



CITY COUNCIL MEETING
MONDAY, September 2nd, 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 18, 2025 City Council meeting.
 - b. Approve minutes from the August 14, 2025 Special Work Session.
 - c. Approve 5th Street Block Party
 - d. Approve Claims for September 2, 2025.
7. Presentations/Communications/Open Forum
8. Public Hearings/Non-Consent Agenda
 - a. **Public Hearing** – Potential Agreement with Parkside Partners
 - b. **Resolution 2025-92** Setting a Public Hearing for Audit RFPs/ Move to Action.
 - c. **Resolution 2025-93** Approval of Purchase of LPR(s) for West Branch PD/ Move to Action.
 - d. **Resolution 2025-94** Approval of Proposed Plan to add a water meter to the West Branch Village's new development area. / Move to Action.
 - e. **Resolution 2025-95** Approval of Agreement with Parkside Partners/ Move to Action.
 - f. **First Reading - Ordinance 830 Amending Chapter 92**
 - g. **Resolution 2025-96 Approval of Final Plat – Meadows Part 6/ Move to Action.**
9. Discussion – Change to our current Shut Off/Reconnect Procedure for our Utility Services.
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 18, 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, Police Chief Greg Hall, City Lawyer Kevin Olson and City Engineer Dave Schechinger.
Attending via Zoom: Finance Officer Heidi Van Auken, Deputy Clerk Jessica Brown 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 August 04, 2025 City Council meeting.

Approve Claims for August 18, 2025.

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	
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	

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM -

Kim Gaskill – Attending in response to the July 30th memo from the City Administrator. She was asking either City Attorney Olson or Administrator Kofoed for a written response to the family’s question on the specifics within the code around what characteristics of the Gaskill/Jensen properties, qualifies them as part of the slum and blight designated area. They are again requesting consideration for, and that these properties be removed from the area outlined as Slum and Blight designation.

PUBLIC HEARING / NON-CONSENT AGENDA

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.

Motion by Dean, second by Miller to approve Resolution 2025-84. AYES: Dean, Miller, Horihan, Sexton. NAYS: Stoolman. Motion carried.

Resolution 2025-88 Approve payment of Pay Estimate #3 for Cedar Johnson Rd Project / Move to Action

Motion by Miller, second by Sexton to approve Resolution 2025-88. AYES: Miller, Sexton, Stoolman, Dean, Horihan. NAYS: None. Motion carried.

Resolution 2025-89 Approval of Agreement with TAP Services / Move to Action

There was a question of where the funding to pay for the grant work that the EICA would be doing would come from and it was stated from LOST funds.

Motion by Dean, second by Miller to approve Resolution 2025-89. AYES: Dean, Miller, Sexton, Horihan, Stoolman. NAYS: None. Motion carried.

Resolution 2025-90 Approval of Depository Limit Change / Move to Action

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

Discussion –

a. Water & Sewer Rates at WB Village

Discussion on the current process of measuring and billing water and sewer for the West Branch Village community. They have been working to get the newer development area connected to their sewer lagoon and working with a “flume” issue to get it completed. This will not be the solution and this area will need to continue to be run through city sewer. In discussion, it was agreed upon that direction would be given to the City Clerk to move forward with getting an option and all the requirements for this option, together to look at installing a water meter that will measure the usage for the new development only (Lou Henry Ln. and Grant St.). The current meter would then be positioned to read the original part of WB Village to measure monthly water consumption. This would create 2 automatic bills for WB Village with one being the water consumption and fees for the original area of WB Village and the second bill calculating water, sewer and fees for the new addition in WB Village based on the water consumption in that area. This is the most efficient and streamlined way to monitor and process the utility billing for this area and removes the element of being manual or human error from the process. It also allows us to move away from the process of billing \$50.00/month, per unit for the houses on Lou Henry Ln. and Grant St. manually each month which was established for a short-term solution while a permanent solution was put in place, and to properly monitor usage to charge accordingly. This will be presented and voted on at the next council meeting.

b. Possible increase of Utility Deposit Amount

The current utility deposit rate is set to \$150.00 for anyone starting a new account with the city and would be renting. For a new home owner there is no fee. In discussion, it was stated that we have seen an increase over time of the amount of unpaid bills that are left after moving out and statistically, the majority of this unpaid debt is incurred from renters. In an attempt to try to lessen this amount and the cost of trying to track down the previous residents that owe the amount or having to pass this on to the landlords to settle, we are looking at raising this deposit amount to \$200.00. In reviewing what other cities are doing and to stay in line with the area, we see that others deposits run from \$80.00 to \$200.00 and some are charging this for all residents (renters or home owners). We also see that some are charging a deposit fee and then adding a non-refundable administration fee of \$30.00 to help with the additional costs in this area. The direction was given to allow the City Clerk to move forward with getting our Ordinance and policies in place to change the rental deposit amount to \$200.00 and to continue to charge nothing for home owners that are setting up a new utility account with the city. We also will not be adopting an admin fee at this time. This will be presented and voted on at the next council meeting.

c. Adoption of LPR Technology for the City of West Branch

Chief Hall presented information on the Flock License Plate Readers and their abilities. This is a unit that many surrounding cities have or are installing to help with their PD efforts. He has researched and found that the Flock brand has the ratings and dependability that our PD is looking for and would like to see West Branch acquire 1 to 2 of these this fiscal year for installation and to then look to potentially add another 1 to 2 next fiscal year. Installation would be along Hwy 80 on/off ramps through our commercial area. There is funding in the PD budget to make the purchase this year and grants are also already being looked into to help with this effort as well. He asked the council to consider this option and they were in agreement that this seemed like a good next step for our city and PD. Direction was given to the City Clerk to move forward with getting a resolution together in order to present and vote on this at the next council meeting.

CITY ADMINISTRATOR REPORT –

Thank you to Mayor Laughlin, Parks and Rec Director Laughlin and Director Goodale’s public works crew for all of their work to assist with the Hoover Hometown Days and its success. It was a good event with no recorded incidents or issues.

CITY ATTORNEY REPORT – None

CITY ENGINEER REPORT –

Working on collecting and completing the contracts for the Creek Widening project. Cedar-Johnson Road project, Boomerang is working on the intake to pour and to get the curbs set. The plan is to lower the intersection at 350th St, Cedar-Johnson and Greenview to complete this area. It will be gravel and they will work on dust control in this area as well. Phase II is in the works and they are looking at about 3 months for intersection work to be complete. There will possibly be some sod work this week. Meadows VI project is moving forward with setting forms and pouring concrete to finish up this area.

STAFF REPORTS

Parks and Rec Director Laughlin shared that there were 230 patrons that signed up for Hoover ball this year. Of that there were 130 youth and the committee was pleased with the move to Village Green for this year's event. They will be working on an agreement to host the event there again next year.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:03 p.m.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk

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

**West Branch, Iowa
Council Chambers**

**City Council
Work Session**

**August 14, 2025
6:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 6:00 p.m.

Roll call: Council members present; Tom Dean, Jodee Stoolman, Mike Horihan, and Jerry Sexton.

Absent: Colton Miller.

City Staff present: City Administrator Adam Kofoed, City Clerk Alycia Horras, Park & Recreation Director Erin Laughlin, Public Works Director Matt Goodale, Police Chief Greg Hall, Police Sargent Cathy Steen, Fire Chief Kevin Stoolman, City Attorney Kevin Olson and City Engineer Dave Schechinger.

Attending via Zoom: Finance Officer Heidi Van Auken

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

Discussion – Mayor presentation of updates to the Parkside Hills Plan and discussion with Developer/Contractor

Mayor Laughlin shared his support of the project and to continue to develop West Branch. The concern is that without the plan for the Parkside Hills area that is located behind the BP/Subway locations, that nothing will happen with that area and it will remain undeveloped. The developer has applied for Workforce Housing Tax Credits and these will be used to shorten the life of the TIF credit to bring money back to all areas such as the city and school. This development will increase Main Street income through retail sales, increase revenue from Road Use Tax income, and will allow us to spread out our debt obligation through water and sewer rates with connection fees, permits and monthly utilities collected.

Administrator Kofoed shared that we currently only have 1 single family building permit this calendar year. We have to pay for the debt project that we did with the sewer plant upgrade and as with all projects, there have been more expenses than planned/expected with this project. With out the revenue from items such as building permits, connection fees, etc., the residents will be responsible for the repayment of this debt through higher utility rates. Road Use Tax and Local Option Sales Tax is figured per person in a community and the addition of the units in Parkside Hills raises this benefit for the city as a whole. The developer has chosen that for each tax credit that he is awarded, he will reduce his allotment of TIF rebates. For example, if he is awarded \$100,00.00 in tax credits, he will reduce his TIF rebate from the city by \$50,000.00 putting money back into the city budget. This plan would not happen overnight. Phase I will take 2 – 3 year and the overall plan could take 8 – 10 years to complete allowing a steady growth and not all at once.

Some council questions, concerns and statements were as follows: The TIF pledge on this project seems high. With Heritage Hill, that site was an old Concrete Plant and it made sense to make a TIF agreement on that site to make it a viable site again. There was concern of the plan being pushed quickly and not having the open and transparent communication that has been seen in the past with a project. The mayor was thanked by council members for calling this meeting to create some transparence and communication on the overall project and continued changes being made to it. Allowing the opportunity for all staff to voice their areas of concern or needs with the growth from this project was also mentioned and appreciated from the council members.as there is concerns with needing more staff for our Police, Public Works, Fire and potentially Admin areas to accommodate the growth and demand in a 100% rental area of this size.

It was stated that Planning and Zoning was asking for more green space and the ratio of 2 parking spaces to each door for the project to move forward and it was asked where that change was in the plan. A significant concern was the ability for our city water supply to keep up with the completion of Heritage Hill and then addition of the full Parkside Hills site plan. There will need to be a water study done to ensure that we are on track to sustain this much development with out a dip to our water supply. There is a high probability that we will need to look into a water plant with in the next 5 years to ensure we are planning for our future

needs. With our Sewer Plant project, we should be ok in this area, but with the water side of things, we are looking at having issues with the added housing and number of residents. It was shared multiple times that this is something that needs some serious thought and attention now rather than later to allow time for a water study and to find resources for funds to support our water treatment expansion for growth in the community.

City staff and leadership, Chief Hall, Chief Stoolman, Director Goodale and Clerk Horras all shared their concerns and needs with resources, staffing and overall consideration before moving forward with the plan. Each wanted to ensure that their areas were set up for success with the growth and that each of their areas of concern were taken into consideration as plans were finalized and before action was taken to approve and move forward with planning and building. Some of the big items were as follows:

The access and ability to safely get fire trucks and equipment through the development when necessary. It was stated that each building would be sprinklered throughout the building and on the decks and there would be an 8" line for fire safety. The question of grills on decks and the potential of fire from this was brought up and it was stated that grills are prohibited in the 12 plex units for this reason.

From a water stand point it was stated that we currently have 1 ½ days of water in storage regularly. The DNR requests that we have 2 days. We would need to explore more potential underground storage with the continued growth to maintain our supplies. The North end of the water plant should be ok with the growth and not need much more to continue to be adequate, but the South end would need expansion and/or work to ensure we stay on track and not lose ground with our water supply. A need to address more water plant equipment and expansion needs to be in the works now as the pumps run 24 hours a day with our current size and would not be able to keep up with a significant growth. Questions as well such as how is snow removal to be handled and what streets would the city be responsible for were asked to be added to the plans for clarification. The question was asked with our current equipment, what are we looking at for a timeline for the need for work/growth with our water system. Director Goodale shared that we could potentially expect to be able to run the next 5-6 years with our current equipment and size, if we replace some of the filters at least for efficiency. Beyond that, we would have to expand/upgrade equipment. He shared that West Liberty built a very efficient water plant a few years ago, which would be larger than we need, but was at a cost of \$4million. He urged the need to look at a plan now for a water study and to start planning where the funds would come from for water plant growth stating that when he started in 2010 the water flow was 170 – 250 and now it is 370 – 450.

