



CITY COUNCIL MEETING
Monday, November 3rd, 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 October 20, 2025 City Council meeting.
 - b. Approve minutes from the October 22, 2025 Special City Council meeting.
 - c. Approve Liquor License Renewal for SILT.
 - d. Approve Liquor License Renewal for Herb & Lou's
 - e. Approve Special Event Request – Christmas Past by MSWB
 - f. Approve August Financial Report
 - g. Approve Claims for November 3, 2025.
7. Presentations/Communications/Open Forum
8. Public Hearings/Non-Consent Agenda
 - a. **Second Reading Ordinance 833** - PROVIDING THAT GENERAL PROPERTY TAXES LEVIED AND COLLECTED ON CERTAIN LOTS IN THE MEADOWS, PART 4A AND PART 4B AND PEDERSEN VALLEY, PART ONE, WEST BRANCH, IOWA, IN THE CITY OF WEST BRANCH, COUNTY OF CEDAR, STATE OF IOWA, BY AND FOR THE BENEFIT OF THE STATE OF IOWA, CITY OF WEST BRANCH, COUNTY OF CEDAR, WEST BRANCH COMMUNITY SCHOOL DISTRICT, AND OTHER TAXING DISTRICTS, BE PAID TO A SPECIAL FUND FOR PAYMENT OF PRINCIPAL AND INTEREST ON LOANS, MONIES ADVANCED TO AND INDEBTEDNESS, INCLUDING BONDS ISSUED OR TO BE ISSUED, INCURRED BY SAID CITY IN CONNECTION WITH SAID WEST BRANCH URBAN RENEWAL AREA./ Move to Action.
 - b. **Resolution 2025-117** Approval of a Settlement and Release Agreement with Robert and Lezlee Copeland./ Move to Action.
 - c. **Resolution 2025-118** Approval of Site Plan for Nordex./ Move to Action.
 - d. **Resolution 2025-119** Approval of Agreement for Generator Maintenance at the Sewer Plant./ Move to Action.
9. Discussion
 - a. Admin Recommendation for Abatement of Wastewater Fees.
 - b. Possible adjustment to City Holiday schedule within the Employee Handbook.
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 Friis • **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

October 20, 2025
7:00 p.m.

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 7:00 p.m.
Roll call: Council members present; Colton Miller , Mike Horihan, Jerry Sexton, Tom Dean and Jodee Stoolman.
City Staff present: City Administrator Adam Kofoed, City Clerk Alycia Horras, Parks and Rec Director Erin Laughlin, City Lawyer Kevin Olsen, and City Engineer Eric Gould.
Attending via Zoom: Deputy Clerk Jessica Brown and Library Director Jessie Schafer

APPROVE THE AGENDA

Motion to Approve the Agenda by Miller, second by Dean. Motion carried on a voice vote.

APPROVE CONSENT AGENDA

Approve minutes from the October 6, 2025 City Council meeting.
Approve minutes from the October 14, 2025 Special City Council meeting.
Approve Community Trick or Treat Hours
Approve Fire Department appointments.
Approve Claims for October 20, 2025

10/20/2025		
EXPENDITURES		
AMAZON.COM.	VARIOUS ITEMS - LIBRARY	271.30
CJ COOPER & ASSOCIATES	ANNUAL ADMIN/CLEARING FEES	425.00
PYRAMID SERVICES	MOWER PARTS	210.69
QUILL CORP	SURGE PROTECTORS - CLERK	298.47
STATE HYGIENIC LAB	LAB ANALYSIS	916.50
THE HOME DEPOT	TOILET PAPER - LIBRARY	50.31
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	6,242.65
VAN AUKEN, HEIDI	MILEAGE & PARKING FEE-VANAUKEN	54.09
VEENSTRA & KIMM	VARIOUS PROJECTS	57,673.30
WEST BRANCH REPAIRS	OIL CHANGE - PD	81.00
WEST BRANCH TIMES	LEGAL PUBLICATIONS	665.00
TOTAL		66,888.31
PAYROLL-WAGES, TAXES,	EMPLOYEE BENEFITS 10/10/2025	61,284.09
PAID BETWEEN MEETINGS		
ACTION SEWER & SEPTIC	PLUGGED MANHOLE BACK UP-PW	380.00
ALLIANT ENERGY	ALLIANT ENERGY	19,098.76
AMAZON.COM	VARIOUS ITEMS - LIBRARY, P&R	278.40
AT & T MOBILITY	WIRELESS SERVICE	210.04
CEDAR COUNTY RECORDER	RECORDING FEES	174.00
ELITE HOLDING COMPANY	LOU HOOVERS LADY MOVERS- P&R	69.30
IMWCA	IMWCA FY26 INSTALLMENT 4	3,768.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	201.60
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	142.02
MENARDS	SUPPLIES - PW	176.40
MOPPY MO'S	CLEANING SERVICES-CITY, TH P&R	997.50
PROTECT YOUTH SPORTS	BACKGROUND CHECKS	87.00
THE HOME DEPOT	PAPER TOWELS - P&R	27.12
UNIVERSITY OF IOWA HEALTH	DOT PHYSICAL - PW	181.00
VEENSTRA & KIMM	VARIOUS PROJECTS	875.00
WEX BANK	VEHICLE FUEL	1,227.33
BARNHART'S CUSTOM	MOVE RNDABOUT DIRT & TREE REMOVAL	62,302.50
BOUND TREE MEDICAL	MEDICAL SUPPLIES - FIRE	592.94
CAPITAL ONE	OFFICE SUPO & YOUTH PROGRAM - LIB	86.28
CULLIGAN WATER	WATER SOFTENER SERVICE	30.49
CURTIS L CASPER	LAWN MOWING - NUISANCE	65.00
EASTERN IA YOUTH B.BALL	5/6TH GRADE BB REGISTRATION	840.00
HAWKINS	CHEMICALS	3,119.63
KANOPY	ON DEMAND VIDEO SERVICE	18.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,707.00
LINN COUNTY R.E.C.	STREET LIGHTS	324.77
LRS HOLDINGS	TRASH & RECYCLING SEP 2025	20,067.50
LYNCH'S PLUMBING	INSTALL VALVE FOR WASHER- FIRE	218.40
MARTIN AGENCY INSURANCE	FIRE DEPT INSURANCE RENEWAL	24,515.00
MOPPY MO'S	JANITORIAL SERVICES - FIRE	17.50
RICKARD SIGN & DESIGN	BLACK & RED NUMBERS- FIRE	65.00
THOMAS HEATING & AIR	CUT DRAIN ON A/C & CLEAN-FIRE	95.00
WEST BRANCH REPAIRS	VEHICLE REPAIR - FIRE	892.80
SISCO	HEALTH CLAIMS PD 10-07-2025	1,294.26
TOTAL		144,145.54
GRAND TOTAL EXPENDITURES		272,317.94
FUND TOTALS		
001 GENERAL FUN	66,295.55	
022 CIVIC CENTER	5,399.52	
031 LIBRARY	3,311.56	
036 LIABILITY INSURANCE	24,515.00	
110 ROAD USE TAX	6,595.96	
112 TRUST AND AGENCY	14,896.29	
321 WIDENING WAPSI CREEK	9,633.70	
326 ROUNDABOUT	106,366.20	
331 CEDAR JOHNSON RD RECON	1,278.90	
600 WATER FUND	19,066.93	
610 SEWER FUND	14,286.60	
740 STORM WATER UTILITY	671.73	
GRAND FUND TOTAL	272,317.94	

