



CITY COUNCIL MEETING
Monday, September 15th, 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 September 2, 2025 City Council meeting.
 - b. Approve Special Event Permit for Fall Fest
 - c. Approve Special Event Permit for WB Cross Country Meet Route
 - d. Approve Claims for September 15, 2025.
7. Presentations/Communications/Open Forum
8. Public Hearings/Non-Consent Agenda
 - a. **Second & Third Reading - Ordinance 830 Amending Chapter 92**
 - b. **Resolution 2025-96 Approval of Final Plat – Meadows Part 6/ Move to Action.**
 - c. **Resolution 2025-97** Resetting a Public Hearing for potential Agreement with Parkside Partners. /Move to Action.
 - d. **Resolution 2025-98** Approval of Purchase of Hurco Trailer/ Move to Action.
 - e. **Resolution 2025-99** Approving Pay Estimate Number 4 in the amount of \$844,850.72 to Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project. / Move to Action
 - f. **Resolution 2025-100** Approving Change Order Number 2 in the amount of \$3,821.40 to the contract with Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project. / Move to Action
 - g. **Resolution 2025-101** Resolution Deleting Two Parcels from the West Branch Urban Renewal Area / Move to Action. / Move to Action.
 - h. **Resolution 2025-102** Amending the City of WB Schedule of Fees / Move to Action.
 - i. **Resolution 2025-103** Approving an Insurance Proposal with Provident Fire Plus, Iowa Municipal Insurance LTD./ Move to Action.
 - j. **Resolution 2025-104** Approval of Submission to TAP Grant for City of West Branch / Move to Action.
 - k. **Resolution 2025-105** Approval of Public Hearing on a Proposed Development Agreement with Forza Enterprises, LLC, which includes Annual Appropriation Tax Incremeent Rebates. / Move to Action.
 - l. **First Reading – Ordinance 831 – Amending Chapter 92 – Water Rates.** / Move to Action.
 - m. **First Reading – Ordinance 832 – Amending Chapter 55 – Animal Protection and Control**
 - n. **Resolution 2025-106** Approval of Proposed Response to Admin Review to Abatement of Wastewater Fees / Move to Action.
9. Discussion
10. City Administrator Report
11. City Attorney Report
12. City Engineer Report
13. City Staff Reports
14. Comments from Mayor and Council Members
15. Motion to adjourn.

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

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

West Branch, Iowa
Council Chambers

City Council
Regular Meeting

September 2, 2025
7:00 p.m.

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 6:58 p.m.
Roll call: Council members present; Colton Miller, Mike Horihan, Jerry Sexton and Jodee Stoolman(joined at 7:21pm).
City Staff present: City Administrator Adam Kofoed, City Clerk Alycia Horras, Police Chief Greg Hall, and City Engineer Dave Schechinger.
Attending via Zoom: Deputy Clerk Jessica Brown and, Library Director Jessie Schafer

APPROVE THE AGENDA

Request for a Motion to Amend the Agenda to remove the Public Hearing so that it can be rescheduled for October 6, 2025, to Table Resolution 2025-95 for the October 6, 2025 meeting and to add Resolution 2025-97 to reset the Public Hearing for the Potential Agreement with Parkside Partners made by City Clerk Horras.
Motion to Approve the Amended Agenda by Miller, second by Sexton, with Dean and Stoolman Absent.
Motion carried on a voice vote.

APPROVE CONSENT AGENDA

Approve minutes from the August 18, 2025 City Council meeting.
Approve minutes from the August 14, 2025 Special Work Session.
Approve 5th Street Block Party
Approve Claims for September 2, 2025.

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
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
GRAND TOTAL EXPENDITURES		282,337.56
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

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM -

Kim Gaskill – Thank you to Jodee, Kevin and Adam on working with he 20 acres of Gaskill land that are listed as Agricultural land and do not fall under the category of slum and blight. This area is to be removed from the slum and blight designation map and Kim asked when that would be presented. It was stated that that work is being done to create a Resolution and updated map of the area to be presented at the 9/15/25 meeting.

Ed Stack – Presented his request for administrative review due to a water leak that was found after receiving the excessive usage notice from the City. He shared what happened, what he discovered with the area and how it was fixed. He is asking the city for a reduction of the overall sewer charge that was accumulated due to this leak. The process for this kind of request was shared and Ed was able to state his case for the reduction. City Administration will review the information and bring a recommendation to the next council meeting for final review.

PUBLIC HEARING / NON-CONSENT AGENDA

~~Public Hearing – Potential Agreement with Parkside Partners – Agenda amended to remove this item and reschedule per Resolution 2025-97 Removed from Agenda per Agenda Amendment.~~

Resolution 2025-92 Setting a Public Hearing for Audit RFPs/ Move to Action.

Motion by Miller, second by Sexton to approve Resolution 2025-92. AYES: Miller, Horihan, Sexton. NAYS: None. ABSENT: Dean and Stoolman. Motion carried.

Resolution 2025-93 Approval of Purchase of LPR(s) for West Branch PD/ Move to Action.

Chief Hall shared that when there are license plates that have been reported in a crime or are suspect and placed in the data base, the Flock system will send an alert to the officer’s phones and then camera footage will be pulled for that specific timeframe to aid in investigations. The officers can also add stolen property such as trailers, cars, etc. to the data base to allow any area utilizing the Flock camera system to be alerted when one of those items license plates is detected through their cameras. There will be a policy in place for proper use of the camera system and when footage is to be viewed. The cameras are leased and will be under a 5-year contract. If any are damaged, stolen or faulty, they would be replaced by Flock per the lease agreement.

****Council Person Stoolman entered the meeting during this item at 7:21pm****

Motion by Sexton, second by Horihan to approve Resolution 2025-93. AYES: Sexton, Horihan, Miller, Stoolman. NAYS: None. ABSENT: Dean. Motion carried.

Resolution 2025-94 Approval of Proposed Plan to add a water meter to the West Branch Village’s new development area. / Move to Action.

Motion by Miller, second by Sexton to approve Resolution 2025-94. AYES: Miller, Sexton, Horihan, Stoolman. NAYS: None. ABSENT: Dean. Motion carried.

Resolution 2025-95 Approval of Agreement with Parkside Partners/ Move to Action.

Tabled for October 6, 2025 Meeting per Agenda Amendment.

First Reading - Ordinance 830 Amending Chapter 92

It was stated that the Council would like to combine the 2nd and 3rd readings of this Ordinance at the next Council Meeting, as well as initiating a Resolution to update the Schedule of Fees.

Motion by Miller, second by Stoolman to approve the first reading of Ordinance 830. AYES: Miller, Stoolman, Horihan, Sexton. NAYS: None. ABSENT: Dean. Motion carried.

Resolution 2025-96 Approval of Final Plat – Meadows Part 6/ Move to Action.

City Engineer Schechinger shared a few updates that are taking place. Lots 1 and 2 have been combined to make 1 lot. Note #7 with the out-lot responsibility is in question as to whether it is the city or HOA

responsibility. Out lot B boundaries changed to make a more streamline placement. We will need a new Resolution to approve the new legal description with these line changes. The decision was to table this item in order to allow both the developer and the city attorney to review the developer's agreement to see if there are any changes or revisions needed to this.

Motion to table by Sexton, second by Miller. AYES: Sexton, Miller, Stoolman, Horihan. NAYS: None. ABSENT: Dean. Motion carried.

Resolution 2025-97 Resetting a Public Hearing for potential Agreement with Parkside Partners. /Move to Action.

Motion to strike to remove from Amended Agenda by Miller, 2nd by Horihan. Motion carried on voice vote with Dean Absent.

Discussion –

Change to our current Shut Off/Reconnect Procedure for our Utility Services.

The process to collect utility payments and the late notice process is that bills are due by the 20th of each month. On the 25th late notices are generated for any resident that has not made their payment to date with a message that if the bill is not paid by the 2nd Wednesday of the following month, the water will be disconnected. Currently there is a process for the reconnect of utilities that states that we offer after hours reconnection. Staff is proposing that we remove this option. If the water has been shut off and a resident makes their payment during regular business hours, their water will be turned back on the same day. If a payment is made after the normal business hours of 8:00am to 4:00pm, their water will be reconnected the next business day, after payment has been verified. If it falls that a payment falls on a Friday after 4:00pm, the water will be turned back on either Monday or Tuesday if a holiday falls on that Monday. Staff will no longer respond to calls for public works to come back and reconnect water services after hours as they cannot verify that payment has in fact been made. Council members and Mayor agree that it makes sense to move forward with this change and directed the Clerk to start the process to change the Ordinance in order to remove the after-hours call-in procedure for utility reconnection.

CITY ADMINISTRATOR REPORT –

The Brown's final plat is being readied for approval. There is some discussion about the previous agreement to give a 25% tax break, on the new development, over 10 years. This needs to be revisited before moving forward. September 19th students from the U of I will be here for the Kick off of their housing assessment. Administrator Kofoed asked that any Council member that is available that day, to stop by and meet the team and thank them for the work that they will be doing within the city.

CITY ATTORNEY REPORT – None

CITY ENGINEER REPORT –

Boomerang will be working on cutting down the South side of Serenity and Greenview Lane starting the end of this week. They will work on the North side of this area immediately following. This area will be down to 1 lane traffic during this work. They are looking to finish up the paving work by October. Dave is working to finish up with the easement agreements for the creek widening project to be able to move forward with that.

STAFF REPORTS -None

COMMENTS FROM MAYOR AND COUNCIL MEMBERS -

Mayor Laughlin will be meeting with Jessi and the Main Street Iowa team in the coming weeks for discussions. It was stated that council would like to see what the plan is for the current Brown's building that is located on Main Street, once the new building is completed and things are moved out to that location. Mayor Laughlin stated that there are 2 council spots and mayor re-elections coming up. Anyone that is interested in running for either position, can pick up the paperwork at City Hall and once completed, return this paperwork to the City Clerk by 5:00pm on Thursday, September 18, 2025.

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:19 p.m.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 15, 2025

AGENDA ITEM: Special Event Request – Fall Fest MSWB
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PREPARED BY: City Clerk, Alycia Horras

DATE: September 10, 2025

SUMMARY:

Community event to attract residents and visitors downtown – includes Sidewalk Sales, Scarecrow Contest, Community Bingo + free kids/family activities in Village Green.

Requested locations:

Heritage Square Park for Bingo, some sidewalk space outside stores for sales, Town Hall.



Special Event Permit Application

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

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

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

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

FOR CITY OFFICE USE:

Approved by _____ Date of Approval _____

West Branch Administration _____ West Branch Fire Department _____ West Branch Police Department _____

West Branch Public Library _____ West Branch Public Works _____ West Branch Parks and Recreation _____

Other _____

Notes: _____



Special Event Permit Application

Event Title/Name: Fall Fest

Event Organization: Main Street West Branch

Phone: 643-7100

Organization Address: 127 W Main St

Tax ID #: 203304311

City: West Branch

State: Iowa

Event Website: mainstreetwestbranch.org/fall

Event Email: mainstreetwestbranch@gmail.com

Event Coordinator Name and Title: Jessi Simon, Executive Director

Event Coordinator Email: mainstreetwestbranch@gmail.com

319-530-2985

Event Coordinator Cell Number:

Event Coordinator Address: 127 W Main St, West Branch, IA 52358

State:

Zip Code:

City:

Description of Event: Community event to attract residents and visitors downtown - includes Sidewalk Sales, Scarecrow Contest, Community Bingo + free kids/family activities in Village Green.