The street layout and width of the streets was looked at as a concern for emergency vehicles to get into the area safely. It was stated that looking at 2nd street alone a fire truck could not navigate to the right to get to housing. There would be a need to drive through parking lots and would have to take precious time to move cars out of the way to get to the area of emergency. The current plan does not feasibly allow for multiple trucks to be in the area working if needed and that is of great concern.

Developer Thomas stated that there is both a wet and dry system in the units to support fire safety and that the streets can be widened and specked out to ensure truck movement in the development. The MMS engineer at the meeting then talked to Chief Stoolman to look at areas of concern and to note what was needed to ensure that the plan was revised to alleviate the concern areas.

Concerns of the number of units and new residents was addressed by our emergency services. This puts a significant amount of added stress on these areas. There was some discussion about reducing the number of doors in the area from 227 new unites to 200 to help open the area up for movement and to reduce the quick growth overall. It was asked how much of this plan would be considered rental property and it was shared that it would be 100%. Like Heritage Hill, there would be the opportunity to buy these units as well, but it would be planned for 100% rental property. The statistic that the bulk of our police calls come from our rental areas was shared and then the discussion that with our PD staff not being at 24/7 yet was a concern as with the addition of so much rental property, there is a potential that we would need

to double the number of officers we currently have over the course of the development to keep up with the calls.

MMS Engineer John shared that there is already the reduction in doors in the works and shared the 2-unit reduction area that is being looked at to shift the overall number of units to 200. They are also looking to add a play ground to the area with the reduction to inject that into the largely populated area. Developer Thomas shared that he was looking to develop the area that was at a standstill with the previous developer. He is also negotiating for the purchase of the property that is across from the school to continue development of that area as well.

Additional comments, concerns, questions from community and commission members were: Some of the development that has gone up in Coralville from the same developer consists of brick buildings with parking underground to allow for clear passage. There are concerns with the Heritage Hill development with the parking, trash overflow, storage on the decks and how this development could be more of the same, especially as it is located as you come right into West Branch. Is this really what we want people to see? Who will police things like the no grills allowed to ensure safety measures are kept?

The session ended with Mayor Laughlin thanking everyone for coming and sharing their insight and concerns with the Council, Developer, Engineer and Commission members that were present so that it can all be taken into consideration as planning and development continues.

ADJOURNMENT

Motion to adjourn by Dean, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:26 p.m.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 2, 2025
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AGENDA ITEM:	Approve a Block Party Permit for the 5 th Street between Green and College on September 13, 2025.
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PREPARED BY:	City Clerk, Alycia Horras
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DATE:	August 27, 2025
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BACKGROUND:

Block Party Permit application was submitted by Merle Eggert for a request to block off 5th Street between Green and College St on September 13, 2025 from approximately 4:00pm to 8:00pm.



BLOCK PARTY PERMIT APPLICATION

A block party is defined as an event open to a specific/defined neighborhood or area; where no admission fee is charged for attendance; where alcoholic beverages are not sold or where no entrance fee or admission is charged for service of alcoholic beverages; where a street closure, if necessary, shall not exceed six (6) hours; where the use of portable restroom facilities is not necessary.

Any and all requests for temporary street closings require approval by the West Branch City Council.

Name: MERLE EGGERT

Address: 214 N. ST

City: WEST BRANCH State: IA Zip: 52358

Email: MERLEEGERT@OUTLOOK.COM (NO CAPS) Home Phone: 319-643-2078

Business Phone: _____ Cell Phone: 319-321-0598

Street(s) requested to be temporarily closed for block party, including termination points:

5th STREET BETWEEN GREEN & COLLEGE

(example: Main Street between N. 1st St. and N. 2nd St.)

Date(s) Requested for Block Party

SEPT 13th, 25

Alternate Date(s) Requested

Start Time of Block Party

400 PM

End Time of Block Party

8 PM

Will there be outdoor, live or amplified music? Y/N

If "yes", please be aware of noise provisions in West Branch Code of Ordinances, Chapter 40.03(2).

Have all neighbors within the enclosed area and/or impacted area been notified of the temporary street closure for the event? Y/N

City Barricade Requirements

A \$50 refundable deposit is required for the use of barricades. All block parties within the City of West Branch are required to use barricades provided by the City of West Branch. The West Branch Public Works Department will deliver barricades on the weekday prior to the block party at the address provided. Please return the barricades to the same address to be picked up the first work day following the block party. The barricade deposit shall be refunded at the sole discretion of the City of West Branch. Submit a check for \$50, made payable to the City of West Branch and mail it to: City of West Branch, PO Box 218, West Branch, IA 52358 or drop it off at the City Office at 110 N. Poplar Street, West Branch, IA.

I Agree:

I have been advised of the requirements for a Block Party Permit and agree to meet all requirements established by the City of West Branch. Furthermore, I understand that if all requirements are not met, the Block Party Permit can be cancelled by the City of West Branch at any time, including at the start of or during the event. In the event that an organization is the applicant, I hereby certify, that I have the legal authority to represent the applicant and/or the participants, and that I have read the above requirements, understand the provisions, and freely and voluntarily sign it. I further understand that the City Council of the City of West Branch had the authority to grant or deny for this event.

I further voluntarily assume all risk of loss, damage, or injury that may be sustained by me or my guests while participating in, traveling from, or observing any of the events that are part of the block party, and I hereby release the City of West Branch and all its offices, elected officials, employees, and other agents from any and all liability associated with the block party.

All picnic tables, inflatables, etc. must be placed on ONE side of the street within the approved temporary street closing area in the event that emergency vehicle access is needed.

Signature: Mule Eggert

Date: 8/13/25

For Office Use Only:

Date Application Received: 8-14-25 City Council Meeting Date: 9-2-25

City Council Action: ☐ Approved ☐ Denied

Date Applicant Notified: _____

Date Public Works Notified: _____ Date WBPD Notified: _____

Date WBFD Notified: _____

Barricade Fee \$50.00 (refundable) Paid: 8-14-25 Date Refunded: _____



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 2, 2025
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AGENDA ITEM: Claims for September 2, 2025
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PREPARED BY: Jessica Brown, Deputy City Clerk
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DATE: September 2, 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**9/2/2025**

ADVANTAGE DEVELOPMENT	CEDAR JOHNSON EASEMENTS	2,200.00
AMAZON	BOOKS, STORY TIME - LIBRARY	299.63
AMERICAN WATER WORKS ASSOC.	DUES GOODALE 8-1-25 TO 7-31-26	95.00
BOOMERANG	CEDAR JOHNSON RD PAY EST 3	136,261.66
BOWERS, RYAN & LAUREN	CEDAR JOHNSON EASEMENTS	570.00
CEDAR COUNTY AUDITOR	SOLID WASTE ASSESSMENT FY26	15,555.32
CEDAR COUNTY COOP	FUEL - PW	801.63
CEDAR COUNTY RECORDER	CASSABAUM PROP RECORDING	14.40
COPELAND, ROBERT & LEZLEE	CEDAR JOHNSON EASEMENTS	1.00
DYKSTRA, DEREK	CEDAR JOHNSON EASEMENTS	2,110.00
FOLEY, RYAN & SHEILA	CEDAR JOHNSON EASEMENTS	310.00
GARTZKE, DAVID & DIANE	CEDAR JOHNSON EASEMENTS	260.00
GOERDT INSPECTION	BLDG INSPECTIONS	1,974.00
GREATER IOWA CITY	FY26 MEMBER DUES	2,500.00
HAWKINS	CHEMICALS	3,838.09
HEICK, SANDRA	CEDAR JOHNSON EASEMENTS	260.00
HI-LINE	SHOP SUPPLIES - PW	305.46
IOWA STATE UNIVERSITY	MPI FALL REG - JB, AH	464.00
JOHN DEERE FINANCIAL	SHOP SUPPLIES & CLOTHING- PW	801.90
KLM INVESTMENTS	CEDAR JOHNSON EASEMENTS	2.00
KOCH, ALEX	CEDAR JOHNSON EASEMENTS	450.00
LEAF CAPITAL FUNDING	COPIER LEASE- CITY OFFICE	396.00
LEHMAN FAMILY LAND	CEDAR JOHNSON EASEMENTS	1,212.00
LITE WINDOW & DOOR	QUAKER GLASS - FIRE	311.48
MEDIACOM	CABLE SERVICES	41.90
MENARDS	CUBBY DOOR KEY PAD- P&R	300.99
MENTE CONSTRUCTION	CEDAR JOHNSON EASEMENTS	1,020.00
MILLER, RICHARD	CEDAR JOHNSON EASEMENTS	820.00
O'NEIL PATRICK & KATHARINE	CEDAR JOHNSON EASEMENTS	1,800.00
PATRICK, BARBARA	CEDAR JOHNSON EASEMENTS	1,225.00
SGA INC.	CEDAR JOHNSON EASEMENTS	1,300.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	257.89
STERICYCLE	SHREDDING SERVICES	96.23
STULL, TIM & LISA	CEDAR JOHNSON EASEMENTS	1.00
VERIZON WIRELESS	VERIZON WIRELESS	424.51
WACHS, KRISTINA & MATTHEW	CEDAR JOHNSON EASEMENTS	585.00
WALKER, CURTIS & ERIN	CEDAR JOHNSON EASEMENTS	740.00
WASMUND, JOSEPH & LORI	CEDAR JOHNSON EASEMENTS	370.00

TOTAL	179,976.09
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**PAYROLL-WAGES, TAXES, EMPLOYEE
BENEFITS**

8/29/2025**56,527.15**

PAID BETWEEN MEETINGS

ALLIANT ENERGY	MURAL PARK ELECTRICAL	8.90
AMAZON	BOOKS, GAMES & DVDS - LIBRARY	179.53
BAKER & TAYLOR	BOOKS	188.38
BOUND TREE MEDICAL	MEDICAL SUPPLIES - FIRE	1,184.98
CAPITAL ONE	VARIOUS ITEMS - LIBRARY	124.80
CEDAR COUNTY COOP	FUEL	929.50
CEDAR CO EMERGENCY MGMT	2025-2026 EMA ASSESSMENT	13,172.25
CULLIGAN WATER	WATER SOFTENER SERVICE	30.49
FELD FIRE EQUIPMENT	MISC SERVICES - FIRE	875.00
IOWA CODIFICATION	JUNE 2025 SUPPLEMENT	1,775.00
JJ NICHTING COMPANY	DITCH MOWER SHAFT	182.42
MENARDS	VARIOUS ITEMS	329.99
MOPPY MO'S	JANITORIAL SERVICES - FIRE	17.50
OLSON, KEVIN D	LEGAL SERVICES - AUGUST 2025	1,500.00
PARKSIDE SERVICE	TRACTOR TIRE REPAIR - PW	97.22
SCHNOEBELEN	DITCH MOWER REPAIRS	1,594.90
STATE HYGIENIC LAB	LAB ANALYSIS	1,233.50
THOMAS HEATING & AIR	CLEANED AC DRAINS - FIRE	95.00
US BANK CARD	CREDIT CARD PURCHASES	3,461.74
WEST BRANCH REPAIRS	FUSES - FIRE	86.35
WEST BRANCH TIMES	LEGAL PUBLICATIONS	685.30
WHITE CAP	SAFETY HARNESS - PW	69.59
SISCO	HEALTH CLAIMS 8-18-2025	8.32
SISCO	HEALTH CLAIMS 8-25-2025	124.44
METLIFE	INSURANCE PREMIUM	2,359.74
SISCO	INSURANCE PREMIUM	15,519.48