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM -

Rob Copeland shared how due to the construction on Cedar-Johnson Road and Serenity, his yard now has a significant slope that would be a safety concern especially for children. The SW corner of his property now will need a retaining wall to ensure safety and he has received a quote of approximately \$17000.00 to put this in place. He is working with Mediacom as well to potentially move their equipment from the area before installation and is asking the council for some possible reimbursement for some or all of the cost of the wall. There was discussion about the height of the retaining wall and if there would be railing needed which would be an additional cost. The council will discuss the situation and follow up with the residents.

PUBLIC HEARING / NON-CONSENT AGENDA

Third Reading – Ordinance 832 – Amending Chapter 55 – Animal Protection and Control / Move to Action.

**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 20th day of October, 2025.

First Reading: September 15, 2025
Second Reading: October 6, 2025
Third Reading: October 20, 2025

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk

Motion by Sexton, second by Miller to approve and adopt Ordinance 832. AYES: Sexton, Miller, Stoolman, Horihan, Miller. NAYS: Dean. Motion carried.

Resolution 2025-114 Amendment to the City of West Branch Schedule of Fees / Move to Action.

Motion by Miller, second by Dean to approve Resolution 2025-114. AYES: Miller, Dean, Horihan, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2025-115 Approving the Preliminary Plat of Parkside Hills – Part Five, WEST BRANCH, IOWA / Move to Action.

Everything is listed as private, so the water, sewer, etc. will be reviewed with each addition. This is why it is not all spelled out on the preliminary plat. The roadways have all been widened per the conversations with Chief Stoolman to ensure that emergency vehicles have clear access as well.

Motion by Miller, second by Sexton to approve Resolution 2025-115. AYES: Miller, Sexton, Dean. NAYS: Horihan, Stoolman. Motion carried.

Resolution 2025-116 Approving the Final Plat of Parkside Hills – Part Five, WEST BRANCH, IOWA / Move to Action.

Motion by Dean, second by Sexton to approve Resolution 2025-116. AYES: Dean, Sexton, Miller. NAYS: Horihan, Stoolman. Motion carried.

First Reading Ordinance 833 - PROVIDING THAT GENERAL PROPERTY TAXES LEVIED AND COLLECTED ON CERTAIN LOTS IN THE MEADOWS, PART 4A AND PART 4B AND PEDERSEN VALLEY, PART ONE, WEST BRANCH, IOWA, IN THE CITY OF WEST BRANCH, COUNTY OF CEDAR, STATE OF IOWA, BY AND FOR THE BENEFIT OF THE STATE OF IOWA, CITY OF WEST BRANCH, COUNTY OF CEDAR, WEST BRANCH COMMUNITY SCHOOL DISTRICT, AND OTHER TAXING DISTRICTS, BE PAID TO A SPECIAL FUND FOR PAYMENT OF PRINCIPAL AND INTEREST ON LOANS, MONIES ADVANCED TO AND INDEBTEDNESS, INCLUDING BONDS ISSUED OR TO BE ISSUED, INCURRED BY SAID CITY IN CONNECTION WITH SAID WEST BRANCH URBAN RENEWAL AREA./ Move to Action.

Motion by Miller, second by Dean to approve the First Reading of Ordinance 833. AYES: Miller, Dean, Stoolman, Horihan, Sexton. NAYS: None. Motion Carried.

Discussion/Move to Action –

Approval for Kevin to move forward with a Municipal Infraction for property owner.

Administrator Kofoed shared that the property at 411 E Main Street has been a nuisance for the last 3 years. Multiple letters have been sent to Mr. Proeller and extensions given to allow time to repair and clean up the property. Kofoed was looking to the council for direction to allow City Attorney Olsen to move forward with issuing a municipal infraction to ensure that the work is done.

Resident John Proeller agreed that there had been multiple extension on the repair work given to him for various reasons and ailments that have come up for him. He stated that he has the supplies to repair the porch to ensure that it is safe and no longer a hazard and that he would like to ask for 4 weeks to allow him the opportunity to do the repair work and have it inspected to meet the requirements for a sound structure. He then asked for an additional 4 weeks to allow him time to get the 3 vehicles that have been sitting on the property for the last 2 – 3 years without moving, removed and possibly one into the garage.

Council discussed the options with Attorney Olsen and agreed that 8 weeks was way to long and would get into months were the weather is unstable and the ground would start to freeze making moving the vehicles more difficult. The consensus was that 4 weeks would be the maximum amount of time that the council would allow and Attorney Olsen stated that he could draw up an agreement for the city and Mr. Proeller to allow 4 weeks to remedy the list of infractions that was stated completely. If at the end of the 4 weeks all the items on the list were not complete, the city or a city designee, would be allowed to access the property to complete the items from the list at the expense of Mr. Proeller. This would give a due date for completion of all items on the list, by Thursday, November 20, 2025.

CITY ADMINISTRATOR REPORT –

Kofoed will be attending the ICMA Conference in Tampa from this Friday to next Thursday the 30th. When he returns it will be “report season” and he will focus on items such as the next budget and TIF.