Requested Location(s) -All city facilities will also need to be reserved using the online Facility Reservation system. If there is a request to shut down a street, a traffic control plan including detour route drawing needs to be submitted and requires City Council approval.

Heritage Square Park for Bingo, some sidewalk space outside stores for Sales, Town Hall.

Sidewalk
Sales
Bingo

Event set up will begin: (date, day of the week and time)	Event will begin: (date, day of the week, and time)	Event will end: (date, day of the week, and time)	Removal and clean-up will be completed: (date, day of the week, and time)
<u>Fri. Oct 3 @ 10am</u>	<u>Fri. Oct 3 11am</u>	<u>Sat. Oct 4 @</u>	<u>Sat. Oct 4 @ 8pm</u>
<u>Sat. Oct 4th @ Noon</u>	<u>Sat. Oct 4 @ 2pm</u>	<u>Sat. Oct 4 @ 5pm</u>	<u>Sat. Oct 4 @ 8pm</u>

Maximum Number of Participants: 300

Maximum Number of Vehicles: 50

Will there be an admission fee? No What is the admission fee? Bingo card fee only

Will food be sold? Yes - Downunder to extend service area into Heritage Square during Bingo.
secured the appropriate permits. Organizers are responsible for making sure vendors have

Will alcohol be permitted or sold? Yes - Downunder to extend service area into Heritage Square during Bingo.

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

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



Please list other agencies involved. The Downuner, Whitney's Wings, WB Parks & Recreation

Traffic Control Plan (please attach diagram): Will not impact traffic.



Public Notification Plan: _____

Amplified Sound/Noise Plan: Small PA system to be used by Bingo caller from 3-5pm only.

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

Security Plan: MSWB Volunteers / Staff on site during Bingo.

Restoration Plan: Will return Heritage Square to regular set up by 8pm.

Trash Management Plan: 5 extra trash bins requested from PW.

Restroom Plan: Restrooms available participating businesses, Town Hall and Visitor's Center.

Signs/Banner Plan: Banner at Town Hall.

Insurance policy: Downunder will provide dramshop coverage for Heritage Square area.

Signature: Jessi Simon Date: 8/28/2025

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

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

- OTHER NEEDS:**
- Access to a regular power outlet in Heritage Square for the PA system
 - all of the picnic tables in PW storage (can leave trailer behind The Down Under or Izzy's - our volunteer crew will set up/tear down for Bingo)
 - 150 feet of snow fence + 8-10 tall cones
 - 5 trash cans



**Proposed area
for BINGO
during Fall
Fest.** Grass
area in Heritage
Square only.

Snow fence
around the
outside.

Food + beer
service to be
provided
(licensed +
insured) by The
Downunder.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 15, 2025

AGENDA ITEM: Special Event Request – Ia City High XC West Branch Run

PREPARED BY: City Clerk, Alycia Horras

DATE: September 10, 2025

SUMMARY:

Training run for the Iowa City/West Branch HS XC teams (girls & boys). Route in attached diagrams, from WBHS to downtown Hoover trail to Morse, return same route.



Special Event Permit Application

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

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

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

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

FOR CITY OFFICE USE:

Approved by _____ Date of Approval _____

West Branch Administration _____ West Branch Fire Department _____ West Branch Police Department _____

West Branch Public Library _____ West Branch Public Works _____ West Branch Parks and Recreation _____

Other _____

Notes: _____



Special Event Permit Application

Event Title/Name: Iowa City High XC West Branch Run

Event Organization: Iowa City High XC

Phone: 319-688-1040

Organization Address: 1900 Morningside Dr

Tax ID #:

City: Iowa City

State: IA

Event Website: <https://cityhighmenscrosscountry.weebly.com>

Event Email: jeannao71@gmail.com

Event Coordinator Name and Title: Jeanna Otto - Parent Volunteer Coordinator

Event Coordinator Email: jeannao71@gmail.com

Event Coordinator Cell Number: 319-594-5452

Event Coordinator Address:

State:

Zip Code: 216 N Mt Vernon Dr., Iowa City, IA 52245

Description of Event: Training run for the Iowa City/West Branch HS XC teams (girls & boys) Route in attached diagrams, from WBHS to downtown Hoover trail to Morse, return same route

Requested Location(s) -All city facilities will also need to be reserved using the online Facility Reservation system. If there is a request to shut down a street, a traffic control plan including detour route drawing needs to be submitted and requires City Council approval.

Event set up will begin: (date, day of the week and time)	Event will begin: (date, day of the week, and time)	Event will end: (date, day of the week, and time)	Removal and clean-up will be completed: (date, day of the week, and time)
10/04/2025, Sat., 7:30 a.m.	10/04/2025, Sat 8:00 a.m.	10/04/2025, sat. 10:00 a.m.	10/04/2025, sat. 10:00 a.m.

Maximum Number of Participants: 90

Maximum Number of Vehicles: _____

Will there be an admission fee? No

What is the admission fee? NA

Will food be sold? No

secured the appropriate permits. Will alcohol be permitted or sold? No

Organizers are responsible for making sure vendors have

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

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



Please list other agencies involved: ~~West Branch Community SD, West Branch Police~~

Traffic Control Plan (please attach diagram): Diagrams are attached.



Public Notification Plan: Do not anticipate significant impact to public. Runners will run on sidewalks and Hoover Trail.
Event is not a race, but a training fun for the ICHS/WBHS cross county Teams (girls& boys)

Amplified Sound/Noise Plan: Do not anticipate any additional noise. No music.

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

Security Plan:

Restoration Plan: Only restoration anticipated is trash clean-up

Trash Management Plan:

Restroom Plan:

Signs/Banner Plan:

Insurance policy:

Signature: Date:

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

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

West Branch Run

Drive/carpool on your own OR ride school bus
to WBHS by 8AM

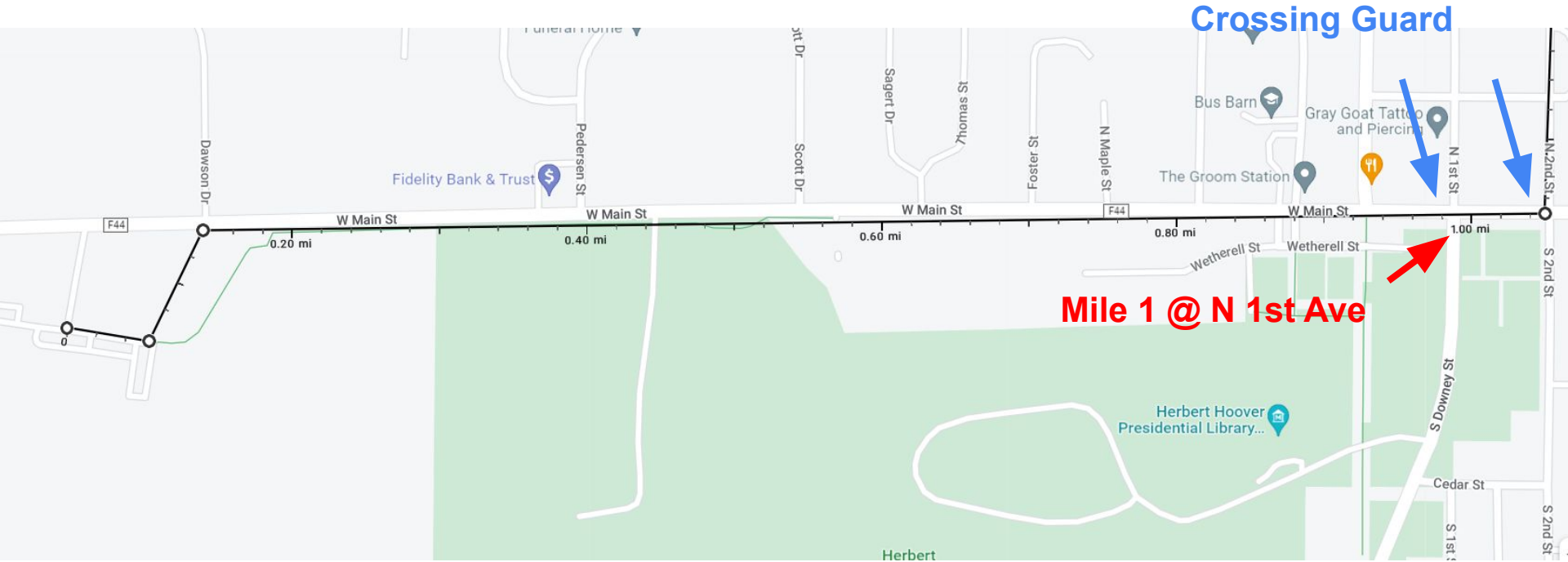
Bus is available if you need transportation!
Loads 7:30 AM @ City High, Departs @ 7:35 &
returns around 10:15

Run on sidewalks in town and obey crossing
guards directions. Be polite and thankful to all
the volunteers!