TOTAL	45,834.32
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GRAND TOTAL EXPENDITURES	282,337.56
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FUND TOTALS

001 GENERAL FUND	73,975.63
031 LIBRARY	5,341.88
110 ROAD USE TAX	7,973.48
112 TRUST AND AGENCY	19,921.77
321 WIDENING WAPSI CREEK	43.40
331 CEDAR JOHNSON RD	151,497.66
600 WATER FUND	13,736.12
610 SEWER FUND	9,258.48
740 STORM WATER UTILITY	589.14

GRAND FUND TOTAL	282,337.56
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
FIRE OPERATION	GENERAL FUND	VERIZON WIRELESS LITE WINDOW & DOOR	WIRELESS SERVICE	40.01
			QUAKER GLASS - FIRE	311.48
			TOTAL:	351.49
BUILDING INSPECTIONS	GENERAL FUND	GOERDT INSPECTION & CONSULTATION SERVI	BLDG INSPECTIONS	1,974.00
			TOTAL:	1,974.00
PARK & RECREATION	GENERAL FUND	MENARDS VERIZON WIRELESS	CUBBY DOOR KEY PAD- P&R	290.00
			WIRELESS SERVICE	38.45
			TOTAL:	328.45
CEMETERY	GENERAL FUND	CEDAR COUNTY COOPERATIVE	FUEL - PW	801.63
			TOTAL:	801.63
ECONOMIC DEVELOPMENT	GENERAL FUND	CEDAR COUNTY RECORDER GREATER IOWA CITY, INC.	CASSABAUM PROP RECORDING	14.40
			FY26 MEMBER DUES	2,500.00
			TOTAL:	2,514.40
CLERK & TREASURER	GENERAL FUND	IOWA STATE UNIVERSITY LEAF CAPITAL FUNDING LLC STERICYCLE, INC.	MPI FALL REG - BROWN	256.00
			MPI FALL REG - HORRAS	208.00
			COPIER LEASE- CITY OFFICE	396.00
			SHREDDING SERVICES	96.23
			TOTAL:	956.23
SOLID WASTE	GENERAL FUND	CEDAR COUNTY AUDITOR	SOLID WASTE ASSESSMENT FY2	15,555.32
			TOTAL:	15,555.32
LOCAL CABLE ACCESS	GENERAL FUND	MEDIACOM	CABLE SERVICES	41.90
			TOTAL:	41.90
LIBRARY	LIBRARY	AMAZON.COM.CA.,INC.	CARD BOARD CUT OUTS	47.16
			STORY TIME SUPPLIES	113.37
			BOOKS	34.36
			STORY TIME SUPPLIES	11.99
			BOOKS & DVDS	92.75
			TOTAL:	299.63
ROADS & STREETS	ROAD USE TAX	MENARDS VERIZON WIRELESS HI-LINE INC	SHOP SUPPLIES - PW	10.99
			WIRELESS SERVICE	115.35
			SHOP SUPPLIES - PW	305.46
			TOTAL:	431.80
CAPITAL PROJECT	CEDAR JOHNSON RD R	MENTE CONSTRUCTION CO BOOMERANG CORP KLM INVESTMENTS LLC	CEDAR JOHNSON EASEMENTS	1,020.00
			CEDAR JOHNSON RD PAY EST 3	136,261.66
			CEDAR JOHNSON EASEMENTS	1.00
		BOWERS, RYAN & LAUREN DYKSTRA, DEREK ADVANTAGE DEVELOPMENT INC COPELAND, ROBERT & LEZLEE FOLEY, RYAN & SHEILA GARTZKE, DAVID & DIANE HEICK, SANDRA KOCH, ALEX PATRICK, BARBARA SGA INC	CEDAR JOHNSON EASEMENTS	1.00
			CEDAR JOHNSON EASEMENTS	570.00
			CEDAR JOHNSON EASEMENTS	2,110.00
			CEDAR JOHNSON EASEMENTS	2,200.00
			CEDAR JOHNSON EASEMENTS	1.00
			CEDAR JOHNSON EASEMENTS	310.00
			CEDAR JOHNSON EASEMENTS	260.00
			CEDAR JOHNSON EASEMENTS	260.00
			CEDAR JOHNSON EASEMENTS	450.00
			CEDAR JOHNSON EASEMENTS	1,225.00
			CEDAR JOHNSON EASEMENTS	1,300.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		WALKER, CURTIS & ERIN	CEDAR JOHNSON EASEMENTS	260.00
			CEDAR JOHNSON EASEMENTS	480.00
		WASMUND, JOSEPH & LORI	CEDAR JOHNSON EASEMENTS	370.00
		WACHS, KRISTINA & MATTHEW	CEDAR JOHNSON EASEMENTS	585.00
		O'NEIL PATRICK & KATHARINE	CEDAR JOHNSON EASEMENTS	1,800.00
		STULL, TIM & LISA	CEDAR JOHNSON EASEMENTS	1.00
		LEHMAN FAMILY LAND LLC	CEDAR JOHNSON EASEMENTS	912.00
			CEDAR JOHNSON EASEMENTS	300.00
		MILLER, RICHARD	CEDAR JOHNSON EASEMENT	437.00
			CEDAR JOHNSON EASEMENT	383.00
			TOTAL:	151,497.66
WATER OPERATING	WATER FUND	HAWKINS INC.	CHEMICALS	3,838.09
		VERIZON WIRELESS	WIRELESS SERVICE	115.35
		JOHN DEERE FINANCIAL	SHOP SUPPLIES	252.00
			CLOTHING	549.90
		AMERICAN WATER WORKS ASSOCIATION	DUES GOODALE 8-1-25 TO 7-3	95.00
			TOTAL:	4,850.34
SEWER OPERATING	SEWER FUND	VERIZON WIRELESS	WIRELESS SERVICE	115.35
		STATE INDUSTRIAL PRODUCTS	CHEMICALS	257.89
			TOTAL:	373.24

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===== FUND TOTALS =====
001 GENERAL FUND                22,523.42
031 LIBRARY                      299.63
110 ROAD USE TAX                 431.80
331 CEDAR JOHNSON RD RECONS     151,497.66
600 WATER FUND                  4,850.34
610 SEWER FUND                   373.24
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GRAND TOTAL:                    179,976.09
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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

DESCRIPTION
LOTS 10, 11, AND 13 OF PARKSIDE HILLS, LOTS 1 AND 2 OF PARKSIDE HILLS - SECOND ADDITION, LOTS 1 THROUGH 28, AND OUTLOT "A" OF PARKSIDE HILLS - THIRD ADDITION, TO WEST BRANCH, CEDAR COUNTY, IOWA, DESCRIBED AS FOLLOWS:

BEGINNING at the Southeast Corner of Parkside Hills, to West Branch, Iowa, in accordance with the Plat thereof Recorded in Book 1622 at Pages 81-120 of the Records of the Cedar County Recorder's Office; Thence S81°57'34"W, along the South Line of said Parkside Hills, 2.06 feet; Thence S71°39'35"W, along said South Line, 158.42 feet; Thence S89°35'43"W, along said South Line, 163.59 feet; Thence N68°48'05"W, along said South Line, and the South Line of Parkside Hills - Second Addition, in accordance with the Plat thereof Recorded in Book 1673 at Pages 3-11 of the Records of the Cedar County Recorder's Office, 1294.32 feet, to the Southwest Corner of said Parkside Hills - Second Addition; Thence N00°23'24"W, along the West Line of said Parkside Hills - Second Addition, in accordance with the Plat thereof Recorded in Book 1673 at Pages 3-11 of the Records of the Cedar County Recorder's Office, 1294.32 feet, to the Southwest Corner of said Parkside Hills - Second Addition; Thence N89°24'33"E, along the North Line of said Parkside Hills - Second Addition, 100.62 feet; Thence Southeasterly, 220.14 feet, along said North Line, on a 470.00 foot radius curve, concave Southwesterly, whose 218.13 foot chord bears S77°10'21"E; Thence S63°45'16"E, along said North Line, 37.62 feet; Thence Southeasterly, 248.56 feet, along said North Line, and the North Line of Lot 13, of said Parkside Hills, on a 330.00 foot radius curve, concave Northeasterly, whose 246.29 foot chord bears S77°11'23"E; Thence N89°22'29"E, along said North Line of Lot 13, a distance of 258.31 feet, to the Northeast Corner of said Lot 13; Thence Southeasterly, 31.42 feet, along the East Line of said Lot 13, on a 20.00 foot radius curve, concave Southwesterly, whose 26.28 foot chord bears S45°37'31"E; Thence S00°37'31"E, along said East Line, 264.80 feet; Thence Southeasterly, 118.99 feet, along said East Line, and the North Line of Lot 11 of said Parkside Hills, on a 100.00 foot radius curve, concave Northeasterly, whose 112.09 foot chord bears S34°42'48"E; Thence S68°48'05"E, along said North Line, 147.79 feet; Thence Southeasterly, 1.95 feet, along said North Line, on a 84.50 foot radius curve, concave Northeasterly, whose 1.95 foot chord bears S89°23'32"E; Thence Southeasterly, 12.08 feet, along said North Line, on a 20.00 foot radius curve, concave Southwesterly, whose 11.90 foot chord bears S52°40'49"E; Thence Northeasterly, 164.75 feet, along said North Line, the North Line of Lot 10 of Parkside Hills - Third Addition, in accordance with the Plat thereof Recorded in Book 1770 at Pages 204-211 of the Records of the Cedar County Recorder's Office, on a 65.00 foot radius curve, concave Northeasterly, whose 124.06 foot chord bears N72°00'43"E; Thence N00°35'54"W, along said West Line, 334.20 feet; Thence Northeasterly, 2.67 feet, along said West Line, on a 100.00 foot radius curve, concave Southwesterly, whose 2.67 foot chord bears N00°02'19"E, to the Northwest Corner of said Parkside Hills - Third Addition; Thence Northeasterly, 37.01 feet, along the North Line of said Parkside Hills - Third Addition, on a 20.00 foot radius curve, concave Southwesterly, whose 31.95 foot chord bears N53°41'25"E; Thence Southeasterly, 175.68 feet, along said North Line, on a 930.00 foot radius curve, concave Northeasterly, whose 175.41 foot chord bears S78°42'25"E, to the Northwest Corner of Parkside Hills - Fourth Addition, in accordance with the Recorded Plat thereof; Thence S01°02'25"E, along the West Line of said Parkside Hills - Fourth Addition, 434.00 feet, to the Southwest Corner of said Parkside Hills - Fourth Addition; Thence N89°24'06"E, along the South Line of said Parkside Hills - Fourth Addition, 10.16 feet; Thence N31°35'06"E, along said South Line, 64.45 feet; Thence N79°24'19"E, along said South Line, 77.50 feet, to the Southeast Corner thereof, and the Northeast Corner of Outlot "A", of said Parkside Hills - Third Addition; Thence S01°02'25"E, along the East Line of said Outlot "A", and the East Line of Lot 10, of said Parkside Hills, 172.37 feet, to the POINT OF BEGINNING.