CITY ATTORNEY REPORT – None

CITY ENGINEER REPORT –

Cedar-Johnson Rd is moving along well with most of the pavement in. Working on Driveways next and all of the finishing items. Creek Widening project – Everything has been cleared down stream to North of the railroad. Soon the culverts will be put in the creek to allow passage. Dave will be meeting with the U or I students on Tuesday to work on the Sewer Study and will report back on that meeting at the November 3rd council meeting.

STAFF REPORTS -None

COMMENTS FROM MAYOR AND COUNCIL MEMBERS –

Mayor Laughlin, Kofoed and Schechinger met with the last owner of a property that needed an easement to allow access to their property in order to complete the Wapsi Creek widening project. He claims that the road in front of his building is his and that there is an Outlot that is approximately 20’ long by 24’ wide towards Beranek Park that was never deeded back to the city. He is requesting that the city clean this up and to reimburse him for this area, before signing the final easement. The council will have a Special Meeting with a closed session to further discuss this area and any negotiations on Wednesday, October 22nd at 7:00pm.

Councilperson Stoolman shared that it is very dark around the corner of Main Street and Downey Street. There are 2 lights, one that is out and one that has been run into and removed. She asked for follow up on the matter from Administrator Kofoed.

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:41 p.m.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk

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

West Branch, Iowa Council Chambers	City Council Special Meeting	October 22, 2025 7:00 p.m.
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Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 7:00 p.m.
Roll call: Council members present; Tom Dean, Colton Miller, Mike Horihan, Jodee Stoolman and Jerry Sexton.
City Staff present: City Administrator Adam Kofoed, City Clerk Alycia Friis, City Attorney Kevin Olsen, City Engineer Dave Schechinger

APPROVE THE AGENDA

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

Discussion/Possible Action

Retaining Wall due to Cedar Johnson Road Reconstruction
With the work to the Cedar Johnson Road Project, contractors tore up resident’s yards (near the roadway), in order to get the road widened and repaired. The road also had to dropped to meet the side streets and create a nice flat surface. With this work, the parcel at 11 Serenity Circle, now has a significant slope where the yard meets the new sidewalk next to Cedar Johnson Road. This was slightly sloped before, but is now approximately a 2 ½’ drop off at that point. To ensure the safety of the children that live there and play in this area, the residents are looking to put in a retaining wall. This is not something that would have been needed before the road work was done. The residents are asking the city for some kind of reimbursement for this additional item. The council, mayor, city attorney and engineer discussed the project, how this change came about after the project started and how the resident didn’t realize just how much this change would impact the finished yard. It was decided that due to the project, the city has drastically changed the outlook of the yard and safety for the children that live there. The retaining wall will be built one foot back from the sidewalk, towards the residence and would have an approximate cost of \$17,280.00 plus tax.
Motion to pay \$17,000.00 towards the addition of this wall due to the project, made by Dean, second by Horihan. Ayes: Dean, Horihan, Miller, Sexton, Stoolman. Nays: None. Motion Carried.

Motion to go into closed session made by Miller, Second by Sexton. Ayes: Miller, Sexton, Stoolman, Dean, Horihan. Nays: None. Motion carried. Closed session began at 7:18pm.

Closed Session 21.5(1)(i)

Motion to end closed session and resume regular Council Meeting by Miller, second by Sexton. Ayes: Miller, Sexton, Dean, Stoolman, Horihan. Nays: None. Motion carried. Closed Session ends at 7:40pm.

ADJOURNMENT

Motion to adjourn regular Council Meeting by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:41 p.m.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: November 3, 2025

AGENDA ITEM:	Approve a Special Class B Retail Native Wine license for SILT, 101 W. Main Street, West Branch (Pending Inspection Passing on 11/10).
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PREPARED BY:	City Clerk, Alycia Friis
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DATE:	October 28, 2025
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BACKGROUND:

This renewal is for the Sustainable Iowa Land Trust.

Renewal is effective October 30, 2025 through October 29, 2026.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: November 3, 2025

AGENDA ITEM:	Approve a Class C Retail Alcohol license for Herb & Lou's, 105 N. Downey Street, West Branch.
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PREPARED BY:	City Clerk, Alycia Friis
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DATE:	October 28, 2025
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BACKGROUND:

Renewal is effective January 1, 2026 through December 31, 2026.



Special Event Permit Application

Event Title/Name: A Christmas Past 2025

Event Organization: Main Street West Branch (and partners)

Phone: 643-7100

Organization Address: 127 W Main St

Tax ID #: 20-3304311

City: WB

State: IA

Event Website: mainstreetwestbranch.org/christmas

Event Email: mainstreetwestbranch@gmail.com

Event Coordinator Name and Title: Jessi Simon, MSWB Executive Director

Event Coordinator Email: mainstreetwestbranch@gmail.com

319-530-2985

Event Coordinator Cell Number:

Event Coordinator Address: 127 W Main Street

State: IA

Zip Code: 52358

City: West Branch

Description of Event: Holiday festival focused on timeless traditions for the whole family. Aims to support economic vitality, placemaking and a positive experience in West Branch.

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.

Town Hall, Heritage Square, Mural Park. See attached for full details.

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)
See attached			

Maximum Number of Participants: ~1500 per day

Maximum Number of Vehicles: 400

Will there be an admission fee? No

What is the admission fee? Free

Will food be sold? Yes, by permitted vendors
secured the appropriate permits.

Organizers are responsible for making sure vendors have

Will alcohol be permitted or sold? Not beyond regular establishments

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 Pending



Please list other agencies involved. WB Fire Dept, NPS, Hoover Pres. Foundation, Lions, Kiwanis, Businesses

Traffic Control Plan (please attach diagram): See attached. Temporary stop signs requested in two locations.

Assistance from police or reserve officers at Main St/1st intersection requested from 5-8 Friday, 4-8 Saturday.



Public Notification Plan: Newspaper + Social Media + Website. City public notices for street closures.

Amplified Sound/Noise Plan: Light holiday music playing in Heritage Square and Mural Park 5-8pm
(bluetooth speaker)

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

Security Plan: Local police and volunteers are assigned throughout the area at all key activities.

Restoration Plan: Each collaborating organization will restore their area after the event.

Fully restored Sunday other than Public Works items for pick-up on Monday.

Trash Management Plan: Extra trash cans requested throughout the downtown area, emptied once on Saturday.

Restroom Plan: Will direct guests to public restrooms - Fire Station, Town Hall, Rummells Center,
Visitor's Center, downtown businesses.