8.25 Total Miles
WBHS-Main Street-
N 2nd St-E College to Herbert
Hoover Trail
AND BACK!



Mile 1-WBHS to Main St & N 1st Ave



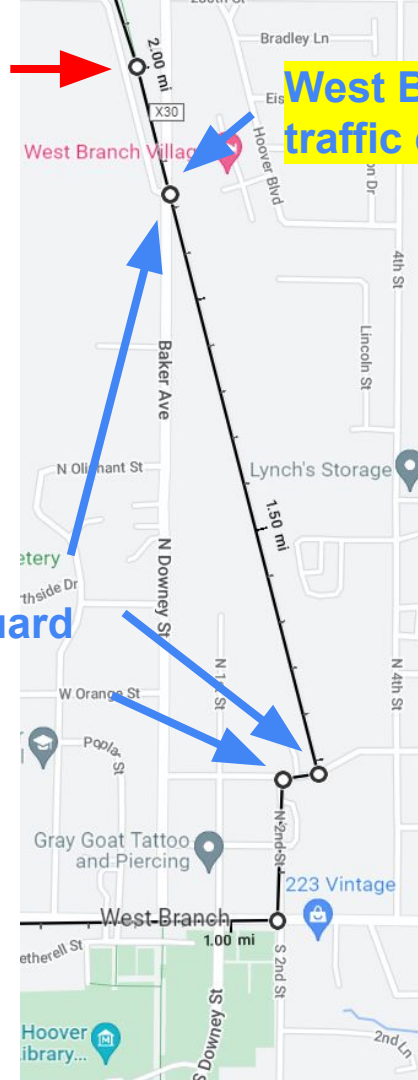
Mile 2 @ Water Stop

Mile 2-N First Ave to Dog Park

Water at mile two Dog Park

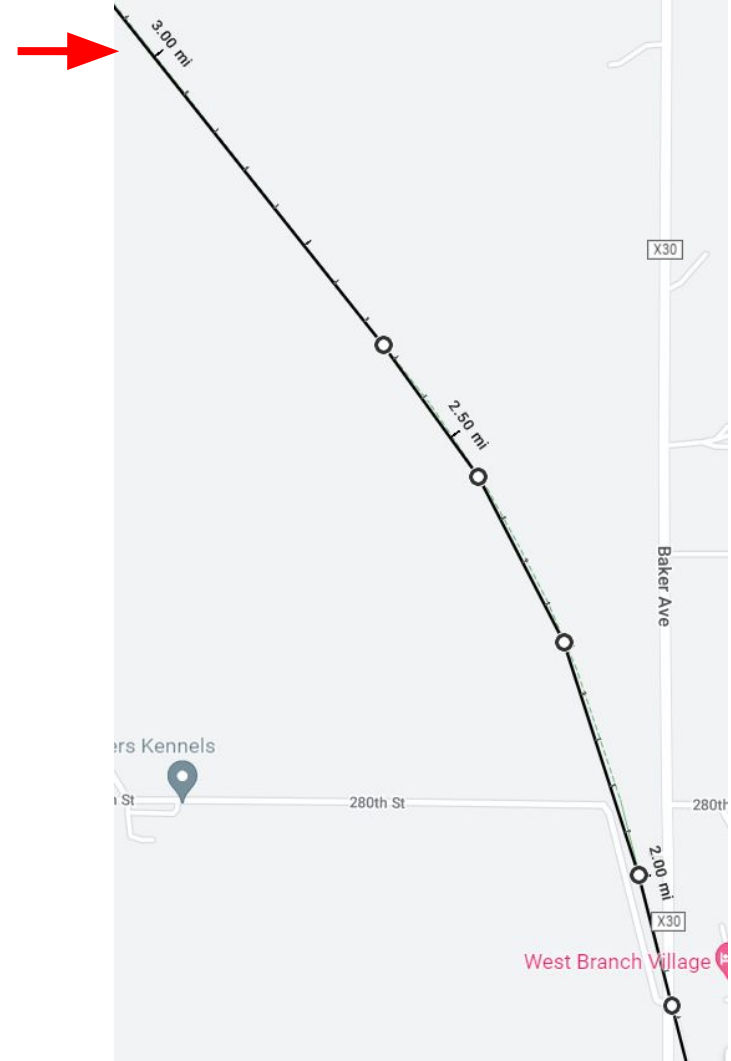
Crossing Guard

**West Branch Police
traffic control**



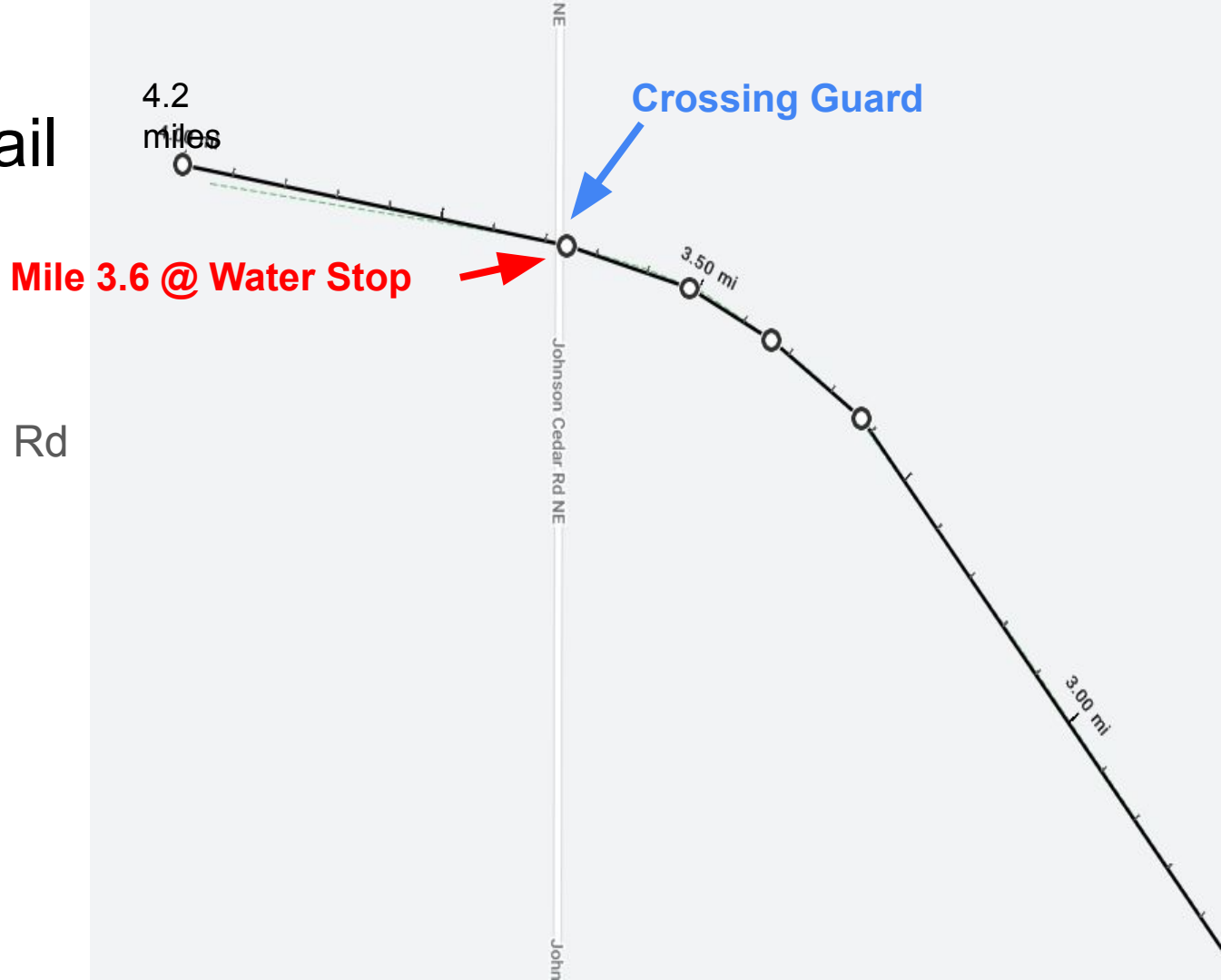
Mile 3 @ Old Silver Train Light Switch

Mile 3-Dog Park down Herbert
Hoover Trail



Mile 4.1-HH Trail to end of trail Grain Bins

Water at Cedar Johnson Rd





REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 15, 2025

AGENDA ITEM: Claims for September 15, 2025

PREPARED BY: Jessica Brown, Deputy City Clerk
--

DATE: September 15, 2025

SUMMARY:

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

EXPENDITURES**9/15/2025**

AMAZON.COM	CONCESSIONS POPCORN - P&R	220.94
ELITE HOLDING	FOOTBALL REVERSABLES - P&R	475.00
IMWCA	IMWCA FY26 INSTALLMENT 3	3,768.00
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	142.02
MOPPY MO'S	CLEANING SERVICES	910.00
PIP PRINTING & MARKETING	BUSINESS CARDS - CLERK	81.68
PROTECT YOUTH SPORTS	BACKGROUND CHECKS - P&R	174.00
QUILL	OFFICE SUPPLIES - PD & CITY	25.72
TOTAL		5,797.36

**PAYROLL-WAGES, TAXES,
EMPLOYEE BENEFITS****9/12/2025****63,204.06****PAID BETWEEN MEETINGS**

SISCO	HEALTH CLAIMS 8-11-2025	3,837.01
SISCO	HEALTH CLAIMS 9-2-2025	10.90
MISCELLANEOUS VENDORS	UB REFUNDS	637.67
ARNOLD MOTOR SUPPLY	SHOP SUPPLIES - PW	31.74
AT & T	WIRELESS SERVICE	560.03
BAKER & TAYLOR	BOOKS - LIBRARY	406.34
IA PARKS & REC ASSOC	2025 FALL WORKSHOP	175.00
SISCO	HEALTH CLAIMS 9-8-2025	48.88
TOTAL		5,707.57

GRAND TOTAL EXPENDITURES**74,708.99****FUND TOTALS**

001 GENERAL FUND	31,636.68
022 CIVIC CENTER	4,600.09
031 LIBRARY	950.86
110 ROAD USE TAX	5,431.13
112 TRUST AND AGENCY	17,754.83
600 WATER FUND	7,399.67
610 SEWER FUND	6427.03
740 STORM WATER UTILITY	508.70

GRAND FUND TOTAL**74,708.99**

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	QUILL CORP	OFFICE SUPPLIES - POLICE	17.68
		MOPPY MO'S LLC	CLEANING SERVICES - POLICE	17.50
			TOTAL:	35.18
PARK & RECREATION	GENERAL FUND	ELITE HOLDING COMPANY	FOOTBALL REVERSABLES - P&R	475.00
		AMAZON.COM.CA., INC.	CONCESSIONS POPCORN - P&R	220.94
		PROTECT YOUTH SPORTS	BACKGROUND CHECKS - P&R	174.00
		MOPPY MO'S LLC	CLEANING SERVICES-P&R	175.00
			TOTAL:	1,044.94
CLERK & TREASURER	GENERAL FUND	PIP PRINTING & MARKETING SERVICES	BUSINESS CARDS - CLERK	81.68
		QUILL CORP	OFFICE SUPPLIES - CITY	8.04
		MOPPY MO'S LLC	CLEANING SERVICES-CITY	175.00
			TOTAL:	264.72
TOWN HALL	CIVIC CENTER	MOPPY MO'S LLC	CLEANING SERVICES-TH	140.00
			TOTAL:	140.00
LIBRARY	LIBRARY	LEAF CAPITAL FUNDING LLC	COPIER LEASE - LIBRARY	142.02
		MOPPY MO'S LLC	JANITORIAL SERVICE - LIBRA	402.50
			TOTAL:	544.52
POLICE OPERATIONS	TRUST AND AGENCY	IMWCA	WORK COMP - POLICE	550.21
			TOTAL:	550.21
FIRE OPERATION	TRUST AND AGENCY	IMWCA	WORK COMP - FIRE	2,226.75
			TOTAL:	2,226.75
BUILDING INSPECTIONS	TRUST AND AGENCY	IMWCA	WORK COMP - BLDG INSPECT	28.18
			TOTAL:	28.18
ROADS & STREETS	TRUST AND AGENCY	IMWCA	WORK COMP - STREETS	613.31
			TOTAL:	613.31
LIBRARY	TRUST AND AGENCY	IMWCA	WORK COMP - LIBRARY	25.05
			TOTAL:	25.05
PARK & RECREATION	TRUST AND AGENCY	IMWCA	WORK COMP - PARK & REC	77.77
			TOTAL:	77.77
CEMETERY	TRUST AND AGENCY	IMWCA	WORK COMP - CEMETERY	80.56
			TOTAL:	80.56
CLERK & TREASURER	TRUST AND AGENCY	IMWCA	WORK COMP - ADMIN	47.69
			TOTAL:	47.69
WATER OPERATING	WATER FUND	IMWCA	WORK COMP - WATER	87.52
			TOTAL:	87.52
SEWER OPERATING	SEWER FUND	IMWCA	WORK COMP - SEWER	30.96
			TOTAL:	30.96

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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===== FUND TOTALS =====

001	GENERAL FUND		1,344.84
022	CIVIC CENTER		140.00
031	LIBRARY		544.52
112	TRUST AND AGENCY		3,649.52
600	WATER FUND		87.52
610	SEWER FUND		30.96

GRAND TOTAL:			5,797.36

TOTAL PAGES: 2



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 15, 2025

AGENDA ITEM:	Second & Third Reading(s) Ordinance 830 - Amending Chapter 92 – Water Rates.
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PREPARED BY:	City Clerk, Alycia Horras
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DATE:	September 9, 2025
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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 15th day of September, 2025.

