracing its movements before or after an incident, or identifying patterns in vehicle activity, LPRs provide a digital trail that can help solve crimes faster and more accurately.

3. Amber Alerts and Missing Persons

LPRs serve as a critical tool during missing persons investigations. When an Amber Alert or Silver Alert is issued, LPR systems can immediately begin scanning for the associated vehicle. Alerts to law enforcement upon detection can lead to life-saving interventions—especially when time is critical.

4. Traffic, Toll, and Parking Enforcement

Municipalities use License Plate Readers to automate and streamline enforcement of parking regulations, toll collection, and traffic violations. Cameras can identify vehicles with expired registrations, outstanding tickets, or unauthorized access to restricted areas. This reduces manual enforcement workloads and improves compliance without requiring more personnel.

5. Real-Time Threat Detection

LPRs can be integrated with national and local hotlists to detect vehicles linked to ongoing investigations, known criminal activity, or potential threats to public safety. When a flagged vehicle is identified, law enforcement receives real-time alerts that enable a rapid, targeted response—helping prevent incidents before they escalate.

6. Gun Crime and Violent Offense Prevention

In communities facing challenges related to gun violence, License Plate Readers help track vehicles associated with known offenders or retaliatory activity. By alerting authorities to the presence of those vehicles in sensitive areas, LPRs act as a preventive measure, allowing intervention before violence occurs.

7. Event and Perimeter Security

LPRs are increasingly used to secure public events, school zones, business districts, and critical infrastructure. By monitoring vehicle entry and exit points, agencies can create virtual perimeters and respond quickly if a high-risk vehicle is detected near sensitive locations.

8. Multi-Agency Collaboration

Systems (like those from Flock Safety) enable secure data sharing across jurisdictions, allowing regional agencies to work together on cross-border investigations. Whether it's tracking a suspect across multiple cities or coordinating response during an emergency, shared License Plate Reader networks strengthen collective security efforts.

Provided by FLOCK.