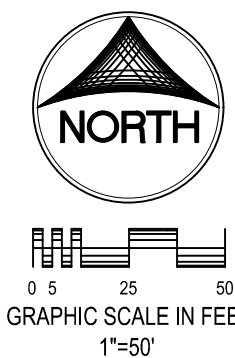
Also,
Outlot "A" of Parkside Hills, to West Branch, Iowa, in accordance with the Plat thereof Recorded in Book 1622 at Pages 81-120 of the Records of the Cedar County Recorder's Office.
Said Tract of Land contains 12.83 Acres, and is subject to easements and restrictions of record.

PARKSIDE HILLS WEST BRANCH, IOWA

PREPARED BY:
MMS CONSULTANTS INC.
1917 S. GILBERT STREET
IOWA CITY, IA 52240

APPLICANT:
GENESIS DEVELOPMENT GROUP LLC
32 HUMMINGBIRD LN
IOWA CITY, IA 52245

APPLICANT ATTORNEY:
JAMES D HOUGHTON
216 STEVENS DRIVE
IOWA CITY, IA 52240



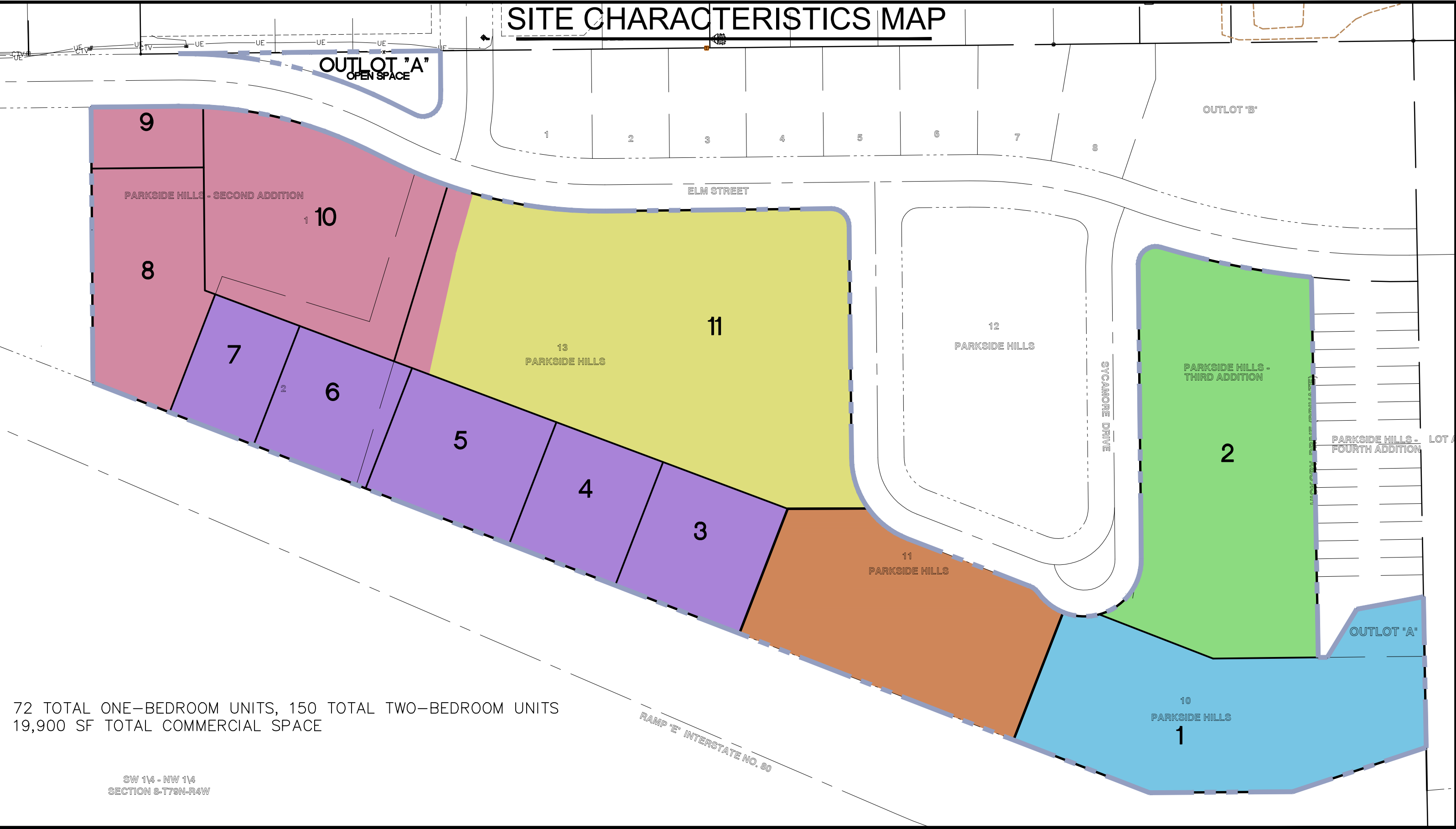
CIVIL ENGINEERS
LAND PLANNERS
LAND SURVEYORS
LANDSCAPE ARCHITECTS
ENVIRONMENTAL SPECIALISTS

1917 S. GILBERT ST.
IOWA CITY, IOWA 52240
(319) 351-6282
www.mmsconsultants.net

Date	Revision
07-24-2025	PER CITY COMMENTS - ADP
07-25-2025	REVISED PARKING - ADP
08-19-2025	REVISED PARKING - BAH

PROPERTY EXHIBIT

SITE CHARACTERISTICS MAP



72 TOTAL ONE-BEDROOM UNITS, 150 TOTAL TWO-BEDROOM UNITS
19,900 SF TOTAL COMMERCIAL SPACE

DSW 114 - NW 114
SECTION 9-TWSS-06W

PROPOSED LOTS

LOT 1

SITE CHARACTERISTICS	1.68 AC
SITE AREA	48 UNITS
RESIDENTIAL UNITS	(24 TWO-BEDROOM)
PARKING REQUIREMENTS (1.5 PER UNIT)	36 SPACES
24 TWO-BEDROOM UNITS	36 SPACES
TOTAL REQUIRED SPACES	36 SPACES
PROVIDED OUTDOOR PARKING	36 SPACES
TOTAL PROVIDED PARKING	36 SPACES

LOT 2

SITE CHARACTERISTICS	2.06 AC
SITE AREA	48 UNITS
RESIDENTIAL UNITS	(24 ONE-BEDROOM, 18 TWO-BEDROOM)
PARKING REQUIREMENTS (1.5 PER UNIT)	43 SPACES
30 ONE-BEDROOM UNITS	37 SPACES
18 TWO-BEDROOM UNITS	72 SPACES
TOTAL REQUIRED SPACES	7 SPACES
PROVIDED ELM STREET PARKING	34 SPACES
PROVIDED CARPORT PARKING	34 SPACES
PROVIDED OUTDOOR PARKING	7 SPACES
EXISTING PARKING	102 SPACES
TOTAL PROVIDED PARKING	

LOTS 3-7

SITE CHARACTERISTICS	2.38 AC
SITE AREA	60 UNITS
RESIDENTIAL UNITS	(60 TWO-BEDROOM)
PARKING REQUIREMENTS (1.5 PER UNIT)	90 SPACES
60 TWO-BEDROOM UNITS	90 SPACES
TOTAL REQUIRED SPACES	90 SPACES
PROVIDED OUTDOOR PARKING	93 SPACES
TOTAL PROVIDED PARKING	93 SPACES

LOTS 8-10

SITE CHARACTERISTICS	2.42 AC
SITE AREA	60 SPACES
RESIDENTIAL UNITS	94 SPACES
PARKING REQUIREMENTS (1.5 PER UNIT)	154 SPACES
3,400 SF COMMERCIAL SPACE	27 SPACES
1.2 SPACES PER ROOM	136 SPACES
1.1 SPACE PER 100 SF	163 SPACES
TOTAL REQUIRED SPACES	
PROVIDED ELM STREET PARKING	
PROVIDED CARPORT PARKING	
PROVIDED OUTDOOR PARKING	
TOTAL PROVIDED PARKING	

LOT 11

SITE CHARACTERISTICS	2.97 AC
SITE AREA	66 UNITS
RESIDENTIAL UNITS	(42 ONE-BEDROOM, 24 TWO-BEDROOM)
PARKING REQUIREMENTS (1.5 PER UNIT)	63 SPACES
32 ONE-BEDROOM UNITS	38 SPACES
24 TWO-BEDROOM UNITS	99 SPACES
TOTAL REQUIRED SPACES	32 SPACES
PROVIDED ELM STREET PARKING	48 SPACES
PROVIDED CARPORT PARKING	103 SPACES
PROVIDED OUTDOOR PARKING	183 SPACES
TOTAL PROVIDED PARKING	

EXISTING LOT

LOT 11 PARKSIDE HILLS

SITE CHARACTERISTICS	1.31 AC
SITE AREA	24 UNITS
RESIDENTIAL UNITS	(24 TWO-BEDROOM)
PARKING REQUIREMENTS (1.2 PER UNIT)	48 SPACES
24 TWO-BEDROOM UNITS	48 SPACES
TOTAL REQUIRED SPACES	48 SPACES
PROVIDED CARPORT PARKING	24 SPACES
PROVIDED OUTDOOR PARKING	24 SPACES
TOTAL PROVIDED PARKING	48 SPACES

PARKSIDE HILLS

WEST BRANCH
CEDAR COUNTY
IOWA

MMS CONSULTANTS, INC.