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

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:	September 9, 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, West Branch, Iowa 52358 (319) 643-5888

RESOLUTION NO. 2025-96

RESOLUTION APPROVING THE FINAL PLAT OF THE MEADOWS SUBDIVISION, PART SIX, WEST BRANCH, IOWA.

WHEREAS, the developer did file with the City Clerk of West Branch, a final plat for The Meadows Subdivision, Part Six, 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°41'24"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.

; 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 170 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 Coralville, Iowa, that the final platting of The Meadows Subdivision, Part Six, 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 15th day of September, 2025.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk

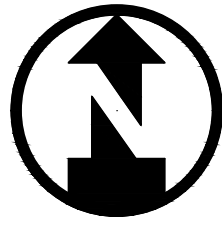
MEADOWS PART 6

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



MEADOWS PART 6

WEST BRANCH, IA
LARK LAND INC.

ISSUED FOR

CITY APPROVAL

DATE 07-03-2025

DESCRIPTION DATE

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

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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-2 ARE 25' FOR FRONT, 25' FOR REAR, AND 8' FOR SIDE YARDS.
5. LOT A TO BE DEDICATED TO THE CITY OF WEST BRANCH FOR STREET ROW.
6. OUTLOT A AND OUTLOT B TO BE DEEDED TO THE CITY.
7. MINIMUM LOW OPENING (MLO) FOR ANY INHABITABLE STRUCTURE ON LOT 10 SHALL BE 753.00
8. MINIMUM LOW OPENING (MLO) FOR ANY INHABITABLE STRUCTURE ON LOT 1 SHALL BE 753.00 FRONT, 746.00 REAR
9. ARROW BOLT HYDRANT WEST END OF ORANGE STREET ELEVATION = 774.69
10. THERE IS NO LOT 2 IN THIS PLAT.
11. ALL LOTS ARE ZONED R-2. SINGLE FAMILY UNITS CAN BE BUILT ON LOTS 6-9 AND 13-19.

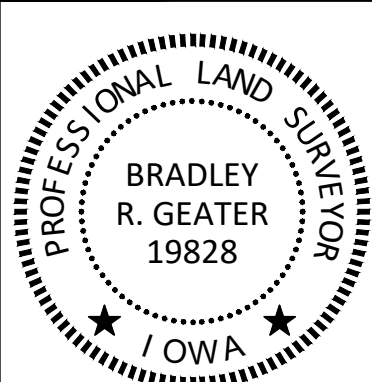
CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	CHORD DIR.	CHORD LEN.
C1	149.31	300.00	28°30'58"	S77°03'07"E	147.77
C2	91.10	300.00	17°23'54"	S71°29'35"E	90.75
C3	168.44	333.00	28°58'52"	N85°19'04"E	166.65
C4	81.99	270.00	17°23'54"	N71°29'35"W	81.67
C5	61.81	330.00	10°43'57"	S68°09'37"E	61.72
C6	74.48	330.00	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

FINAL PLAT

1 OF 2



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 15, 2025

AGENDA ITEM:	Resolution 2025-97 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:	September 9, 2025
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SUMMARY:

A resolution to reset the Public Hearing date for a development agreement with Parkside Partners, LLC, for October 6, 2025 in conjunction with the regularly scheduled Council Meeting.

RESOLUTION NO. 2025-97

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, and September 2, 2025; but now desires to re-set the hearing for October 6, 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, October 6th, 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 15th day of September 2025.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 15, 2025

AGENDA ITEM: Resolution 2025-98 Purchase of 2025 Hurco Vac Trailer/ Valve Exerciser
--

PREPARED BY: Public Works Director, Matt Goodale

DATE: September 3, 2025

BACKGROUND:

This was budgeted for this year and Public Works is requesting approval to purchase this piece of equipment.

This trailer will be utilized for valve cleaning and exercising, hydrant flushing, hydro excavating for locates, hydro excavating for services to determine pipe type for inventory (required by EPA for the lead line inventory), drain/pit cleaning and sign installations. Currently we rent a vac or hire a contractor when any of these tasks need completed.

This was originally budgeted for approximately \$80,000 but we made a change to the specs to go to a gas motor instead of a diesel which lowered the price and we are also receiving a \$2,000 discount for purchasing a demo unit. Though it is a demo unit it was only used a few times and is essentially a new piece of equipment. This will be paid for out of Water, Sewer, GF Streets and RUT.

RESOLUTION NO. 2025-98

RESOLUTION APPROVING THE PURCHASE OF A 2025 HURCO VAC TRAILER/VALVE EXERCISER.

WHEREAS, the Mayor, City Council of the City of West Branch and the Public Works Director have discussed the need to add a Vac Trailer/Valve Exerciser to the Cities equipment for use by the public works department vs. renting this equipment out each time it is needed; and

WHEREAS, funds were budgeted for the FY26 budget to make this purchase, using funds from the Water, Sewer, General Street Funds, and Road Use Tax; and

WHEREAS, the Public Works Director has found and negotiated a reasonable purchase price for this equipment from MacQueen Equipment for approximately \$11,500.00 less than the \$80,000.00 budgeted, making the final net purchase price \$68,500.00.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, Iowa, that they give their approval to the Public Works Director to move forward with and purchase the presented piece of equipment from MacQueen Equipment.

Passed and approved this 15th day of September, 2025.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk



DISTRIBUTOR OF MUNICIPAL & CONTRACTOR EQUIPMENT

August 28th, 2025

Matt Goodale
Public Works Director
City of West Branch

Matt,



Please review and sign this **LETTER OF INTENT** to hold (1) in stock Hurco VAC300—Hydro-Excavator with Valve Exerciser until September 15th, 2025, pending final council approval.

Hurco VAC300: Pricing including the required enhancements listed below per purchase proposal sent on 8/18/2025:

Description

- Vac300 Base 330-Gal Debris, 95-Gal Water, Kohler Gas Engine
- Spin Doctor SD800 Boom w/Standard Head and Valve Wrench
- Spin Doctor Hydrant Wrench
- Auto Recoil Pressure Washer Reel 50' of 3/8" Hose
- Reverse AirFlow
- Directional Light Bar
- Toolbox for Vac Unit
- SD Short ER Linkage
- Pressure washer connect for recirculation back to tank
- HD Dig Lance w/Ripsaw and Aqua-Rocket Washdown Gun

Purchase Price: \$70,500.00

Demo Unit Discount: -\$2,000.00

Net Purchase Price: \$68,500.00

Price Includes: Delivery to customer shop and on-site training.

Warranty: 1 Year Parts & Labor Hurco Warranty

Availability: End of September 2025

Terms of Agreement: This letter of intent places a hold on this on-ground unit until the City of West Branch approves the final purchase on September 15th, 2025. This is **NOT** a purchase agreement, and the city has no obligation to purchase the equipment listed above.

Jeremy Van Buren

Territory Manager
MacQueen

8-28-2025

Date

Matt Goodale

Print Name
City of West Branch

[Signature]
Authorized Signature

9/3/2025
Date

Thank you.

Jeremy Van Buren
MacQueen Equipment
815-440-1618

www.macqueengroup.com

4607 SE Rio Ct, Ankeny, IA 50021 . Bus: 515.289.9994 . Fax: 515.289.9995
Formerly Trans Iowa Equipment Part of the MacQueen Group Since 2005



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 15, 2025

AGENDA ITEM: Resolution 2025-99 - Approving Pay Estimate Number 4 in the amount of \$844,850.72 to Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project. / Move to action.
--

PREPARED BY: City Clerk, Alycia Horras

DATE: September 10, 2025

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
4	\$844,850.72	2025-99	September 15,2025

RESOLUTION 2025-99

RESOLUTION APPROVING PAY ESTIMATE NUMBER 4 IN THE AMOUNT OF \$844,850.72 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 4 in the amount of \$844,850.72 to Boomerang Corp.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the West Branch, Iowa, that Pay Estimate Number 4 in the amount of \$844,850.72 to Boomerang Corp. is approved.

PASSED AND APPROVED this 15th day of September, 2025.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk

September 3, 2025

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

PAY ESTIMATE NO. 4

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

Contract Amount \$2,127,723.71

Contract Date April 1, 2025

Pay Period Aug 1, 2025 - Sept 3, 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	7,542	\$ 60,336.00
1.4	Exc, Cl 10, Unsuit/Unstable Matrl, Core-Out	CY	1,500	\$ 10.00	\$ 15,000.00	435	\$ 4,350.00
1.5	Excavation, Class 13, Waste	CY	81	\$ 20.00	\$ 1,620.00	81	\$ 1,620.00
1.6	Special Backfill - Macadam Stone Base	CY	1,125	\$ 44.00	\$ 49,500.00	412.59	\$ 18,153.96
1.7	Special Backfill - Modified Subbase	CY	375	\$ 42.00	\$ 15,750.00	352	\$ 14,784.00
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	6,759	\$ 33,795.00
1.11	Modified Subbase	CY	2,882	\$ 40.00	\$ 115,280.00	2,882	\$ 115,280.00
1.12	Choke Stone - Temporary Road	Ton	400	\$ 24.00	\$ 9,600.00	400	\$ 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	3,400	\$ 183,600.00
1.16	PCC Pavement Samples	LS	1	\$ 1,200.00	\$ 1,200.00	0.25	\$ 300.00
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	\$ 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	\$ 4,400.00
1.27	Aprons, Concrete, 42 In. Dia.	Each	1	\$ 6,200.00	\$ 6,200.00	3	\$ 18,600.00
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	12	\$ 52,800.00
1.31	Intake, SW-509	Each	8	\$ 6,000.00	\$ 48,000.00	8	\$ 48,000.00
1.32	Intake, SW-511	Each	2	\$ 2,900.00	\$ 5,800.00	2	\$ 5,800.00
1.33	Intake, SW-512	Each	1	\$ 1,800.00	\$ 1,800.00	1	\$ 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	\$ 4,200.00
1.36	Subdrain, Longitudinal, (Backslope) 6 In. Dia.	LF	2,754	\$ 13.00	\$ 35,802.00	2,754	\$ 35,802.00
1.37	Subdrain Outlet, DR-303	Each	20	\$ 200.00	\$ 4,000.00	22	\$ 4,400.00
1.38	Subdrain Cleanout	Each	4	\$ 300.00	\$ 1,200.00	4	\$ 1,200.00
1.39	Storm SWR Grav Main, Trenched, HDPE, 10 In	LF	13	\$ 50.00	\$ 650.00	13	\$ 650.00
1.40	Storm SWR Grav Main, Trenched, RCP, 15 In.	LF	1,129	\$ 70.00	\$ 79,030.00	1,172	\$ 82,040.00