Signs/Banner Plan: Sponsor banners placed at Town Hall and Heritage Square. A-Frame signs used throughout
the area to direct foot traffic to event activities

Insurance policy: MSWB, Lions & Clip Clop Carriages to provide proof of insurance for activities.

Signature: Jessi Simon Date: 10/28/2025

******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

Christmas Past 2025 - Requested City Locations (for Special Event Permit)

City Owned Location:	Event Set Up:	Event will Begin:	Event will End:	Details:	Clean Up / Removal:
Parking spots around Mural Park (cones/signage for no parking)	Friday, Dec 5th (morning)	Fri. Dec. 5th @ 5pm	Sat. Dec 6th @ 8pm	Area used for Horse-Drawn Wagon Ride loading/unloading Fri/Sat evening (free to the public)	Cones removed Saturday PM. PW to pick up Monday.
Town Hall (has been reserved)	Friday, Dec 5th (morning)	Fri. Dec. 5th @ 5pm	Sat. Dec 6th @ 8pm	Town Hall used for Photos with Santa on Fri/Sat evening. (free to the public)	Saturday PM. Photo area rented items picked up Sunday.
Heritage Square Park	Friday, Dec 5th (morning)	Fri. Dec. 5th @ 5pm	Sat. Dec 6th @ 8pm	Antique Sleigh display and Fa-la-la-la-llamas (photo opp/petting zoo) on Fri/Sat evening. Animals in pen and staffed. (free to the public)	Saturday PM.
Temporary Stop Signs on Main Street at the 2nd Street and Poplar Street intersections	Friday, Dec 5th (afternoon)	Fri. Dec. 5th @ 5pm And Sat. Dec. 6th @ 4pm	Fri. Dec 5th @ 8pm And Sat. Dec. 6th @ 8pm	Requested to improve safety and allow pedestrians to cross at high traffic areas during the event both evenings.	Removed at the end of each night by event team
Police officer assistance requested at 4-way intersection of Main Street and 1st Street	30 mins before event start both nights	Fri. Dec. 5th @ 5pm And Sat. Dec. 6th @ 4pm	Fri. Dec 5th @ 8pm And Sat. Dec. 6th @ 8pm	Direct traffic to ensure safety with increased pedestrians and horse-drawn wagons on the street	End of event.
Extra Trash Cans (PW empty once Sat AM)	Friday, Dec 5th (morning)	Fri. Dec. 5th @ 5pm	Sat. Dec 6th @ 8pm	Extra trash cans with bags throughout downtown. A couple at Heritage Square, Fire Station, Mural Park, Wapsi.	PW to pick up Monday.

NOTE: The 2025 Horse-Drawn Carriage Ride Route is currently pending due to the federal government shutdown. MSWB had plans to move the private carriage rides into the National Historic Site to enhance the scenic appeal and lean into our unique local history.

IF we are able to get our permit approved by NPS prior to event day we will follow "Plan A" as outlined below and on the attached map.

IF the shutdown continues and we do not have the opportunity to get a permit approved by NPS we will pivot to "Plan B" and the Carriages will follow the same route as last year (and the same route as the Wagon rides).

PLAN A: Wetherell / Poplar St Detour (signage + notice to neighborhood)	Friday, Dec 5th (afternoon)	Fri. Dec. 5th @ 5pm <i>And</i> Sat. Dec. 6th @ 4pm	Fri. Dec 5th @ 8pm <i>And</i> Sat. Dec. 6th @ 8pm	Detour to allow for Horse-Drawn Carriage Rides in the National Park. See attached map.	End of event.
PLAN B: Wapsi Creek Park (Does not impact normal use of the park or parking)	Friday, Dec 5th (afternoon)	Fri. Dec. 5th @ 5pm	Sat. Dec 6th @ 8pm	Tentative Horse-Drawn Carriage Ride loading area on Fri/Sat evening (backup location if NPS if not open)	End of event.

SEE FULL SCHEDULE OF EVENTS including all partner organizations at
mainstreetwestbranch.org/christmas

[illegible]

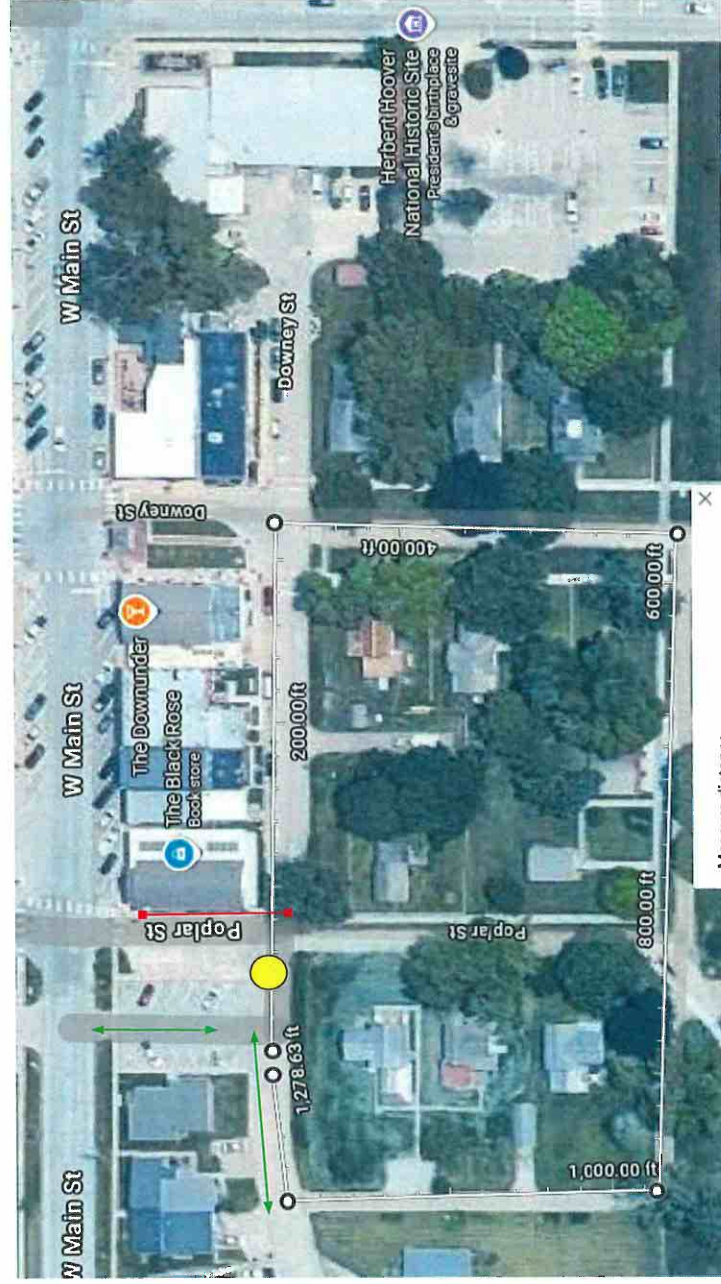
Temp. Stops requested from 4-8pm both nights.
Police/Reserve crossing guard requested at 1st/Main intersection.