Date: 07-16-2025

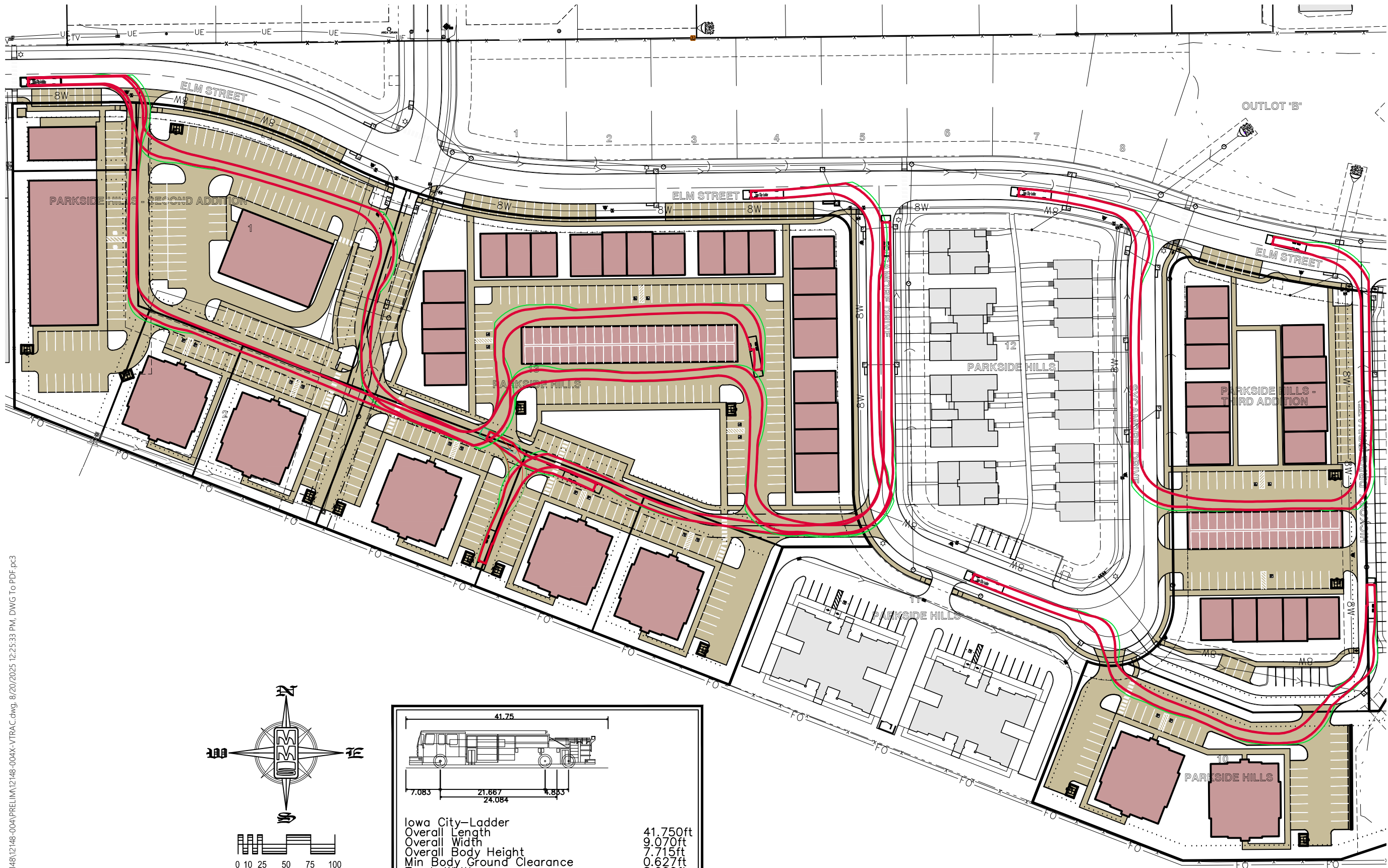
Designed by: JDM Field Book No:

Drawn by: ADM Scale: 1"=50'

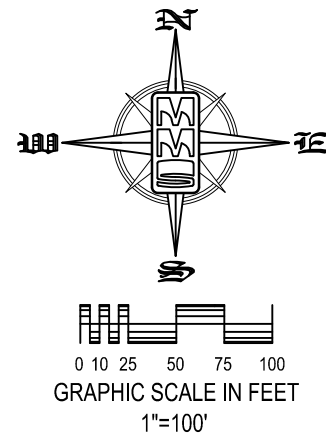
Checked by: JDM Sheet No:

Project No: 1

12148-004



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Iowa City-Ladder

Overall Length 41.750ft

Overall Width 9.070ft

Overall Body Height 7.715ft

Min Body Ground Clearance 0.627ft

Track Width 8.000ft

Lock-to-lock time 6.00s

Max Wheel Angle 40.70°



CIVIL ENGINEERS
LAND PLANNERS
LAND SURVEYORS
LANDSCAPE ARCHITECTS
ENVIRONMENTAL SPECIALISTS

1917 S. GILBERT ST.
IOWA CITY, IOWA 52240
(319) 351-8282

www.mmsconsultants.net

Date	Revision
08-20-25	Per city comments - bah

VEHICLE TRACKING EXHIBIT-FIRE ACCESS

PARKSIDE HILLS

WEST BRANCH
CEDAR COUNTY
IOWA

MMS CONSULTANTS, INC.

Date:	7/24/2025
Designed by:	JDM
Field Book No:	
Drawn by:	BAH
Scale:	1"=100'
Checked by:	RLA
Sheet No:	1
Project No:	12148-004
of:	1



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 2, 2025
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AGENDA ITEM:	Resolution 2025-92 Setting a Public Hearing for Audit RFPs for October 6, 2025
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PREPARED BY:	Alycia Horras, City Clerk
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DATE:	August 28, 2025
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SUMMARY:

Public Hearing on the proposed Proposals for providing Audit Services for the City of West Branch for Fiscal Years 2026 – 2028. This is to be held on October 6, 2025 in conjunction with the scheduled Council Meeting

RESOLUTION NO. 2025-92

RESOLUTION SETTING A PUBLIC HEARING ON THE REQUEST FOR PROPOSALS
FOR AUDIT SERVICES FOR FISCAL YEARS 2026 THROUGH 2028.

WHEREAS, the City of West Branch is required by applicable law to conduct annual audits of the city's finances; and

WHEREAS, to that end, the city administration has prepared a request for proposals to obtain professional auditing services for Fiscal Years 2026 through Fiscal Years 2028 (the "Services"); and

WHEREAS, the City is planning to take action at its October 6, 2025 meeting to enter into an agreement with a firm to provide said Services

WHEREAS, the City Council will hold a public hearing on the proposals prior to entering into an agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, Iowa, that a public hearing on the proposed proposals for providing said Services is hereby set for 7:00 p.m. on Monday, October 6, 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 2nd day of September, 2025.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk



September 3, 2025

ANNUAL AUDIT REQUEST FOR PROPOSALS (RFP)

City of West Branch, Iowa will receive proposals for audit services relating to the audit for the fiscal year(s) ending June 30, 2025 - June 30, 2028. Attached is information relating to minimum specifications of services, data to be included in the proposal, evaluation criteria, and selected information relating to the entity to be audited.

Sealed proposals (4 copies) will be accepted until 2:00 p.m., October 3, 2025, at the office of the City Clerk/CFO. If mailed, the proposals should be mailed to:

FY26-28 Audit Proposal
Heidi Van Auken, Finance Director
City of West Branch
110 N Poplar St.
West Branch, IA 52358

Those submitting sealed proposals should indicate on the outside of the envelope in the lower left-hand corner that it is a sealed proposal and provide on the outside of the envelope the name of the firm submitting the proposal.

The City Council plans to consider selection of an auditor on October 6, 2025, including the approval of the contract provided on pages 8-9 of this RFP. Please note that firms submitting proposals must return two completed signed copies of the contract with the first proposal to be considered. By statute, the audit must be filed with the State of Iowa by March 31 in the year following the completion of the applicable fiscal year, but the City would like the draft Audit completed by November 1 (for the completion of the Annual Financial Report) and the final audit completed by or before January 31 of following year to allow for a presentation of audit results to the City Council.

Further information may be obtained from Heidi Van Auken at (319) 643-5888 or heidi@westbranchiowa.org.

I. SPECIFIC REQUIREMENTS

1. The City reserves the right to reject any and all proposals received.
2. Only proposals received at the location described and, in the timeframe, given will be considered.
3. The original and one copy of the enclosed contract should be completed and manually signed by a partner of the firm submitting the proposal.
4. The audit shall be performed in accordance with the following:
 - U.S. generally accepted auditing standards.
 - The standards for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.
 - The Single Audit Act Amendments of 1996 and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, when applicable.
5. The fees quoted in your proposal and included in the contract will be the maximum paid per hour and in total, unless an amendment to the contract is completed by both parties.
6. The audit report should conform to:
 - Reporting formats specified by the Auditor of State's office.
 - AICPA Audit Guides.
 - Governmental Accounting Standards Board reporting requirements.
 - The requirements of the Single Audit Act Amendments of 1996 and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, when applicable.
7. The audit report should include a management letter, if appropriate, which includes recommendations related to the financial statements, internal control, accounting systems, and compliance issues.
8. Bound and electronic copies of the report, including the management letter, in a quantity sufficient to meet the needs of the City of West Branch are required to be provided by the firm awarded the contract.
9. Three bound copies of the report, including the management letter, a detailed per diem audit bill, and a copy of the news release shall be provided to the Auditor of State upon release of the reports to the entity.
10. The agreement may be subject to renewal annually for a maximum of an additional three years, or June 30, 2028.



II. DATA TO BE INCLUDED IN PROPOSAL

In order to simplify the review process and to obtain the maximum degree of comparability, the proposal should include the following items and be organized in the manner specified below.

A. Letter of Transmittal

A letter of transmittal briefly outlining the proposer's understanding of the work and general information regarding the firm and individuals to be involved is permitted, but not required, if it is limited to not more than two pages. If a transmittal letter is presented, it should clearly set forth the local address of the office of the firm to be performing the work, the telephone number, and the name of the contact person.

B. Table of Contents

Include a table of contents which identifies the material by section, page number and a reference to the following information to be contained in the proposal. If a transmittal letter is not submitted, please include on the table of contents the local address of the office to be performing the work, the telephone number, and the name of the contact person.

C. Profile of Firm Proposing

1. State whether the firm is a local, national or international firm and a brief description of the size of the firm.
2. State whether the firm is in compliance with the registration requirements to engage in the practice of public accounting within Iowa.
3. State whether the firm is independent of the entity to be audited in accordance with Government Auditing Standards.
4. Describe the local office from which the work is to be performed.
 - a. Location of the office.
 - b. Current size of the office.
 - c. Size of professional staff by level, such as partner, manager and supervisor, senior, and other professional staff.
 - d. Number of CPA's in the office.
5. Submit any other information required to describe the office which will be performing the work.

D. Qualifications

1. Describe the recent local office auditing experience in similar types of audits to which the proposal relates. If appropriate, include regional experience in auditing similar types of entities. If desired, it is permissible to include your five largest clients that are not governmental clients.

II. DATA TO BE INCLUDED IN PROPOSAL

(Continued)

D. **Qualifications** (continued)

2. Include resumés of all key professional members who will be assigned to the audit. Resumés should be included for all members of the audit team from the audit partner through at least the on-site in-charge accountant. The resumes should include:
 - a. The amount of experience the individual has had in the auditing profession.
 - b. A summary of similar audits on which the individual has worked.
 - c. A summary of the continuing professional education the individual has had in governmental accounting and auditing during the last two years.
 - d. A statement as to whether the individual is independent, as defined by Government Auditing Standards.
3. Describe the firm's policy on notification of changes in key personnel.
4. Provide a listing of or the number of professionals in the office who are experienced in governmental auditing.
5. Describe the availability of individuals within the firm who are primarily involved in governmental auditing and reporting and with whom the audit team may consult.
6. Describe briefly the firm's system of quality control to ensure that the audit is adequately performed.

E. **Scope of Services and Proposed Project Schedule**

Briefly describe your understanding of the scope of services to be provided. Indicate a proposed time schedule for completing the work, assuming the contract will be issued on the date given in the cover letter. Include the approximate dates you would perform fieldwork, office review, and report preparation and the latest delivery date of the final report.

F. **Fees and Compensation**

Provide the following information:

1. Estimated total hours.
2. Estimated out-of-pocket expenses.
3. Hourly rate by staff classification.
4. All-inclusive maximum fee and out-of-pocket expenses, which will not be exceeded.
5. Frequency and timing of your billing process.



III. EVALUATION CRITERIA

The proposal will be evaluated based upon the following two areas. Therefore, it is important that your proposal be responsive to the data requested.

1. Cost

Overall cost, including out-of-pocket expenses for performance of the audit.

2. Qualifications

- a. Organizational structure and size of the firm.
- b. Organizational structure and size of the office performing the audit.
- c. Recent experience in similar audits.
- d. Qualifications of the audit team.
- e. Individuals with whom the audit team can consult.
- f. Understanding of work and timetable to complete the audit.



IV. ENTITY PROFILE

The City of West Branch is a municipal corporation under the laws of the State of Iowa. West Branch is located approximately 10 miles east of Iowa City. The 2020 Census listed the population as 2,509.