	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	43	\$ 3,440.00
1.42	Storm SWR Grav Main, Trenched, RCP, 24 In.	LF	319	\$ 84.00	\$ 26,796.00	340	\$ 28,560.00
1.43	Storm SWR Grav Main, Trenched, RCP, 30 In.	LF	299	\$ 110.00	\$ 32,890.00	308	\$ 33,880.00
1.44	Storm SWR Grav Main, Trenched, RCP), 42 In.	LF	185	\$ 200.00	\$ 37,000.00	185	\$ 37,000.00
1.45	Remove Pipe Less Than or Equal to 36 In.	LF	981	\$ 5.00	\$ 4,905.00	981	\$ 4,905.00
1.46	Remove Pipe Greater Than 36 In.	LF	152	\$ 10.00	\$ 1,520.00	152	\$ 1,520.00
1.47	Storm SWR Abandnmnt, Fill & Plug, ≤ 36 In. D	CY	3	\$ 200.00	\$ 600.00	3	\$ 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	250	\$ 11,000.00
1.50	Sanitary Sewer Service Relocation	Each	1	\$ 1,800.00	\$ 1,800.00	1	\$ 1,800.00
1.51	Revetment, Class E	Ton	72	\$ 70.00	\$ 5,040.00	16	\$ 1,120.00
1.52	Removal of Pavement	SY	7,679	\$ 5.00	\$ 38,395.00	7,000	\$ 35,000.00
1.53	Removal of Sidewalk	SY	39	\$ 5.00	\$ 195.00	27.9	\$ 139.50
1.54	Removal of Intakes and Utility Accesses	Each	1	\$ 200.00	\$ 200.00	1	\$ 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	165	\$ 1,650.00
1.60	Fence, Safety	LF	2,665	\$ 6.00	\$ 15,990.00	2,915	\$ 17,490.00
1.61	Removal and Reinstallation of Fence,	LF	105	\$ 58.00	\$ 6,090.00	52.5	\$ 3,045.00
1.62	Remove and Reinstall Sign as per plan	Each	8	\$ 275.00	\$ 2,200.00	4	\$ 1,100.00
1.63	Removal of Type A Sign	Each	6	\$ 125.00	\$ 750.00	6	\$ 750.00
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	0.75	\$ 19,500.00
1.66	Traffic Control	LS	1	\$ 13,000.00	\$ 13,000.00	0.75	\$ 9,750.00
1.67	Mobilization	LS	1	\$ 150,000.00	\$ 150,000.00	1	\$ 150,000.00
1.68	Water Main, Trenched, PVC, 8 In., DR-18	LF	236	\$ 60.00	\$ 14,160.00	139	\$ 8,340.00
1.69	Water Main, Trenched, PVC, 12 In., DR-18	LF	363	\$ 80.00	\$ 29,040.00	310	\$ 24,800.00
1.70	Water Service Stub, Copper, 1 In.	Each	3	\$ 1,800.00	\$ 5,400.00	3	\$ 5,400.00
1.71	Valve, Gate, DIP, 8 In.	Each	5	\$ 2,800.00	\$ 14,000.00	3	\$ 8,400.00
1.72	Valve, Gate, DIP, 12 In.	Each	1	\$ 4,800.00	\$ 4,800.00	1	\$ 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	2	\$ 19,200.00
1.75	Fire Hydrant Assembly Removal	Each	2	\$ 200.00	\$ 400.00	2	\$ 400.00
1.76	Flushing Device (Blowoff), 2 In.	Each	1	\$ 1,600.00	\$ 1,600.00	2	\$ 3,200.00
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	0.6	\$ 1,800.00
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 Seedi	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	980	\$ 2,450.00
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	340	\$ 17,000.00
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	520	\$ 21,840.00
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	8	\$ 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	890	\$ 11,570.00
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	4	\$ 280.00
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	21	\$ 105.00
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	467	\$ 21,015.00
2.32	Sidewalk, P.C. Concrete, 6 In.	SY	68	\$ 50.00	\$ 3,400.00	76	\$ 3,800.00
2.33	Detectable Warnings	SF	30	\$ 50.00	\$ 1,500.00	30	\$ 1,500.00
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	945	\$ 5,670.00
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 Seeding	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		\$ 1,487,590.88

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	\$ 1,487,590.88
Approved Change Order (list each)	Change Order No. 1	\$ 10,945.37	\$ 10,945.37
	Revised Contract Price	\$ 2,138,669.08	\$ 1,498,536.25

Stored \$ -

Total Earned \$ 1,498,536.25

Retainage (3%) \$ 44,956.09

Total Earned Less Retainage \$ 1,453,580.16

Total Previously Approved (list each)	Pay Estimate No. 1	\$ 162,928.26	
	Pay Estimate No. 2	\$ 309,539.52	
	Pay Estimate No. 3	\$ 136,261.66	

Total Previously Approved \$ 608,729.44

Percent Complete 70%

Amount Due This Request \$ 844,850.72

The amount \$ 844,850.72 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:
Boomerang Corp

Recommended By:
Veenstra & Kimm, Inc.

Approved By:
West Branch, Iowa

Signature: Keegan Parizek

Name: Keegan Parizek

Title: Project Manager

Date: 9/9/2025

Signature: 

Name: Eric Gould

Title: Engineer

Date: September 3, 2025

Signature: _____

Name: _____

Title: _____

Date: _____



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 15, 2025

AGENDA ITEM:	Resolution 2025-100 - Approving Change Order Number 2 in the amount of \$3,821.40 to the contract with Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project. / Move to action.
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PREPARED BY:	City Clerk, Alycia Horras
---------------------	---------------------------

DATE:	September 10, 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 approved the following Change Orders for the project to date:

Pay Estimate Number	Amount	Resolution #	Date
1	\$10,945.37	2025-6 2	July 21,2025
2	\$3,821.40	2025-100	September 15, 2025

RESOLUTION 2025-100

**RESOLUTION APPROVING CHANGE ORDER NO. 2 TO THE CONTRACT WITH
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 a change order to be initiated to increase the amount of the project in the above mentioned contract by the amount of \$3,821.40 per the breakdown of labor and equipment provided by Boomerang Corp. and verified by project managers Veenstra & Kimm.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the West Branch, Iowa, that Change Order No. 2 in the amount of \$3,821.40 is approved.

PASSED AND APPROVED this 15th day of September 2025.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk

**VEENSTRA & KIMM INC.**2600 University Parkway, Suite 1
Coralville, Iowa 52241319.466.1000
www.v-k.net

September 3, 2025

CHANGE ORDER NO. 22025 CEDAR JOHNSON ROAD RECONSTRUCTION
WEST BRANCH, IOWA

Change Order No. 2 is for the following modifications to the project:

1. Additional labor, material and equipment to remove safety
fence from the project. 3,860 LF @ \$0.99/LF \$ 3,821.40

Total: \$ 3,821.40Change Order No. 2 increases the contract amount by \$ 3,821.40.**BOOMERANG CORP.**By Keegan ParizekTitle Project ManagerDate 9/9/2025**CITY OF WEST BRANCH, IOWA**

By _____

Title _____

Date _____

VEENSTRA & KIMM, INC.By Title Project EngineerDate September 3, 2025**ATTEST:**

By _____

Title _____

Date _____

V&K Job No. 368318

BUILDING RELATIONSHIPS **ENGINEERING SOLUTIONS**



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 15, 2025

AGENDA ITEM:	Resolution 2025-101 Resolution deleting Two Parcels from the West Branch Urban Renewal Area.
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PREPARED BY:	Alycia Horras, City Clerk
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DATE:	September 10, 2025
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SUMMARY:

The City Council of the City of West Branch, previously adopted Amendment No. 8 to the West Branch Urban Renewal Area.

Upon advice of the City Attorney, the administration has identified two (2) parcels that should be removed from Amendment No. 8 to the West Branch Urban Renewal Area, namely Parcel Nos. 049013081300040 and 049013081780030 (the "Parcels").

RESOLUTION NO. 2025-101

RESOLUTION DELETING TWO PARCELS FROM THE WEST BRANCH
URBAN RENEWAL AREA.

WHEREAS, the City Council of the City of West Branch previously
adopted Amendment No. 8 to the West Branch Urban Renewal Area; and

WHEREAS, upon advice of the City Attorney, the administration has
identified two (2) parcels that should be removed from Amendment No. 8 to the
West Branch Urban Renewal Area, namely Parcel Nos. 049013081300040 and
049013081780030 (the “Parcels”).

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City
of West Branch, Cedar County, Iowa, that the Parcels are hereby deleted from
Amendment No. 8 to the West Branch Urban Renewal Area.

Passed and approved this 15th day of September, 2025.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 15, 2025

AGENDA ITEM: Resolution 2025-102 – Amending the City of West Branch Schedule of Fees.
--

PREPARED BY: City Clerk, Alycia Horras

DATE: September 10, 2025

BACKGROUND:

With the final readings of the change to Ordinance 830 Amending Chapter 92, we are requesting the final step in changing the West Branch Utility Deposit amount. This would take effect on Monday September 29th, following the publication of the Ordinance Amendment on 9/25/2025.

The following changes are suggested (in RED):

OTHER SERVICE CHARGES

Late Payment Penalty Chapter 92.04(3)	10% of total delinquent bill
Insufficient Funds Charge Chapter 1.15	\$30
Water Service Deposit Chapter 92.09	\$200.00 (refundable)
Disconnect Fee for non-payment Chapter 92.05(4)	\$50 (between 6:30 a.m. to 3:30p.m.) \$75 (after 3:30 p.m.)
Temporary Vacancy Disconnect Chapter 92.10	\$50
Testing of Meters Chapter 91.10	\$50
Water Meter Replacement Chapter 91.06, 91.07	actual cost to replace
Barricades Resolution 1726	\$50 up to 4 (refundable deposit)
Road cones Resolution 1726	\$50 up to 10 (refundable deposit)

****The above increase is from \$150.00 to \$200.00**

RESOLUTION 2025-102

RESOLUTION AMENDING THE CITY OF WEST BRANCH SCHEDULE OF FEES

WHEREAS, the City Administrative Staff has made recommendations for new administrative fees listed on Exhibit “A”; and

WHEREAS, Council has determined that the fees included in the West Branch Schedule of Fees are appropriate and are reasonably related to the purpose for which such fees are charged.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch as follows:

Section 1. That the fees set forth in Exhibit “A” attached hereto and made a part hereof, be in full force and effect immediately upon its adoption and approval, as provided by law.

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

Passed and approved this 15th day of September, 2025.