● Loading Zones

 Temporary Stop

X = traffic control volunteers

Plan A: Carriage Route in Park (2 laps)



Street Closures:

Wetherell and S. Poplar
Detour residents through Enlow lot.

- Really scenic route through historic site
- No overlap with Wagon route / less horses on the road
- Requires NPS permit (govt must open soon)
- Traffic volunteer will be there to assist with Wetherell resident detour

Loading at Wetherell/Poplar intersection (will have a table to check-in)

Green Arrows = Detour both evenings for local traffic on Wetherell
Red Blocks = Street closed

White Line Shows Carriage Ride Route (pending NPS approval)



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: November 3, 2025

AGENDA ITEM: August Monthly Financial Report

PREPARED BY: Heidi Van Auken

DATE: October 27, 2025

SUMMARY:

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

BANK TO BOOK RECONCILIATION				
8/31/2025				
BANK BALANCE @				
	CASH - FIDELITY BANK & TRUST			\$ 11,479,579.07
	CASH - FIDELITY BANK & TRUST - PERPETUAL CARE FUND			\$ 37,290.60
	SUB TOTAL			\$ 11,516,869.67
ADD:	CD'S:	Bank/CD #	Maturity Date	
	ENLOW BUILDING CD	LIBERTY SAVINGS-10447	7/13/2026	\$ 11,896.60
	CEMETERY PERPETUAL CARE	HILLS BANK-30282503	2/11/2026	\$ 107,777.01
	LIBRARY-HANSEN DONATION CD	GREENSTATE-1041 (Old 1037)	8/4/2026	\$ 63,437.31
	LIBRARY-KROUTH PRINCIPAL CD	GREENSTATE-1038 (Old 1035)	9/2/2025	\$ 58,143.88
	LIBRARY-KROUTH INTEREST CD	GREENSTATE-1039 (Old 1036)	9/2/2025	\$ 27,257.36
	GEN FUND-STREETSCAPE-ACCIONA DONATION CD	GREENSTATE-1040 (Old 1033)	12/5/2025	\$ 7,894.14
	SAVINGS ACCOUNTS			
	GENERAL FUND SAVINGS	GREENSTATE-0001		\$ 5.00
	LIBRARY - KROUTH INTEREST	FIDELITY-SAVINGS ACCOUNT		\$ 8,527.65
	LIBRARY - M GRAY SAVINGS	FIDELITY-SAVINGS ACCOUNT		\$ 16,363.46
	TOTAL CD'S & SAVINGS ACCOUNTS			\$ 301,302.41
	SUB TOTAL			\$ 11,818,172.08
PLUS	O/S DEPOSITS			\$ -
PLUS	ADJUSTMENTS			\$ -
LESS:	O/S CREDIT CARD			\$ -
LESS:	O/S CHECKS			\$ 40,650.70
	ENDING BOOK BALANCE			\$ 11,777,521.38