The City is governed by a directly elected, non-voting Mayor and a five-member City Council under the Mayor-Council system of government. The City Council has established a City Administrator position by ordinance, which is vested with all authority, duties and responsibilities of Iowa Code 372.8 (City Manager under Council-Manager form of government). The City's departments are as follows: Clerk/Treasurer, Police, Fire, Information Technology, Library, Parks and Recreation, Streets, and Sanitary Sewer. Business-type activities also include a Stormwater Utility.

During a calendar year, the City employs around 30 positions. Of this total, 16 are full-time, 2 are permanent part-time, and the remaining employees are employed on a seasonal or paid on-call basis.

Document Processing is maintained at the following levels (From fiscal year 2025):

Total Receipts/Transactions	: 9,255
Credit Cards	: 517
Direct Deposit	: 362
Web Payments	: 3,671
Cash	: 310
Checks	: 4,395

The City's current billing and accounting records are maintained with software from Tyler Technologies of Plano, TX (Incode Software Application). The city's financial information is provided through a hosted, virtual server which is backed up daily. The backups are duplicated in two separate and independent datacenters. The backup procedures and methodologies are audited by a third party annually.

The City budgets and operates on a cash basis. A recent Treasurer's Report is attached to give a representation of the City's fund structure. The City's overall financial condition is in excellent standing.

It is possible the City would require a single audit in one or all three of the years under contract, as the City has qualified in the past and has several federal projects in the future.

Those wishing to review prior year audits may locate these at <https://www.auditor.iowa.gov/reports/audit-reports>.



V. WORK AND REPORTING REQUIREMENTS

City staff plans to take an active role in the preparation of the financial statements. Staff will prepare workpapers and work with the firm to produce accurate financial information. The firm will be responsible for all adjusting entries and final copies.

The City will provide the auditors with reasonable workspace, desks/tables and chairs. The auditors will also be provided with access to a telephone line, the internet and a photocopy/scan/fax machine.

Report preparation, editing and printing shall be the responsibility of the firm. The City requires ten (10) bound copies of the final report. The firm will be responsible for properly and timely filing the final report with the Auditor of State following release of a check by the City covering the cost of the filing fee.

The firm should have enough staff dedicated to the audit to complete on-site fieldwork within ten (10) working days, unless extended by mutual agreement of the parties. Fieldwork time will be, whenever possible, in contiguous blocks of time on site. An exit conference with the City Administrator and staff as he designates will take place on the last day of the fieldwork, or as scheduled by mutual agreement of the parties.

City staff request a strong relationship with its auditors. Where coordination and correspondence will continue as questions arise.

Following completion of the report, a representative of the firm will be responsible for presenting an overview of the audit to the City Council and answering any related questions.



AGREEMENT BETWEEN

City of West Branch, Iowa

AND

THIS AGREEMENT made and entered into this ____ day of _____,
20__, by and between _____, hereinafter called
_____ and _____, hereinafter called "CPA."

WHEREAS, the _____ wishes to obtain the services of the CPA
to perform an audit in accordance with Section 11.6, Code of Iowa, for the fiscal year(s)
ending June 30, 2023; June 30, 2024; June 30, 2025; and

WHEREAS, the CPA is equipped and staffed to perform the above audit; and

WHEREAS, this agreement is in the public interest in fulfilling the requirements
of Chapter 11 of the Code of Iowa.

NOW, THEREFORE, BE IT UNDERSTOOD AND AGREED:

1. That the CPA will:

- A. Provide auditors of various classifications and for the estimated hours as detailed in 2.A of this agreement.
- B. Begin work on the audit as specifically agreed upon with the City.
- C. Perform all work in accordance with U.S. generally accepted auditing standards, Government Auditing Standards, and applicable federal requirements.
- D. Immediately inform the City, the Auditor of State, and County Attorney if the audit discloses any irregularity in the collection or disbursement of public funds.
- E. Provide access to the working papers to any appropriate federal agencies for the period of time specified in relevant agreements entered into by the City.
- F. Provide access to the working papers to the Auditor of State in accordance with Chapter 11 of the Code of Iowa.



Agreement – Page 2

2. Conditions of Payment:

- A. It is understood that the fees for the services set forth above shall be reimbursed at the following hourly rates:

<u>Classification</u>	<u>Estimated Hours</u>	<u>Hourly Rate</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- B. The CPA shall present an invoice for services in the following manner: _____

_____.

- C. Payment shall be made within ____ days of receipt of invoice.

- D. The total reimbursement shall not be for more than \$_____, except as specifically agreed by the _____ and the CPA.

3. Termination of Agreement:

- A. _____ may terminate this contract without notice if the CPA fails to perform the covenants or agreements contained herein.

- B. The CPA shall be paid for all work satisfactorily performed to the date of termination.

IT WITNESS THEREOF, _____ and CPA have executed this AGREEMENT as of the date indicated below:

CPA _____

By _____

By _____

Title _____

Title _____

Date _____

Date _____

EVALUATION CRITERIA AND TECHNIQUES FOR RESPONSES TO REQUESTS FOR PROPOSALS

Evaluation of responses to a request for proposal is based upon a 100-point rating system. A maximum of 25 points is assigned to the cost of the bid proposal, and a maximum of 75 points is assigned to the qualifications of the bidding firm or individual. The techniques used to evaluate these two components are described below.

Criteria: **COST**

Evaluation Value: 25 points

Evaluation Technique: For each firm evaluated

$$\text{Cost Score} = \left[\frac{\text{Lowest cost of all bids received}}{\text{Bid cost for this firm}} \right] \times 25$$

Criteria: **QUALIFICATIONS**

Evaluation Value: 75 points

Evaluation Technique: Subjective scoring for the following factors:

<u>Qualification Factor</u>	<u>Possible Points</u>
1. Organizational structure and size of entire firm (resources available – personnel and research, existence of areas of specialization, commitment to governmental auditing, etc.)	0-5
2. Organizational structure and size of office performing the audit (resources available – personnel and research, existence of area of specialization, commitment to governmental auditing, etc.)	0-5
3. Recent experience in similar audits (involvement in local governmental audits – extensiveness, variety, length of time performing audits, etc.)	0-15
4. Qualifications of the audit team (level of experience as accountants, auditors, governmental auditors, variety of experience, % of time devoted to governmental audits, number of CPA's involved, training, etc.)	0-25
5. Individuals with whom the audit team can consult (level and variety of experience, number of CPA's, training, etc.)	0-5
6. Understanding of work and timetable to complete audit (number of hours, projected timetable, commentary showing understanding of entity and general knowledge of what is required, etc.)	0-20
Total points - Qualifications	<hr/> 0-75 <hr/>

Each firm's total evaluation score is the sum of its cost score plus its qualification score. The maximum score is 100 points.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 2, 2025
--

AGENDA ITEM:	Resolution 2025-93 Approval of Purchase of LPR(s) for West Branch PD/ Move to Action.
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PREPARED BY:	Alycia Horras, City Clerk
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DATE:	August 28, 2025
--------------	-----------------

SUMMARY:

WB Police Chief Hall presented information on the License Plate Reader system by FLOCK that is being utilized by many communities within Iowa. He shared the benefits of having this system and what having them can assist the WB PD with, when time is of the essence on cases and with cases around us when a license plate is read and recognized in an ongoing investigation. The camera system will share information on license plates that are within the PD data base of an open investigation, straight to the officer's cell phones to allow them to be able to get to potential criminals more efficiently.

Chief Hall stated that there was funding within the Police budget to allow them to purchase and install 1 to 2 of these cameras for FY26 and then he would look to potentially purchase another 1 to 2 the following fiscal year. The approximate cost is \$5000.00 annually per unit for this technology and support of the system.

The Mayor and Council members agreed that this would be of benefit to the WBPD and directed the Clerk to move forward with putting this on the next council agenda for final approval.

RESOLUTION NO. 2025-93

RESOLUTION APPROVING THE PURCHASE OF LPR CAMERA EQUIPMENT FROM FLOCK SAFETY.

WHEREAS, the Mayor and City Council of the City of West Branch has discussed the addition of LPR camera equipment with WB Police Chief Hall at the Council Meeting on August 18, 2025; and

WHEREAS, Chief Hall has stated that there is money within the WB Police budget to purchase, install and instate one to two of the Flock Standard LPR cameras for the current FY26, within the West Branch Community; and

WHEREAS, the Mayor and City Council of the City of West Branch, have agreed that this equipment would be an asset to the community and the WB Police Department.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, Iowa, that they give their approval to the WB Police Department to purchase, install and instate 1 to 2 Flock Standard LPR systems within the City of West Branch within the 2026 Fiscal Year.

Passed and approved this 2nd day of September, 2025.

Roger Laughlin, Mayor









ATTEST:

Alycia Horras, City Clerk



All LPR Cameras Include



-  Vehicle Fingerprint® search
-  Real-time alerts
-  NightVision™ technology
-  Audit trails
-  NCIC alerts (for law enforcement)
-  Mobile app
-  Custom hotlists and hotlist sharing
-  Transparency portal



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 2, 2025
--

AGENDA ITEM:	Resolution 2025-93 Approval of Proposed Plan to add a water meter to the West Branch Village's new development area. / Move to Action
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PREPARED BY:	Alycia Horras, City Clerk
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DATE:	August 28, 2025
--------------	-----------------

SUMMARY:

At the City Council meeting on August 18, 2025, a discussion was initiated about the sewer usage and how it was being manually billed for the new addition area of West Branch Village (Lou Henry Lane and Grant Street residential units).

The council agreed that the proposal that seemed to be the best fit was installing a new water meter to measure the water usage for this area and that through our Tyler System, this measurement would be processed to figure the monthly bill for both the water and sewer usage and fees for this new development area only. The current water meter that is utilized today for overall water consumption for all of WB Village would be changed to measure only the original development area of the property to continue to be calculated for monthly billing of water usage and fees for that area. This would then generate 2 bills to be sent to the administration for the West Branch Village for them to be able to bill their residents according to their process.

The Council gave the City Clerk the direction to communicate this with Cambio Communities (in care of WB Village), to move forward with this transition.

RESOLUTION 2025-94

RESOLUTION APPROVING THE PROPOSED PLAN TO ADD A WATER METER TO THE WEST BRANCH VILLAGE AREA.

WHEREAS, the City of West Branch has discussed options for the measurement of and use of the City Sewer services within the new development area of West Branch Village, located at Lou Henry Lane and Grant Streets; and

WHEREAS, the City Council had originally agreed to allow the West Branch Village to utilize these services for a flat fee of \$50.00 per month, per residential unit, for a short term, while they were exploring options of adding this area to their own sewer system and lagoon. This was manually processed and billed quarterly to the administration for WB Village; and

WHEREAS, the West Branch Village has gained knowledge that they will not be able to set this system up accurately for measurement of Sewer usage in the new development area through their own sewer lagoon system and they will continue to need to use City Sewer Services; and

WHEREAS, the City Council of the City of West Branch and its utility Department leaders have established that the installation of a new water meter to the current line that is being utilized by West Branch Village will be needed. This will allow for the measurement of water consumption to the original area of WB Village through the current meter for automated monthly billing from the city. The new meter will be connected to the residential units within the new development of West Branch Village to measure water consumption so that automated monthly billing can be established for both water consumption and sewer usage within this area for accurate measure of usage. This will allow the City staff to remove the manual billing process and set up this area with the same process that is utilized throughout the community, which now requires the approval of the City Council.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that they give direction to the Public Works Director to start the process of obtaining the water meter needed to move forward with this project and to the City Clerk and Deputy City Clerk to work with administration for WB Village to ensure proper set up of the automated billing account for the new process when it is in place.