Roger Laughlin, Mayor

Attest:

Alycia Horras, City Clerk



SCHEDULE OF FEES

Updated September 26, 2025

MONTHLY RESIDENTIAL SERVICE FEES

Water Chapter 92.02	\$10.92 per 1000 gallons (Ord 814)
Sewer Chapter 99.01	\$18.36 per 1000 gallons (Ord 811)
Recycling Chapter 107.08	\$4.75 per month
Trash Collection Chapter 106.08	\$12.75 / 35 gallon \$14.75 / 65 gallon
Storm Water Utility Chapter 102.08	\$3.00

OTHER SERVICE CHARGES

Late Payment Penalty Chapter 92.04(3)	10% of total delinquent bill
Insufficient Funds Charge Chapter 1.15	\$30
Water Service Deposit Chapter 92.09	\$200.00 (refundable)
Disconnect Fee for non-payment Chapter 92.05(4)	\$50 (between 6:30 a.m. to 3:30p.m.) \$75 (after 3:30 p.m.)
Temporary Vacancy Disconnect Chapter 92.10	\$50
Testing of Meters Chapter 91.10	\$50
Water Meter Replacement Chapter 91.06, 91.07	actual cost to replace
Barricades Resolution 1726	\$50 up to 4 (refundable deposit)
Road cones Resolution 1726	\$50 up to 10 (refundable deposit)

MISCELLANEOUS ADMINISTRATIVE FEES Resolution 1726

Photocopies	\$0.10 per page - black/white \$.50 per page – color
Fax Services	\$1.00 1 st page, \$0.50 per page after
Recording Fees (any type)	actual costs
Notary Service	No Charge
Lost Key Fee	\$15

WEST BRANCH MUNICIPAL CEMETERY FEES

Cemetery Interment Rights (cemetery lots)

Upright & Upright West Section	\$250 (sold in multiples of 2)
Memorial Section	\$100 (sold individually)
All other sections	\$100 (sold in multiples of 2)

Traditional Interments (burials Monday – Friday)	\$650
Cremation	\$200
Infant	\$150
Saturday service	\$150 extra
Sunday & Holidays service	\$250 extra
If conditions require gas (winter)	\$40

Disinterment – Cost varies according to size and location:

Suitcase Type (baby)	\$100
Half-sized Vault (child)	\$175 - \$400
Full-sized Vault (adult)	\$400 - \$700

PEDDLER PERMIT FEES Chapter 122

Application Fee	\$10
One day permit	\$25
One week permit	\$50
Up to six (6) months	\$100
One year of major part thereof	\$175

VENDOR FEES

West Branch Resident Nonprofit	\$10
West Branch Commercial Business	\$25
Non-Resident Nonprofit	\$25
Non-Resident Commercial Business	\$50

ANIMAL REGISTRATION FEES

Cats	\$5 per cat, per year
Dogs	\$10 per dog, per year
Non-spayed or neutered pet	\$25 per pet, per year
Level 3 Animals (Resolution 949)	\$75 per pet, per year
Level 4 Animals (Resolution 949)	\$200 per pet, per year

DOG PARK FEES Resolution 1228

Single Day Pass	\$5
Dog Park Tag	\$15 per year (resident)
Dog Park Tag	\$20 per year (non-resident)

WEST BRANCH POLICE DEPARTMENT FEES

Per Resolution 1593 & 1726

Administrative fee records request	\$15 + postage if applicable
Document redaction (minimum 1 hour)	\$15/hour
Video redaction (outside source)	Actual Cost
USB Storage device	Actual Cost
CD/DVD	\$5
Reserve officer event stand-by (minimum 1 hour)	\$30/hour
Police patrol vehicle stand-by (minimum 1 hour)	\$100/hour
Certified Officer	\$45 per hour
Parking Fines Chapter 70.03	\$15
Disabilities Parking Fines Chapter 70.03	\$200 — Ord. 757
Impoundment of Vehicles Chapter 80.05	\$35 for the 1 st 5 days — Ord. 758 \$1 for each subsequent day

FALSE ALARMS Chapter 37.02

False Alarm (residential)	\$50 per violation within 12 months
False Alarm (commercial)	\$500 per violation

BUILDING INSPECTION FEES

(When no current building permit is active or by request of property owner)

Inspections outside of normal business hours (Minimum charge – two hours)	\$50 per hour
Re-inspection fees assessed under provisions of Section 305.8	\$50 per hour
Inspections for which no fee is specifically indicated (Min. charge – 1/2 hour)	\$50 per hour
Additional plan review required by changes, additions and inspections, or both (Minimum charge – 1/2 hour)	\$50 per hour
For use of outside consultants for plan checking and inspections, or both	Actual Costs

BUILDING PERMIT FEES (based on project valuation)

<u>Valuation</u>	<u>Fee</u>
Up to \$500	\$23.50
\$501 to \$2000	\$23.50 for the first \$500 plus \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000.
\$2001 to \$25,000	\$69.25 for the first \$2000 plus \$14 for each additional \$1000, or fraction thereof, to and including \$25,000.
\$25,001 to \$50,000	\$391.25 for first \$25,000 plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000.
\$50,001 to \$100,000	\$643.75 for the first \$50,000 plus \$7 for each additional \$1,000, or fraction thereof, to and including \$100,000.
\$100,001 to \$500,000	\$993.75 for first \$100,000 plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000.
\$500,001 to \$1,000,000	\$3,233.75 for first \$500,000 plus \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000.
\$1,000,001 and up	\$5,608.75 for the first \$1,000,000 plus \$3.15 for each Additional \$1,000, or fraction thereof.

RESIDENTIAL SITE PLAN REVIEW Resolution 1577

Site plan review (required)	Actual costs for city engineer's review
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WASTEWATER LIFT STATION CONNECTION FEE Chapter 100.03

Calculated by City Engineer – See Exhibit B on file at City Hall

WATER & SEWER CONNECTION FEES

Residential Water Service (new construction) Chapter 90.06	\$402
Residential Sewer Service (new construction) Chapter 96.02	\$402

ELECTRICAL, MECHANICAL AND PLUMBING PERMIT FEES

Dollar Volume of Work**\$1 - \$5,000**

\$5,001-\$25,000

\$25,001-\$50,000

\$50,001-\$75,000

\$75,001-\$100,000

\$100,001-\$125,000

Add \$25.00 per every \$25,000 of valuation thereafter

Permit Fee**\$50**

\$75

\$100

\$125

\$150

\$175

OTHER PERMIT FEES

Demolition Permit

\$100

Fence Permit

\$50

Sign Permit (Historic District only) Chapter 25.09(4)

\$10

Street Boring Permit Chapter 135.09(12)

\$100

House Mover Permit Chapter 123.06

\$100

SUBDIVISION FEES**REZONING FEE** Chapter 165.20 (5)

Rezoning Fee

\$300 + Actual costs incurred for engineering review

SITE PLAN FEE Chapter 167.08

Site Plan Application Fee

\$200 + Actual costs incurred for engineering review

PLATTING FEE Chapter 166.03(1)

Preliminary Plat

\$300

Final Plat

\$300

Engineering Review of plats

Actual costs, billed as incurred

NUISANCE ABATEMENT MUNICIPAL INFRACTION FEES

Violations of Chapter 50.02(10) grass mowing and Chapter 136.03 snow removal from sidewalks, fees are billed to the property owner as follows per violation: Per Resolution 874

Operator	\$38 / per hour
Utility tractor	\$35 / per hour
Dump truck	\$35 / per hour
Pick-up	\$25 / per hour
6 foot mower	\$10 / per hour
Bat wing mower	\$20 / per hour
Riding lawn tractor	\$20 / per hour
Chain saw	\$15 / per hour
Trailer	\$10 / per hour
String trimmer	\$5 / per hour
Push mower	\$7 / per hour
3 rd party expenses	billed at cost
Snow removal	\$50 / per sidewalk
Administrative Fee	\$40 / per billing

Nuisance Abatement Civil Fees in addition to the above services:

First Offense	\$500
Second Offense	\$750
Each Offense Thereafter	\$1000



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 15, 2025

AGENDA ITEM:	Resolution 2025-103 – Approving an insurance proposal with Provident Fire Plus, Iowa Municipal Insurance Ltd.
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PREPARED BY:	City Clerk, Alycia Horras
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DATE:	September 10, 2025
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SUMMARY:

This insurance proposal is for the West Branch Fire Department and West Branch Firefighters Inc. also known as Fire Pak insurance.

RESOLUTION 2025-103

RESOLUTION APPROVING AN INSURANCE PROPOSAL WITH PROVIDENT FIRE PLUS, IOWA MUNICIPAL INSURANCE LTD.

WHEREAS, the West Branch Fire Department and West Branch Firefighters Inc., received an insurance renewal quote from the Iowa Municipal Insurance LTD; and

WHEREAS, after reviewing the insurance renewal quote and recommendation by the West Branch Fire Chief, the City Council has decided to accept it and continue membership with Iowa Municipal Insurance Ltd., effective October 1, 2025.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the insurance proposal with Provident Fire Plus and Iowa Municipal Insurance is hereby approved.

Passed and approved this 15th day of September, 2025.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk



PREMIUM SUMMARY

NOTE: This proposal is prepared from information supplied to us on the application submitted by your insurance broker. It may or may not contain all terms requested on the application. It also may contain inadvertent errors. This proposal does not amend, or otherwise affect or alter, the provisions of coverage on the policy. It is not a representation that coverage does or does not exist for any particular claim or loss under any such policy. Coverage depends on the applicable provisions of the issued policy, the facts and circumstances involved in the claim and any applicable law. Specimen policies are available from your insurance broker.

SECTION	COVERAGE		PREMIUM
1	PROPERTY	\$	880.00
2	INLAND MARINE (EMERGENCY SERVICES EQUIPMENT)	\$	5,559.00
3	COMMERCIAL CRIME (Including Faithful Performance, if granted)	\$	613.00
4	COMMERCIAL GENERAL LIABILITY (Including Professional Healthcare Liability, if granted)	\$	3,421.00
5	PUBLIC OFFICIALS & MANAGEMENT LIABILITY (Including Wrongful Acts, Employment Practices, Employee Benefits, if granted)	\$	741.00
6	BUSINESS AUTO (Including Primary Member Auto Liability and Physical Damage, if granted)	\$	9,201.00
7	COMMERCIAL EXCESS LIABILITY (Including Commercial General Liability, Professional Healthcare Liability, Wrongful Acts, Employment Practices, Employee Benefits, Business Auto, and Employers Liability, if granted)	\$	4,000.00
Total Annual Premium (excludes state-imposed taxes, surcharges, and fees)		\$	24,415.00
Terrorism Premium		\$	Included at No Charge
Risk Management Services Fee		\$	100.00
State-Imposed Taxes, Surcharges, & Fees		\$	N/A
TOTAL AMOUNT DUE*		\$	24,515.00

*Payment is due in accordance with the producer agreement.

NOTES:

Quote subject to receiving the following signed documents, which are all **due at binding**: Billing Plan.