CLERK'S REPORT FOR THE MONTH OF AUGUST 2025

DESCRIPTION	CHECKING	INVESTMENT	BEGINNING BALANCE	RECEIPTS	TRANSFER IN	DISBURSED	TRANSFER OUT	NET CHANGE LIABILITIES	CLERK'S BALANCE
GENERAL									
*(001) GENERAL OPERATING FUND	\$ 2,699,065.83	\$ 5.00	\$ 2,699,070.83	\$ 44,951.45		\$ 195,347.77			\$ 2,548,674.51
** FIRE APPARATUS RESERVE	\$ 214,059.29	\$ -	\$ 214,059.29						\$ 214,059.29
POLICE APPARATUS RESERVE	\$ 150,727.05	\$ -	\$ 150,727.05						\$ 150,727.05
PARK & RECREATION RESERVE	\$ 17,340.39	\$ -	\$ 17,340.39						\$ 17,340.39
PUBLIC WORKS RESERVE	\$ 14,660.00	\$ -	\$ 14,660.00						\$ 14,660.00
SIGNS-ACCIONA DTN INVESTMENT	\$ -	\$ 7,894.14	\$ 7,894.14						\$ 7,894.14
PARK EQUIPMENT/RESERVE	\$ 24,246.00	\$ -	\$ 24,246.00						\$ 24,246.00
(022) CIVIC CENTER	\$ 60,401.19	\$ -	\$ 60,401.19	\$ 220.00		\$ 1,410.73			\$ 59,210.46
(027) MEMORIAL GARDEN PROJECT	\$ 414.00	\$ -	\$ 414.00						\$ 414.00
(028) SPLASH PAD RESERVE	\$ 100.00	\$ -	\$ 100.00						\$ 100.00
(031) LIBRARY	\$ 91,181.23	\$ 99,903.49	\$ 191,084.72	\$ 839.17		\$ 21,669.96			\$ 170,253.93
(036) TORT LIABILITY	\$ (57,975.23)	\$ -	\$ (57,975.23)						\$ (57,975.23)
SPECIAL REVENUE									
(110) ROAD USE TAX	\$ 298,043.09	\$ -	\$ 298,043.09	\$ 28,692.82		\$ 28,026.22			\$ 298,709.69
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	\$ 498,589.45	\$ -	\$ 498,589.45	\$ 2,676.40		\$ 41,450.21			\$ 459,815.64
(119) EMERGENCY TAX FUND	\$ 7,019.38	\$ -	\$ 7,019.38						\$ 7,019.38
(121) LOCAL OPTION SALES TAX	\$ 529,670.97	\$ -	\$ 529,670.97	\$ 21,701.36					\$ 551,372.33
(125) TIF	\$ 46,196.28	\$ -	\$ 46,196.28	\$ 55.27					\$ 46,251.55
(126) TIF LMI MEADOWS PT 4	\$ 83,542.25	\$ -	\$ 83,542.25						\$ 83,542.25
(160) REVOLVING LOAN FUND	\$ 137,082.45	\$ -	\$ 137,082.45						\$ 137,082.45
DEBT SERVICE									
(226) DEBT SERVICE	\$ 303,608.15	\$ -	\$ 303,608.15	\$ 363.25					\$ 303,971.40
CAPITAL PROJECTS									
(300) CAPITAL IMPROVEMENT RESERVE	\$ 316,165.69	\$ -	\$ 316,165.69						\$ 316,165.69
(304) W MAIN ST STORMWATER IMP	\$ 10,000.00	\$ -	\$ 10,000.00						\$ 10,000.00
(308) PARK IMP - PEDERSEN VALLEY	\$ 14,827.20	\$ -	\$ 14,827.20						\$ 14,827.20
(312) DOWNTOWN EAST REDEVELOPMENT	\$ 172,412.82	\$ -	\$ 172,412.82						\$ 172,412.82
(321) WIDENING WAPSI CREEK @ BERANEK PARK	\$ 11,035.10	\$ -	\$ 11,035.10			\$ 2,236.90			\$ 8,798.20
(324) WW TREATMT FAC IMP 2021	\$ 80,000.00	\$ -	\$ 80,000.00						\$ 80,000.00
(326) ROUNDABOUT MAIN & CEDAR	\$ 156,500.72	\$ -	\$ 156,500.72						\$ 156,500.72
(327) SPONSORED WATER QUALITY IMPE 2021	\$ (20,000.00)	\$ -	\$ (20,000.00)						\$ (20,000.00)
(329) EASTSIDE WATER MAINS PH1	\$ 320,331.70	\$ -	\$ 320,331.70						\$ 320,331.70
(331) CEDAR JOHNSON RD RECONSTRUCT	\$ 3,055,730.47	\$ -	\$ 3,055,730.47			\$ 505,019.78			\$ 2,550,710.69
(332) W MAIN ST IMPROVEMENT	\$ 546,302.20	\$ -	\$ 546,302.20						\$ 546,302.20
PERMANENT									
(500) CEMETERY PERPETUAL FUND	\$ 37,410.60	\$ 106,767.84	\$ 144,178.44	\$ 1,009.17					\$ 145,187.61
(501) KROUTH PRINCIPAL FUND	\$ -	\$ 58,176.59	\$ 58,176.59						\$ 58,176.59
(502) KROUTH INTEREST FUND	\$ -	\$ 27,257.36	\$ 27,257.36						\$ 27,257.36
ENTERPRISE									
(600) WATER FUND	\$ 482,974.62	\$ -	\$ 482,974.62	\$ 90,070.94		\$ 112,489.40	\$ 10,321.27		\$ 450,234.89
(603) WATER SINKING FUND	\$ 23,717.39	\$ -	\$ 23,717.39	\$ -	\$ 10,321.27				\$ 34,038.66
(610) SEWER FUND	\$ 862,881.39	\$ -	\$ 862,881.39	\$ 102,573.52		\$ 34,977.14	\$ 53,438.89		\$ 877,038.88
(611) SEWER FUND SPECIAL	\$ 699,729.61	\$ -	\$ 699,729.61	\$ -	\$ 53,438.89				\$ 753,168.50
(740) STORM WATER UTILITY	\$ 234,090.56	\$ -	\$ 234,090.56	\$ 6,413.33		\$ 1,503.45			\$ 239,000.44
TOTAL	\$ 12,122,081.84	\$ 300,004.42	\$ 12,422,086.26	\$ 299,566.68	\$ 63,760.16	\$ 944,131.56	\$ 63,760.16	\$ -	\$ 11,777,521.38
O/S CHECKS			\$13,461.19						\$40,650.70
ADJUSTMENTS			\$0.00						\$0.00
O/S DEPOSIT			\$0.00						\$0.00
O/S CREDIT CARD			\$0.00						\$0.00
BANK STATEMENT BALANCE			\$12,435,547.45						\$11,818,172.08

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

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	3,127,997.70	44,951.45	195,347.77	2,977,601.38	0.00	0.00	2,977,601.38
022-CIVIC CENTER	60,401.19	220.00	1,410.73	59,210.46	0.00	0.00	59,210.46
027-MEMORIAL GARDEN PROJECT	414.00	0.00	0.00	414.00	0.00	0.00	414.00
028-SPLASH PAD RESERVE	100.00	0.00	0.00	100.00	0.00	0.00	100.00
031-LIBRARY	191,084.72	839.17	21,669.96	170,253.93	0.00	0.00	170,253.93
036-TORT LIABILITY (57,975.23)	0.00	0.00	(57,975.23)	0.00	0.00	(57,975.23)
110-ROAD USE TAX	298,043.09	28,692.82	28,026.22	298,709.69	0.00	0.00	298,709.69
112-TRUST AND AGENCY	498,589.45	2,676.40	41,450.21	459,815.64	0.00	0.00	459,815.64
119-EMERGENCY TAX FUND	7,019.38	0.00	0.00	7,019.38	0.00	0.00	7,019.38
121-OPTION TAX	529,670.97	21,701.36	0.00	551,372.33	0.00	0.00	551,372.33
125-T I F	46,196.28	55.27	0.00	46,251.55	0.00	0.00	46,251.55
126-TIF LMI MEADOWS PT 4	83,542.25	0.00	0.00	83,542.25	0.00	0.00	83,542.25
160-REVOLVING LOAN FUND	137,082.45	0.00	0.00	137,082.45	0.00	0.00	137,082.45
226-GO DEBT SERVICE	303,608.15	363.25	0.00	303,971.40	0.00	0.00	303,971.40
300-CAPITAL IMPROV. RESERVE	316,165.69	0.00	0.00	316,165.69	0.00	0.00	316,165.69
304-W MAIN ST STORMWATER IMP	10,000.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00
308-PARK IMP - PEDERSEN VALLE	14,827.20	0.00	0.00	14,827.20	0.00	0.00	14,827.20
312-DOWNTOWN EAST REDEVELOPME	172,412.82	0.00	0.00	172,412.82	0.00	0.00	172,412.82
321-WIDENING WAPSI CREEK @ BE	11,035.10	0.00	2,236.90	8,798.20	0.00	0.00	8,798.20
324-WW TREATMT FAC IMP 2021	80,000.00	0.00	0.00	80,000.00	0.00	0.00	80,000.00
326-ROUNDAABOUT MAIN & CEDAR-J	156,500.72	0.00	0.00	156,500.72	0.00	0.00	156,500.72
327-SPONS WATER QUAL IMP 2021 (20,000.00)	0.00	0.00	(20,000.00)	0.00	0.00	(20,000.00)
329-EASTSIDE WATER MAIN PH1	320,331.70	0.00	0.00	320,331.70	0.00	0.00	320,331.70
331-CEDAR JOHNSON RD RECONS	3,055,730.47	0.00	505,019.78	2,550,710.69	0.00	0.00	2,550,710.69
332-W MAIN ST IMPROVE	546,302.20	0.00	0.00	546,302.20	0.00	0.00	546,302.20
500-CEMETERY PERPETUAL FUND	144,178.44	1,009.17	0.00	145,187.61	0.00	0.00	145,187.61
501-KROUTH PRINCIPAL FUND	58,176.59	0.00	0.00	58,176.59	0.00	0.00	58,176.59
502-KROUTH INTEREST FUND	27,257.36	0.00	0.00	27,257.36	0.00	0.00	27,257.36
600-WATER FUND	482,974.62	90,070.94	122,810.67	450,234.89	0.00	0.00	450,234.89
603-WATER SINKING FUND	23,717.39	10,321.27	0.00	34,038.66	0.00	0.00	34,038.66
610-SEWER FUND	862,881.39	102,573.52	88,416.03	877,038.88	0.00	0.00	877,038.88
611-SEWER FUND SPECIAL	699,729.61	53,438.89	0.00	753,168.50	0.00	0.00	753,168.50
740-STORM WATER UTILITY	234,090.56	6,413.33	1,503.45	239,000.44	0.00	0.00	239,000.44
GRAND TOTAL	12,422,086.26	363,326.84	1,007,891.72	11,777,521.38	0.00	0.00	11,777,521.38