Passed and approved this 2nd day of September, 2025.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 2, 2025
--

AGENDA ITEM:	Resolution 2025-95 – Approval of Proposed Development Agreement with Parkside Partners.
---------------------	--

PREPARED BY:	Alycia Horras, City Clerk
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DATE:	August 28, 2025
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BACKGROUND:

A public hearing has been held on the proposed development agreement with Parkside Partners, LLC. This agreement is for the reconstruction of mixed-use development known as Parkside Hills. 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.

Prepared by: Kevin D. Olson, West Branch City Attorney, PO Box 5640, Coralville, Iowa 52241 (319)351-2277
Return to: City of West Branch, Iowa, 110 N. Poplar Street, PO Box 218, West Branch, Iowa 52358.

RESOLUTION NO.2025-95

RESOLUTION APPROVING A DEVELOPER'S AGREEMENT WITH PARKSIDE PARTNERS, LLC, INCLUDING TAX INCREMENT REBATE PAYMENTS.

WHEREAS, Parkside Partners, LLC. (the "Developer") has agreed to construct a mixed-use commercial and residential development on the property generally referred to as "Parkside Hills;" (the "Project") and

WHEREAS, the City has agreed to grant tax increment payments to the Developer as an incentive to construct the Project; and

WHEREAS, to that end, the City Attorney has drafted a Developer's Agreement which states that the Developer is eligible for not-to-exceed 75% in tax increment rebate payments over a 20-year period; and

WHEREAS, a public hearing on said Developer's Agreement has been held following published notice of the same.

WHEREAS, it is now necessary to approve said Developer's Agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, Iowa, that this Council hereby finds:

1. That the use of tax increment rebate payments pursuant to Chapters 15A and 403 of the Code of Iowa will generate new opportunities for the state and local economies and alleviate blighted conditions.

2. That the funds dispensed pursuant to this Agreement will generate appropriate public gains and benefits that are warranted in comparison to the funds dispensed.

BE IT FUTHER RESOLVED, that the aforementioned Agreement be and the same is hereby approved. Further, the Mayor and City Clerk are hereby directed to execute this Agreement on behalf of the City.

Passed and approved this 2nd day of September, 2025.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 2, 2025
--

AGENDA ITEM: First Reading Ordinance 830 - Amending Chapter 92 – Water Rates.
--

PREPARED BY: City Clerk, Alycia Horras

DATE: August 27, 2025

SUMMARY: West Branch Code of Ordinance update:

(Current language)

92.09 WATER DEPOSITS FOR RENTAL PROPERTY.

A \$150.00 deposit shall be paid by the tenant(s) of rental property when the tenant(s) establish(es) service. Upon disconnection of water service, the deposit, less deductions for any unpaid water usage, penalties, and interest, shall be returned to the tenant, without interest.

(New language)

92.09 Water Deposits for Rental Property.

A deposit shall be paid by the tenant(s) of rental property when the tenant(s) establish(es) service. The amount of this deposit shall be set by the City Council through Resolution, not to exceed the usual cost of 90 days of the combined services at the current utility rate. Upon disconnection of water service, the deposit, less deductions for any unpaid water usage, penalties, and interest, shall be returned to the tenant, without interest.

ORDINANCE NO. 830

AN ORDINANCE AMENDING CHAPTER 92 – WATER RATES

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

1. Amendment. Section 92.09 is hereby amended by deleting it in its entirety and replacing it with the following:

92.09 Water Deposits for Rental Property.

A deposit shall be paid by the tenant(s) of rental property when the tenant(s) establish(es) service. The amount of this deposit shall be set by the City Council through Resolution, not to exceed the usual cost of 90 days of the combined services at the current utility rate. Upon disconnection of water service, the deposit, less deductions for any unpaid water usage, penalties, and interest, shall be returned to the tenant, without interest.

2. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.
3. Adjudication. If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.
4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

Passed and approved on the 6th day of October, 2025.

First Reading: September 2, 2025
Second Reading: September 15, 2025
Third Reading: October 6, 2025

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk

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



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 2, 2025
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AGENDA ITEM:	Resolution 2025-96 Approval of Final Plat – Meadows Part 6, West Branch, Cedar County, Iowa.
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PREPARED BY:	Alycia Horras, City Clerk
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DATE:	August 28, 2025
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SUMMARY:

KLM Investments, owner of Parcels 049013063050010 and 049013063510010, Meadows Addition, now known as Meadows Part 6. KLM is proposing to construct eleven (11) R1 homes and sixteen (16) R2 unit town homes on lots 1 – 19.

The Final Plat was presented to Planning & Zoning who reviewed the proposal at their July 22, 2025 meeting.

RECOMMENDATION:

The Planning & Zoning Commission, along with City Engineer Dave Schechinger approved the final plat.

Prepared by: Kevin D. Olson, 1400 5th Street, Coralville, Iowa 52241 (319) 351-2277

Return to: City of West Branch, 110 Poplar Street, PO Box 218, West Branch, Iowa 52358 (319) 643-5888

RESOLUTION 2025-96

RESOLUTION APPROVING THE FINAL PLAT OF MEADOWS – SIXTH ADDITION, WEST BRANCH, CEDAR COUNTY, IOWA.

WHEREAS, the developer did file with the City Clerk of West Branch, a final plat for Meadows – Sixth Addition, West Branch, Cedar County, Iowa; and

WHEREAS, the legal description for said Subdivision is as follows:

BEING PART OF AUDITOR'S PARCEL G IN BOOK I PAGE 103 IN THE NORTHWEST QUARTER (NW ¼) OF THE SOUTHWEST QUARTER (SW ¼) AND THE SOUTHWEST QUARTER (SW ¼) OF THE NORTHWEST QUARTER (NW ¼) OF SECTION 6, TOWNSHIP 79 NORTH, RANGE 04 WEST OF THE 5TH/ P.M., CITY OF WEST BRANCH, CEDAR COUNTY, IOWA DESCRIBED AS BEGINNING AT THE SOUTHWEST CORNER OF LOT 32 OF THE CORRECTED PLAT FOR THE MEADOWS SUBDIVISION PART 4B AS RECORDED IN BOOK 1554, PAGE 326 OF THE CEDAR COUNTY RECORDER'S OFFICE, THENCE N88°41'21"E, 172.30 FEET TO THE SOUTH LINE OF OUTLOT B OF THE MEADOWS SUBDIVISION PART 4A AS RECORDED IN BOOK 1492, PAGE 39 OF THE CEDAR COUNTY RECORDER'S OFFICE; THENCE ALONG SAID SOUTH LINE S82°46'48"E, 80.44 FEET; THENCE ALONG SAID SOUTH LINE S58°47'20"E, 126.13 FEET; THENCE ALONG SAID SOUTH LINE S38°53'07"E, 499.31 FEET; THENCE ALONG SAID SOUTH LINE S09°48'28"W, 146.35 FEET; THENCE ALONG SAID SOUTH LINE S80°11'32"E, 60.86 FEET; THENCE 151.84 FEET ALONG SAID SOUTH LINE ON A 300.00 FOOT RADIUS CURVE CONCAVE NORTHERLY, (CHORD BEARING N85°18'30"E, 150.22 FEET) TO THE WEST LINE OF LOT A OF SAID PART 4A; THENCE ALONG SAID WEST LINE S19°00'26"E, 66.00 FEET TO THE NORTH LINE OF OUTLOT A OF SAID PART A; THENCE 140.95 FEET ALONG SAID NORTH LINE ON A 352.59 FOOT RADIUS CURVE CONCAVE NORTHERLY (CHORD BEARING S81°52'08"W, 140.01 FEET) THENCE ALONG SAID SOUTH LINE S01°20'05"W, 156.35 FEET; THENCE ALONG SAID NORTH LINE N71°51'36"W, 259.28 FEET; THENCE ALONG SAID NORTH LINE N77°54'25"W, 108.11 FEET; THENCE N85°28'43"W, 277.46 FEET; THENCE ALONG SAID NORTH LINE N69°36'54"W, 99.17 FEET; THENCE N01°19'23"W, 681.39 FEET TO THE POINT OF BEGINNING. DESCRIBED AREA CONTAINS 9.83 ACRES AND IS SUBJECT TO EASEMENTS AND OTHER RESTRICTIONS OF RECORD., and

WHEREAS, said property has been dedicated with the free consent and in accordance with the desires of the owner; and

WHEREAS, the aforementioned plat and subdivision is found to conform with Chapter 354 of the State Code of Iowa, Chapter 166 of the West Branch Code of Ordinances, and all other ordinances and statutory requirements; and

WHEREAS, said final platting of the aforementioned subdivision has been examined by the West Branch Planning and Zoning Commission; and

WHEREAS, recommendations from both said Commission and City Staff have been made; and

WHEREAS, after due deliberation, said Commission has recommended that the final platting of the proposed subdivision, be accepted and approved.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the final platting of Meadows – Sixth Addition, West Branch, Cedar County, Iowa, be and the same is hereby approved.

BE IT FURTHER RESOLVED that the City Clerk of the City of West Branch, Iowa, is hereby authorized and directed to certify a copy of this Resolution to the County Recorder of Cedar County, Iowa, along with all other required ancillary documents.

Passed and approved this 2nd day of September, 2025.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk

MEADOWS PART 6

FINAL PLAT
WEST BRANCH, CEDAR COUNTY, IOWA

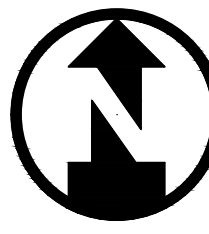
FOR RECORDER'S USE ONLY

RECORDER'S INDEX

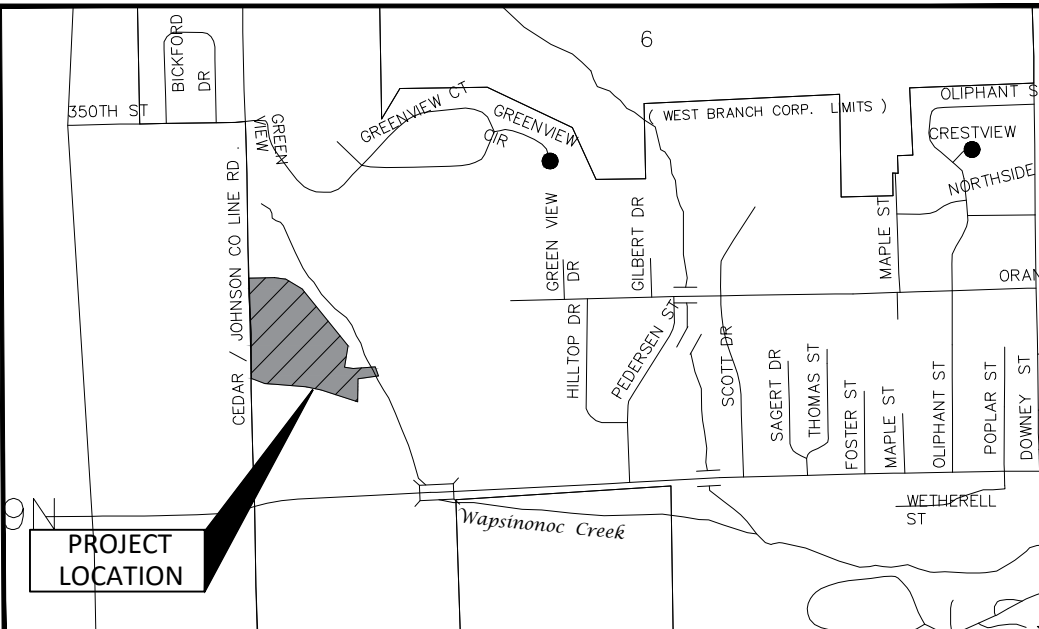
COUNTY: CEDAR
SECTION: 6-T80N-R04W
QUARTER SECTION: SW
CITY: WEST BRANCH
SUBDIVISION: MEADOWS PART 6
LOT(S)/BLOCK: N/A
PARCEL ID #:
PROPRIETOR: KLM INVESTMENTS
REQUESTED BY: KLM INVESTMENTS
PREPARED BY: AXIOM CONSULTANTS, LLC, 300 S. Clinton St.
Unit 200, Iowa City, IA 52240 - PH# 319.519.6220