Terrorism automatically included for no additional premium.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 15, 2025

AGENDA ITEM:	Resolution 2025-104 Approving a Transportation Alternatives Program (TAP) Grant Application to the Regional Planning Affiliation, Region 10, For the Herbert Hoover Highway (HHH) Trail.
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PREPARED BY:	City Clerk, Alycia Horras
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DATE:	September 10, 2025
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SUMMARY:

This is a resolution approving the application submission for the Transportation Alternatives Program (TAP) Grant, for development of the Herbert Hoover Highway Trail.

RESOLUTION NO. 2025-104

RESOLUTION APPROVING A TRANSPORTATION ALTERNATIVES PROGRAM (TAP) GRANT APPLICATION TO THE REGIONAL PLANNING AFFILIATION, REGION 10, FOR THE HERBERT HOOVER HIGHWAY (HHH) TRAIL.

WHEREAS, The City of West Branch is interested in the development of the Herbert Hoover Highway (HHH) Trail for the enjoyment of West Branch citizenry, the surrounding area, and the State of Iowa; and,

WHEREAS, the City of West Branch City Council has determined that the HHH Trail will foster economic and community development; and,

WHEREAS, Transportation Alternatives Program (TAP) funding is sought to provide financial assistance for the development of such facilities while the remaining funds for this project will be provided by the City of West Branch as specified in our application.

NOW THEREFORE BE IT RESOLVED by the City of West Branch authorizes a TAP grant application according to the specifics detailed within it and further authorizes and certifies that:

1. If awarded and once completed, the City will maintain the trails for a minimum of 20 years.
2. The City will carry out the development in the manner described in the grant proposal unless prior approval for any change has been received and approved by the Iowa Department of Transportation.
3. The City has the ability and intention to finance its share of the cost of the project (80% TAP grant, 20% City of West Branch match) and that the project will be operated and maintained at the expense of the City of West Branch for public recreational use.
4. That it will maintain adequate financial records on the proposed action to substantiate claims for cost-sharing.

Passed, approved, and adopted this 15th day of September, 2025

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 15, 2025

AGENDA ITEM:	Resolution 2025-105 Resolution Setting a Public Hearing on a proposed development agreement with Forza Enterprises, LLC, which includes annual Appropriation Tax Increment Rebates
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PREPARED BY:	Alycia Horras, City Clerk
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DATE:	September 10, 2025
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SUMMARY:

A resolution to reset the Public Hearing date for a development agreement with Forza Enterprises, LLC, for October 6, 2025 in conjunction with the regularly scheduled Council Meeting.

RESOLUTION NO. 2025-105

RESOLUTION SETTING A PUBLIC HEARING ON A PROPOSED DEVELOPMENT AGREEMENT WITH FORZA ENTERPRISES, LLC, WHICH INCLUDES ANNUAL APPROPRIATION TAX INCREMENT REBATES.

WHEREAS, the City and Forza Enterprises, LLC, (the “Developer”) have negotiated and agreement whereby the developer will construct a residential subdivision in the City; and

WHEREAS, as part of said commercial development, the City will assist the Developer in expanding the existing car dealership 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.

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 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 15th day of September, 2025.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 15, 2025

AGENDA ITEM: First Reading Ordinance 831 - Amending Chapter 92 – Water Rates.
--

PREPARED BY: City Clerk, Alycia Horras

DATE: September 10, 2025

SUMMARY: West Branch Code of Ordinance update:

(Current language)

92.05 SERVICE DISCONTINUED.

Water service to delinquent customers shall be discontinued or disconnected in accordance with the following:

(Code of Iowa, Sec. 384.84)

1. Notice. The billing clerk shall notify each delinquent customer that service will be discontinued or disconnected if payment of the combined service account, including late payment charges, is not received by the date specified in the notice of delinquency. Such notice shall be sent by ordinary mail to the customer in whose name the delinquent charges were incurred and shall inform the customer of the nature of the delinquency and afford the customer the opportunity for a hearing prior to the discontinuance or disconnection.
2. Notice to Landlords. If the customer is a tenant, and if the owner or landlord of the property or premises has made a written request for notice, the notice of delinquency shall also be given to the owner or landlord. If the customer is a tenant and requests a change of name for service under the account, such request shall be sent to the owner or landlord of the property if the owner or landlord has made a written request for notice of any change of name for service under the account to the rental property.
3. Hearing. If a hearing is requested by noon of the day preceding the shut off, the City Administrator shall conduct an informal hearing and shall make a determination as to whether the discontinuance or disconnection is justified. The customer has the right to appeal the City Administrator's decision to the Council, and if the Council finds that discontinuance or disconnection is justified, then such discontinuance or disconnection shall be made, unless payment has been received.
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.

92.10 TEMPORARY VACANCY.

Water service may be severed upon notice to the Superintendent or other authorized person whenever the premises is to be unoccupied, and if the premises is unoccupied for more than one month, a proportionate reduction on the minimum charge for water service will be allowed. There shall be a \$50.00 charge for after- hours disconnection and reconnection.

(New language)

92.05 SERVICE DISCONTINUED.

Water service to delinquent customers shall be discontinued or disconnected in accordance with the following:

(Code of Iowa, Sec. 384.84)

1. Notice. The billing clerk shall notify each delinquent customer that service will be discontinued or disconnected if payment of the combined service account, including late payment charges, is not received by the date specified in the notice of delinquency. Such notice shall be sent by ordinary mail to the customer in whose name the delinquent charges were incurred and shall inform the customer of the nature of the delinquency and afford the customer the opportunity for a hearing prior to the discontinuance or disconnection.
2. Notice to Landlords. If the customer is a tenant, and if the owner or landlord of the property or premises has made a written request for notice, the notice of delinquency shall also be given to the owner or landlord. If the customer is a tenant and requests a change of name for service under the account, such request shall be sent to the owner or landlord of the property if the owner or landlord has made a written request for notice of any change of name for service under the account to the rental property.
3. Hearing. If a hearing is requested by noon of the day preceding the shut off, the City Administrator shall conduct an informal hearing and shall make a determination as to whether the discontinuance or disconnection is justified. The customer has the right to appeal the City Administrator's decision to the Council, and if the Council finds that discontinuance or disconnection is justified, then such discontinuance or disconnection shall be made, unless payment has been received.
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.

92.10 TEMPORARY VACANCY.

Water service may be severed upon notice to the Superintendent or other authorized person whenever the premises is to be unoccupied, and if the premises is unoccupied for more than one month, a proportionate reduction on the minimum charge for water service will be allowed.

~~There shall be a \$50.00 charge for after-hours disconnection and reconnection.~~

ORDINANCE NO. 831

AN ORDINANCE AMENDING CHAPTER 92 – WATER RATES

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

1. Amendment. Section 92.05.04 and 92.10, is hereby amended by deleting it in its entirety and replacing it with the following:

92.05 SERVICE DISCONTINUED.

Water service to delinquent customers shall be discontinued or disconnected in accordance with the following:

(Code of Iowa, Sec. 384.84)

1. Notice. The billing clerk shall notify each delinquent customer that service will be discontinued or disconnected if payment of the combined service account, including late payment charges, is not received by the date specified in the notice of delinquency. Such notice shall be sent by ordinary mail to the customer in whose name the delinquent charges were incurred and shall inform the customer of the nature of the delinquency and afford the customer the opportunity for a hearing prior to the discontinuance or disconnection.
2. Notice to Landlords. If the customer is a tenant, and if the owner or landlord of the property or premises has made a written request for notice, the notice of delinquency shall also be given to the owner or landlord. If the customer is a tenant and requests a change of name for service under the account, such request shall be sent to the owner or landlord of the property if the owner or landlord has made a written request for notice of any change of name for service under the account to the rental property.
3. Hearing. If a hearing is requested by noon of the day preceding the shut off, the City Administrator shall conduct an informal hearing and shall make a determination as to whether the discontinuance or disconnection is justified. The customer has the right to appeal the City Administrator's decision to the Council, and if the Council finds that discontinuance or disconnection is justified, then such discontinuance or disconnection shall be made, unless payment has been received.
4. Fees. A fee of \$50.00 shall be charged before service is restored to a delinquent customer account during normal business hours. No fee shall be charged for the usual or customary trips in the regular changes in occupancies of property.

92.10 TEMPORARY VACANCY.

Water service may be severed upon notice to the Superintendent or other authorized person whenever the premises is to be unoccupied, and if the premises is unoccupied for more than one month, a proportionate reduction on the minimum charge for water service will be allowed.

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 15, 2025
Second Reading: October 6, 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 15, 2025

AGENDA ITEM: First Reading Ordinance 832 - Amending Chapter 55 – Animal Protection and Control.
--

PREPARED BY: City Clerk, Alycia Horras

DATE: September 11, 2025

SUMMARY:

Following the 9/9/25 Animal Control Commission meeting, it was voted on to remove the requirement for registering pets in the city of West Branch. The following will need to be implemented, along with a change to the schedule of fees to be in effect following the publication of the Ordinance change.

West Branch Code of Ordinance update:

(Striking the entire section)

55.22 LICENSING.

1. Fees. All fees required herein shall be set by resolution of the City Council.
2. Which Animals Require License. Every owner of a dog or cat over the age of four months shall procure a City animal license each calendar year or within 30 days of the animal being brought into the City.
3. Certification Of Vaccination; Payment Of License Fee; Issuance Of License.
 - A. At the time of making application for a City license, the owner shall furnish to the City a veterinarian's certificate showing that the dog or cat for which the license is sought has been vaccinated against rabies virus and that such vaccination will not expire within six months from the date the license is issued. In order to take advantage of the lower rate for neutered animals, the owner shall, at the time application is made for an animal license, present a certificate of neutering signed by a veterinarian containing a description of the animal, its call name and date of neutering, if known. Such certificate may be used in subsequent license applications.
 - B. Upon payment of the license fee, the City shall issue to the owner a license which shall contain the name of the owner, the owner's place of residence and a description of the animal. The City shall keep a duplicate of each license issued as a public record. If the animal to be licensed is a guard/attack dog, the owner shall include such fact on the license application.
 - C. New animal registrations and renewals can be made in person or online via the City's website providing all required information is provided. City tags will be issued for new pets upon receipt of payment.
4. Animals Too Young for Licensing. The owner of an animal which is no longer with its dam, but which is too young to be licensed, shall be issued a temporary City animal ID tag upon application to the City and payment of the regular fee. Such temporary tag shall automatically expire five months from the date of birth of the animal.
5. License Tag.
 - A. Upon issuance of the license, the City shall deliver or mail to the owner a license tag stamped with the following:
 - (1) Year in which issued.
 - (2) Name of issuing City.
 - (3) Number of the license.
 - B. City tags will be issued once for the life of the animal. Tags can be issued for up to three years coinciding with the rabies expiration date.

C. Every animal shall wear the tag provided whenever such animal is off the property of its owner or not within a motor vehicle. Any method may be used to attach the tag to the animal, such as a collar or other suitable device.

D. It is unlawful for any person who is not the owner or the agent of such owner or an employee of the City or its agent acting in an official capacity to remove a license tag from an animal prior to the expiration of the license.