*** END OF REPORT ***

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

FUND	BEGINNING CASH BALANCE	Y-T-D REVENUES	Y-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	3,220,597.35	98,435.18	341,431.15	2,977,601.38	0.00	0.00	2,977,601.38
022-CIVIC CENTER	61,098.15	550.00	2,437.69	59,210.46	0.00	0.00	59,210.46
027-MEMORIAL GARDEN PROJECT	414.00	0.00	0.00	414.00	0.00	0.00	414.00
028-SPLASH PAD RESERVE	100.00	0.00	0.00	100.00	0.00	0.00	100.00
031-LIBRARY	215,963.28	971.17	46,680.52	170,253.93	0.00	0.00	170,253.93
036-TORT LIABILITY	1,577.05	429.33	59,981.61	(57,975.23)	0.00	0.00	(57,975.23)
110-ROAD USE TAX	284,973.83	56,102.25	42,366.39	298,709.69	0.00	0.00	298,709.69
112-TRUST AND AGENCY	535,294.96	7,739.72	83,219.04	459,815.64	0.00	0.00	459,815.64
119-EMERGENCY TAX FUND	7,019.38	0.00	0.00	7,019.38	0.00	0.00	7,019.38
121-OPTION TAX	497,744.44	53,627.89	0.00	551,372.33	0.00	0.00	551,372.33
125-T I F	43,717.03	2,534.52	0.00	46,251.55	0.00	0.00	46,251.55
126-TIF LMI MEADOWS PT 4	83,542.25	0.00	0.00	83,542.25	0.00	0.00	83,542.25
160-REVOLVING LOAN FUND	137,082.45	0.00	0.00	137,082.45	0.00	0.00	137,082.45
226-GO DEBT SERVICE	301,593.80	2,677.60	300.00	303,971.40	0.00	0.00	303,971.40
300-CAPITAL IMPROV. RESERVE	315,593.26	572.43	0.00	316,165.69	0.00	0.00	316,165.69
304-W MAIN ST STORMWATER IMP	10,000.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00
308-PARK IMP - PEDERSEN VALLE	14,827.20	0.00	0.00	14,827.20	0.00	0.00	14,827.20
312-DOWNTOWN EAST REDEVELOPME	172,412.82	0.00	0.00	172,412.82	0.00	0.00	172,412.82
321-WIDENING WAPSI CREEK @ BE	12,835.10	0.00	4,036.90	8,798.20	0.00	0.00	8,798.20
324-WW TREATMT FAC IMP 2021	80,000.00	0.00	0.00	80,000.00	0.00	0.00	80,000.00
326-ROUNDAABOUT MAIN & CEDAR-J	156,500.72	0.00	0.00	156,500.72	0.00	0.00	156,500.72
327-SPONS WATER QUAL IMP 2021 (20,000.00)	0.00	0.00	(20,000.00)	0.00	0.00	(20,000.00)
329-EASTSIDE WATER MAIN PH1	320,331.70	0.00	0.00	320,331.70	0.00	0.00	320,331.70
331-CEDAR JOHNSON RD RECONS (457,812.03)	3,529,500.00	520,977.28	2,550,710.69	0.00	0.00	2,550,710.69
332-W MAIN ST IMPROVE	41,500.00	520,774.70	15,972.50	546,302.20	0.00	0.00	546,302.20
500-CEMETERY PERPETUAL FUND	143,818.44	1,369.17	0.00	145,187.61	0.00	0.00	145,187.61
501-KROUTH PRINCIPAL FUND	58,176.59	0.00	0.00	58,176.59	0.00	0.00	58,176.59
502-KROUTH INTEREST FUND	27,257.36	0.00	0.00	27,257.36	0.00	0.00	27,257.36
600-WATER FUND	486,610.52	167,076.60	203,452.23	450,234.89	0.00	0.00	450,234.89
603-WATER SINKING FUND	13,396.12	20,642.54	0.00	34,038.66	0.00	0.00	34,038.66
610-SEWER FUND	861,793.27	202,844.74	187,599.13	877,038.88	0.00	0.00	877,038.88
611-SEWER FUND SPECIAL	646,290.72	106,877.78	0.00	753,168.50	0.00	0.00	753,168.50
740-STORM WATER UTILITY	239,492.60	12,804.07	13,296.23	239,000.44	0.00	0.00	239,000.44
GRAND TOTAL	8,513,742.36	4,785,529.69	1,521,750.67	11,777,521.38	0.00	0.00	11,777,521.38