A RUEKERT & MIELKE COMPANY



0 30 60
1" = 60'



LOCATION MAP - NOT TO SCALE

LEGAL DESCRIPTION

BEING PART OF AUDITOR'S PARCEL G IN BOOK I PAGE 103 IN THE NORTHWEST QUARTER (NW ¼) OF THE SOUTHWEST QUARTER (SW ¼) AND THE SOUTHWEST QUARTER (SW ¼) OF THE NORTHWEST QUARTER (NW ¼) OF SECTION 6, TOWNSHIP 79 NORTH, RANGE 04 WEST OF THE 5TH/ P.M., CITY OF WEST BRANCH, CEDAR COUNTY, IOWA DESCRIBED AS

BEGINNING AT THE SOUTHWEST CORNER OF LOT 32 OF THE CORRECTED PLAT FOR THE MEADOWS SUBDIVISION PART 4B AS RECORDED IN BOOK 1554, PAGE 326 OF THE CEDAR COUNTY RECORDER'S OFFICE, THENCE N88°41'24"E, 172.30 FEET TO THE SOUTH LINE OF OUTLOT B OF THE MEADOWS SUBDIVISION PART 4A AS RECORDED IN BOOK 1492, PAGE 39 OF THE CEDAR COUNTY RECORDER'S OFFICE; THENCE ALONG SAID SOUTH LINE S82°46'48"E, 80.44 FEET; THENCE ALONG SAID SOUTH LINE S58°47'20"E, 126.13 FEET; THENCE ALONG SAID SOUTH LINE S38°53'07"E, 499.31 FEET; THENCE ALONG SAID SOUTH LINE S09°48'28"W, 146.35 FEET; THENCE ALONG SAID SOUTH LINE S80°11'32"E, 60.86 FEET; THENCE 151.84 FEET ALONG SAID SOUTH LINE ON A 300.00 FOOT RADIUS CURVE CONCAVE NORTHERLY, (CHORD BEARING N85°18'30"E, 150.22 FEET) TO THE WEST LINE OF SAID PART 4A; THENCE ALONG SAID WEST LINE S19°00'26"E, 218.11 FEET; THENCE ALONG SAID WEST LINE N73°44'56"E, 92.43 FEET; THENCE ALONG SAID WEST LINE S07°19'49"E, 277.28 FEET; THENCE ALONG SAID WEST LINE S22°20'45"E, 86.93 FEET; THENCE ALONG SAID WEST LINE S89°19'13"E, 95.00 FEET; THENCE ALONG SAID WEST LINE S00°40'47"W, 240.19 FEET; THENCE 37.79 FEET ALONG A 25.00 FOOT RADIUS CURVE CONCAVE NORTHWESTERLY (CHORD BEARING S43°58'50"W, 34.29 FEET) THENCE S87°16'57"W, 301.91 FEET; THENCE N02°51'42"W, 403.88 FEET; THENCE N57°30'03"W, 273.91 FEET; THENCE N74°08'16"W, 365.98 FEET; THENCE N81°06'34"W, 108.86 FEET; THENCE S88°40'47"W, 124.82 FEET; THENCE N01°18'36"W, 72.78 FEET; THENCE N01°20'07"W, 681.45 FEET TO THE POINT OF BEGINNING.

DESCRIBED AREA CONTAINS 15.50 ACRES AND IS SUBJECT TO EASEMENTS AND OTHER RESTRICTIONS OF RECORD.

NOTES:

1. BASIS OF BEARING IS GPS MEASUREMENTS IN THE IOWA PLANE COORDINATE SYSTEM SOUTH ZONE NAD 83.
2. UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDREDTHS.
3. ERROR OF CLOSURE IS LESS THAN 1 IN 10,000
4. SETBACKS FOR R-1 ARE 25' FOR FRONT, 25' FOR REAR, AND 8' FOR SIDE YARDS.
5. SETBACKS FOR R-2 ARE 25' FOR FRONT, 25' FOR REAR, AND 8' FOR SIDE YARDS.
6. LOT A TO BE DEDICATED TO THE CITY OF WEST BRANCH FOR STREET ROW.
7. OUTLOT A TO BE MAINTAINED BY A HOA FOR STORMWATER MANAGEMENT.
8. MINIMUM LOW OPENING (MLO) FOR ANY INHABITABLE STRUCTURE ON LOT 10 SHALL BE 753.00
9. MINIMUM LOW OPENING (MLO) FOR ANY INHABITABLE STRUCTURE ON LOT 1 SHALL BE 753.00 FRONT, 746.00 REAR
10. ARROW BOLT HYDRANT WEST END OF ORANGE STREET ELEVATION = 774.69
11. THERE IS NO LOT 2 IN THIS PLAT.

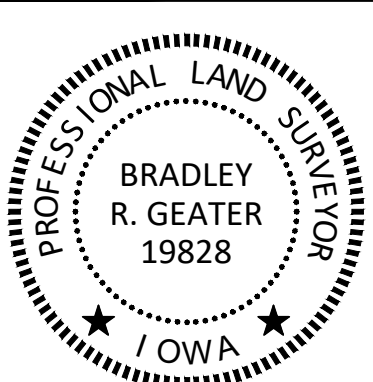
CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	CHORD DIR.	CHORD LEN.
C1	149.31	300.00	28°30'58"	S77°03'07"E	147.77
C2	91.10	300.00	17°23'54"	S71°29'35"E	90.75
C3	168.44	333.00	28°58'52"	N85°19'04"E	166.65
C4	81.99	270.00	17°23'54"	N71°29'35"W	81.67
C5	61.81	330.00	10°43'57"	S68°09'37"E	61.72
C6	74.48	330.00	12°55'55"	S79°59'32"E	74.32
C7	27.94	330.00	4°51'06"	S88°53'03"E	27.94
C8	45.82	270.00	9°43'23"	S86°26'55"E	45.76
C9	88.56	270.00	18°47'35"	S72°11'26"E	88.16
C10	55.52	330.00	9°38'21"	N67°36'49"W	55.45
C11	44.69	330.00	7°45'32"	N76°18'46"W	44.65
C12	43.77	360.00	6°57'59"	S83°27'58"E	43.74
C13	164.24	330.00	28°30'58"	S77°03'07"E	162.55
C14	134.38	270.00	28°30'58"	S77°03'07"E	133.00
C15	100.21	330.00	17°23'54"	N71°29'35"W	99.82

OWNER:
KLM INVESTMENTS, LLC.
P.O. BOX 698
WEST BRANCH, IA 52358
DEVELOPER:
LARK LAND INC.
P.O. BOX 698
WEST BRANCH, IA 52358

ATTORNEY:
MICHAEL W. KENNEDY
920 S. DUBUQUE STREET
IOWA CITY, IA 52240
PREPARED BY:
AXIOM CONSULTANTS, LLC
300 S. CLINTON STREET, UNIT 200
IOWA CITY, IOWA 52240

AREA BREAKDOWN BY QUARTER (SF):

	NW¼ SW¼	SW¼ SW¼	TOTAL AREA
LOT 14	894	20,075	20,969
LOT 15	5,978	17,039	23,018
LOT 16	5,055	13,543	18,598
LOT 17	5,845	16,194	22,039
OUTLOT A	44,076	10,417	54,494



I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

DRAFT

BRADLEY R. GEATER, P.L.S., P.E. DATE
LICENSE NUMBER 19828.
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2025.
PAGES OR SHEETS COVERED BY THIS SEAL: THIS PLAT

MEADOWS PART 6

WEST BRANCH, IA

LARK LAND INC.

ISSUED FOR

CITY APPROVAL

DATE 07-03-2025

DESCRIPTION DATE



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 2, 2025
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AGENDA ITEM: Discussion – Service Disconnect/Reconnect Process for Utility Services
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PREPARED BY: Alycia Horras, City Clerk

DATE: August 28, 2025

SUMMARY:

The current Ordinance Reads:

92.05 SERVICE DISCONTINUED.

4. Fees. A fee of \$50.00 shall be charged before service is restored to a delinquent customer account during normal business hours and a fee of \$75.00 shall be charged before service is restored to a delinquent customer account during non-business hours. No fee shall be charged for the usual or customary trips in the regular changes in occupancies of property.

The proposal is that we remove the *After-Hours* portion of this reading and to remove this as an option for our residents. What has been encountered in the last month and previously from time to time is that residents are calling the Public Works employee on call and stating that they have paid their past due bill and need the water turned back on. When admin comes in the next morning and checks on the online payments and drop box, there is no payment made. Without a way to verify payment was made, the PW employee has to rely on the word of the resident and the resident is only charged another \$25.00 for that employee to come in after hours to turn on their water. The PW employee then is paid 2 hours of OT for a callback to take care of this service. The Deputy Clerk then has to reach out to the resident the next day to let them know that if payment is not truly received by noon, their water will be shut off again.

This process is highly inefficient and causing unnecessary expense for the city that they never recoup. For the 2024 calendar year, there were 73 shut offs with an average of 9.125 per month. For 2025, we are looking at 116 so far with an average of 14.5 and growing. Since January 2025 alone, there have been approximately 8 potential reconnect callbacks @ 16 hours for the total and looking at an average of \$49.35 in wages per hour, that results in \$789.60 in wages to come back and reconnect services. With the addition of the new development areas, this will only increase this number as well.

In reaching out to some other communities such as West Liberty and Tiffin and looking at additional city's ordinances, they state services will be turned back on following full payment during business hours. After hours payments will be processed and services will be reconnected

the next business day. If that falls on a Friday after business hours, this will be processed and services reconnected the following Monday or Tuesday if Monday is a holiday. I couldn't find one city that offered after hours reconnect services in the area when researching.

We would like to propose that we do away with after hour reconnect within our Ordinance and process. That we state that services will be reconnected same day, if payment is received during the standard business hours of 8:00am to 4:00pm. Then the PW employee would have to stay an extra 30 – 45 minutes on shut off day (or come in later that day to allow for a later end time), to ensure we can reconnect the service if paid by 4:00pm and follow our Ordinance. We would also like to add the area of after-hours payments resulting in services being turned back on the next business day to remove the need for callback on this item and to re-establish work/life balance for our PW employees. In doing so, we may still see some OT for ½ of or an hour, but not the standard 2 hours each time this happens, resulting in cost savings as well for the city budget.

While we are working on this area, we would like to look at the reconnect fee and potentially move forward with increasing this to a flat fee of \$75.00 for a reconnect as well to detour residents from using this as a crutch for payments and to potentially eliminate so many “house calls” and touches to accounts for our PW and admin teams. This will help recoup some of the cost that are incurred during the whole late statement, shut off and reconnect processing.