E. Upon the filing of an affidavit that the license has been lost or destroyed, the owner may obtain another tag upon payment of a replacement fee. (West Branch Animal Control Study Committee, Page 11)

6. Delinquent Fees. Delinquent license fees, as determined by the City Council, shall be assessed in addition to the annual license fee except in those cases where, by reason of residence outside the corporate limits, age or ownership, the dog or cat was not subject to licensing. In those cases in which an animal becomes subject to the terms of this section during any license year, the license fee shall become due and payable within 30 days after the date that such animal becomes subject to the terms of this chapter. After 30 days, the owner shall pay the delinquent license fee provided by City Council resolution, in addition to the annual license fee.

7. Expiration Date. All licenses expire one year from the date of issuance except in cases where licenses are issued consecutively for two or three years. In those cases, licenses will expire two or three years from the date of issuance.

8. Change Of Ownership; Transfer Of License. When the permanent ownership of an animal is transferred, the new owner shall, within 30 calendar days from the date of change of ownership, make application for a new license as provided in this section regardless of whether or not the animal was previously licensed.

9. Exceptions. The licensing provisions of this chapter shall not be applied to animals whose owners are nonresidents temporarily within the City or animals brought into the City for the purpose of participating in any animal show. Owners of animals which are trained to assist them with their disabilities shall not be charged a fee to license said animals, although said animals are still otherwise subject to the licensing provisions of this chapter.

ORDINANCE NO. 832

AN ORDINANCE AMENDING CHAPTER 55 – ANIMAL PROTECTION AND CONTROL

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

1. Amendment. Section 55.22, is hereby amended by deleting it in its entirety:

~~55.22 LICENSING.~~

~~1. Fees. All fees required herein shall be set by resolution of the City Council.~~

~~2. Which Animals Require License. Every owner of a dog or cat over the age of four months shall procure a City animal license each calendar year or within 30 days of the animal being brought into the City.~~

~~3. Certification Of Vaccination; Payment Of License Fee; Issuance Of License.~~

~~—A. At the time of making application for a City license, the owner shall furnish to the City a veterinarian's certificate showing that the dog or cat for which the license is sought has been vaccinated against rabies virus and that such vaccination will not expire within six months from the date the license is issued. In order to take advantage of the lower rate for neutered animals, the owner shall, at the time application is made for an animal license, present a certificate of neutering signed by a veterinarian containing a description of the animal, its call name and date of neutering, if known. Such certificate may be used in subsequent license applications.~~

~~—B. Upon payment of the license fee, the City shall issue to the owner a license which shall contain the name of the owner, the owner's place of residence and a description of the animal. The City shall keep a duplicate of each license issued as a public record. If the animal to be licensed is a guard/attack dog, the owner shall include such fact on the license application.~~

~~—C. New animal registrations and renewals can be made in person or online via the City's website providing all required information is provided. City tags will be issued for new pets upon receipt of payment.~~

~~4. Animals Too Young for Licensing. The owner of an animal which is no longer with its dam, but which is too young to be licensed, shall be issued a temporary City animal ID tag upon application to the City and payment of the regular fee. Such temporary tag shall automatically expire five months from the date of birth of the animal.~~

~~5. License Tag.~~

~~—A. Upon issuance of the license, the City shall deliver or mail to the owner a license tag stamped with the following:~~

~~—(1) Year in which issued.~~

~~—(2) Name of issuing City.~~

~~—(3) Number of the license.~~

~~—B. City tags will be issued once for the life of the animal. Tags can be issued for up to three years coinciding with the rabies expiration date.~~

~~—C. Every animal shall wear the tag provided whenever such animal is off the property of its owner or not within a motor vehicle. Any method may be used to attach the tag to the animal, such as a collar or other suitable device.~~

~~—D. It is unlawful for any person who is not the owner or the agent of such owner or an employee of the City or its agent acting in an official capacity to remove a license tag from an animal prior to the expiration of the license.~~

~~—E. Upon the filing of an affidavit that the license has been lost or destroyed, the owner may obtain another tag upon payment of a replacement fee. (West Branch Animal Control Study Committee, Page 11)~~

~~6. Delinquent Fees. Delinquent license fees, as determined by the City Council, shall be assessed in addition to the annual license fee except in those cases where, by reason of residence outside the corporate limits, age or ownership, the dog or cat was not subject to licensing. In those cases in which an animal becomes subject to the terms of this section during any license year, the license fee shall become due and payable within 30 days after the date that such~~

animal becomes subject to the terms of this chapter. After 30 days, the owner shall pay the delinquent license fee provided by City Council resolution, in addition to the annual license fee.

7. ~~Expiration Date.~~ All licenses expire one year from the date of issuance except in cases where licenses are issued consecutively for two or three years. In those cases, licenses will expire two or three years from the date of issuance.

8. ~~Change Of Ownership; Transfer Of License.~~ When the permanent ownership of an animal is transferred, the new owner shall, within 30 calendar days from the date of change of ownership, make application for a new license as provided in this section regardless of whether or not the animal was previously licensed.

9. ~~Exceptions.~~ The licensing provisions of this chapter shall not be applied to animals whose owners are nonresidents temporarily within the City or animals brought into the City for the purpose of participating in any animal show. Owners of animals which are trained to assist them with their disabilities shall not be charged a fee to license said animals, although said animals are still otherwise subject to the licensing provisions of this chapter.

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 15, 2025
Second Reading: October 6, 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.

The West Branch Animal Control commission voted on September 8th to rescind Section 55.22 from the Animal Protection and Control Ordinance pertaining to Pet Licensure.

Alan Beyer, Chair



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 15, 2025

AGENDA ITEM:	Resolution 2025-106 Approving Administrative Recommendation for Abatement of Wastewater Fees.
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PREPARED BY:	Alycia Horras, City Clerk
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DATE:	September 11, 2025
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SUMMARY:

On 9/2/25, Edward Stack, came to the council meeting to present his request for administrative review to determine abatement of wastewater fees. Council person Miller shared the process for this type of request to Edward and stated that City Administration would review his documentation to bring a recommendation to the council for approval.

See attached documentation for this request.

Recommendation is as follows:

- For the bill issued for billing period 07/21/2025 to 08/19/2025, the usage amount being 18,000 gallons, the recommendation is to reduce the sewer portion of the bill from \$330.48 to the average amount of his regular sewer bill amount of \$55.00.
- For the next billing cycle from 8/20/2025 to approximately 9/17/2025 that will have approximately 9000 gallons of usage due to the same spigot issue before repair work was completed on 8/26/2025, that the resident pay that full bill, or approximately \$165.00 for the sewer bill.

RESOLUTION NO. 2025-106

RESOLUTION APPROVING ADMINISTRATIVE RECOMMENDATION FOR
ABATEMENT OF WASTEWATER FEES.

WHEREAS, residents Edward and Mary Stack, living at 211 W Main St, West Branch, Ia, completed the required request for Administrative Review to Determine Abatement of Wastewater Fees form and provided adequate supporting documentation for the abnormal usage in question and repairs that were administered; and

WHEREAS, upon discussion between the City Administrative staff, the following resolution has been proposed for council approval:

- For the bill issued for billing period 07/21/2025 to 08/19/2025, the usage amount being 18,000 gallons, the recommendation is to reduce the sewer portion of the bill from \$330.48 to the average amount of his regular sewer bill amount of \$55.00.
- For the next billing cycle from 8/20/2025 to approximately 9/17/2025 that will have approximately 9000 gallons of usage due to the same spigot issue before repair work was completed on 8/26/2025, that the resident pay that full bill, or approximately \$165.00 for the sewer bill.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the Council approves this abatement to the wastewater fees for the property located at 221 W Main St., West Branch, Ia.

Passed and approved this 15th day of September, 2025.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk

**REQUEST FOR ADMINISTRATIVE REVIEW
TO DETERMINE ABATEMENT OF WASTEWATER FEES**

The City of West Branch water account holder may request an administrative review of a high water bill and request abatement of the wastewater portion of the bill by completing this form. **This form must be completed and filed with Deputy Clerk no later than thirty (30) calendar days after the date of the bill in question or fifteen (15) calendar days after a leak investigation/repair, whichever occurs first.** Failure to request a review within this time period waives your opportunity for an administrative review. Claims will not be approved for usage above the customer's average monthly consumption due to watering of sod, gardening, filling swimming pools or whirlpools, washing vehicles, etc. as this describes water services knowingly used by the account holder/user.

**Return completed form to: City of West Branch, Attn: Deputy Clerk, 110 N. Poplar St.
PO Box 218, West Branch, IA 52358. For questions call (319) 643-5888.**

TODAY'S DATE: 8-29-25
ACCOUNT HOLDER NAME: EDWARD STACK / MARY STACK
SERVICE ADDRESS: 221 WEST MAIN STREET WEST BRANCH
MAILING ADDRESS (IF DIFFERENT): _____ ZIP: 52358
ACCOUNT NUMBER: 01-53200-01
DATES(S) OF HIGH BILL(S): Service from 7-21-25 to 8-19-25 and 8-20-25 to 9-19-25

- ♦ Describe the problem that led to the high bill(s) and describe what was done to fix or correct the problem.
Proof of repair is required.

See attached
Bill also attached

- ♦ Will you be receiving any monetary assistance from a third party for this high bill? Please list any sources.

No

- ♦ Will or have you submitted a claim with your homeowners' or renters' insurance company? If so, what has been the insurance company's response?

No

- ♦ How many people reside at the service address? Please list the age for each child, if any

2 adults only

Applicant's Name: EDWARD STACK
(Print)

Signature: Mary Stack
Edward Stack

Phone #: 815 520-6769

-----OFFICE USE ONLY-----

Appr: Y / N Date: _____ Reason: _____ W S _____ %

Authorized Representative

NOTICE: Abnormal usage: 18,000

A water variance was indicated for this account, which means your residence/business used at least 95 percent more water than normal for this past month's billing cycle. By Council resolution, the City is required to notify you of this variance. Therefore, this serves as a courtesy notice to alert you to this variance.

While the City cannot account for the higher usage, there could be a number of reasons for this increase – outside/landscape watering, company visiting, etc. **OR** it could possibly indicate a leak or problem that would warrant your attention.

221 WEST MAIN Street

ON FRIDAY Aug 21ST received the Notice of Abnormal usage from the Village. It stated we used 18,000 gallons 95 percent more than normal.

After receiving notice I went around house to see if there was any visible leaks. There was none. So I went under house in crawl space and found the pipe to outside spigot leaking down the perimeter wall (inside crawl space) there was quite a bit of water and then realized the outside spigot was left on. It had a hose attached but no water was leaking from it. I turned it off and stopped the flow.

Called Lynch plumbing and they came out and discover pipe had split and they replace portion ~~and~~ of pipe and new spigot. (attached bill)

Talked to WATER Dept. and they told me my last reading was 634,000 on 8/19 when everything was fixed I read meter and from 8/19 to present it reads 643,684 So I will be billed for the additional

9000 gallons on next bill. Please help

ED STACK

815 520-6769