*** END OF REPORT ***

PROGRAM EXPENDITURES FOR THE MONTH OF AUGUST 2025

16.67%

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
PUBLIC SAFETY					
POLICE DEPARTMENT					
GENERAL FUND	\$ 635,858.00	\$ 61,342.61	\$ 98,734.67	\$ 537,123.33	15.53%
TORT LIABILITY	\$ 17,000.00	\$ -	\$ 13,209.25	\$ 3,790.75	77.70%
TRUST & AGENCY	\$ 156,982.00	\$ 14,399.17	\$ 29,100.03	\$ 127,881.97	18.54%
FIRE DEPARTMENT					
GENERAL FUND	\$ 319,400.00	\$ 10,773.75	\$ 17,042.07	\$ 302,357.93	5.34%
TORT LIABILITY	\$ 40,000.00	\$ -	\$ 5,815.39	\$ 34,184.61	14.54%
TRUST & AGENCY	\$ 71,280.00	\$ 4,172.13	\$ 11,724.44	\$ 59,555.56	16.45%
BUILDING INSPECTIONS					
GENERAL FUND	\$ 59,193.00	\$ 7,364.02	\$ 10,086.63	\$ 49,106.37	17.04%
TRUST & AGENCY	\$ 18,820.00	\$ 994.68	\$ 1,956.99	\$ 16,863.01	10.40%
ANIMAL CONTROL	\$ 4,050.00	\$ -	\$ -	\$ 4,050.00	0.00%
TOTAL PUBLIC SAFETY	\$ 1,322,583.00	\$ 99,046.36	\$ 187,669.47	\$ 1,134,913.53	14.19%
PUBLIC WORKS					
ROADS & STREETS					
GENERAL FUND	\$ 50,750.00	\$ -	\$ -	\$ 50,750.00	0.00%
TORT LIABILITY	\$ 22,000.00	\$ -	\$ 16,615.40	\$ 5,384.60	75.52%
ROAD USE TAX FUND	\$ 340,002.00	\$ 28,026.22	\$ 42,366.39	\$ 297,635.61	12.46%
TRUST & AGENCY	\$ 78,418.00	\$ 5,000.73	\$ 10,346.94	\$ 68,071.06	13.19%
STREET LIGHTING - GENERAL FUND	\$ 45,000.00	\$ 3,541.67	\$ 6,610.27	\$ 38,389.73	14.69%
SOLID WASTE - GENERAL FUND	\$ 333,562.00	\$ 35,087.82	\$ 54,620.32	\$ 278,941.68	16.37%
TOTAL PUBLIC WORKS	\$ 869,732.00	\$ 71,656.44	\$ 130,559.32	\$ 739,172.68	15.01%
TOTAL HEALTH & SOCIAL SERVICES	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CULTURE & RECREATION					
LIBRARY					
GENERAL FUND	\$ 209,621.00	\$ 21,669.96	\$ 46,680.52	\$ 162,940.48	22.27%
TORT LIABILITY	\$ 10,000.00	\$ -	\$ 7,310.78	\$ 2,689.22	73.11%
TRUST & AGENCY	\$ 43,518.00	\$ 4,184.76	\$ 7,740.46	\$ 35,777.54	17.79%
PARKS & RECREATION					
GENERAL FUND	\$ 267,669.00	\$ 18,981.47	\$ 32,635.84	\$ 235,033.16	12.19%
TORT LIABILITY	\$ 10,000.00	\$ -	\$ 6,396.92	\$ 3,603.08	63.97%
TRUST & AGENCY	\$ 43,280.00	\$ 3,376.63	\$ 7,149.82	\$ 36,130.18	16.52%
CEMETERY					

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
GENERAL FUND	\$ 141,908.00	\$ 14,903.94	\$ 22,314.40	\$ 119,593.60	15.72%
TORT LIABILITY	\$ 5,000.00	\$ -	\$ 2,243.09	\$ 2,756.91	44.86%
TRUST & AGENCY	\$ 34,225.00	\$ 1,652.35	\$ 3,214.86	\$ 31,010.14	9.39%
CIVIC CENTER					
GENERAL FUND	\$ 17,900.00	\$ 1,410.73	\$ 2,437.69	\$ 15,462.31	13.62%
COMMUNITY & CULTURAL DEV.	\$ 30,000.00	\$ 356.30	\$ 10,380.72	\$ 19,619.28	34.60%
LOCAL CABLE ACCESS	\$ 22,741.00	\$ 216.84	\$ 14,572.00	\$ 8,169.00	64.08%
HISTORIC PRESERVATION	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.00%
TOTAL CULTURE & RECREATION	\$ 837,862.00	\$ 66,752.98	\$ 163,077.10	\$ 674,784.90	19.46%
COMMUNITY & ECONOMIC DEV.					
ECONOMIC DEVELOPMENT	\$ 92,500.00	\$ 16,876.90	\$ 21,401.90	\$ 71,098.10	23.14%
PLANNING & ZONING	\$ 14,000.00	\$ 4,930.00	\$ 4,930.00	\$ 9,070.00	35.21%
TIF DEBT SERVICE	\$ 170,779.00	\$ -	\$ -	\$ 170,779.00	0.00%
TIF LMI MEADOWS PT 4	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	0.00%
TOTAL COMMUNITY & E.D.	\$ 307,279.00	\$ 21,806.90	\$ 26,331.90	\$ 280,947.10	8.57%
GENERAL GOVERNMENT					
MAYOR & COUNCIL					
GENERAL FUND	\$ 19,000.00	\$ 435.19	\$ 870.38	\$ 18,129.62	4.58%
TRUST & AGENCY	\$ 3,248.00	\$ 47.39	\$ 94.78	\$ 3,153.22	2.92%
CLERK & TREASURER					
GENERAL FUND	\$ 239,898.00	\$ 20,008.26	\$ 44,679.95	\$ 195,218.05	18.62%
TORT LIABILITY	\$ 13,000.00	\$ -	\$ 8,390.78	\$ 4,609.22	64.54%
TRUST & AGENCY	\$ 58,192.00	\$ 7,622.37	\$ 11,890.72	\$ 46,301.28	20.43%
LEGAL SERVICES	\$ 27,000.00	\$ 529.00	\$ 2,552.00	\$ 24,448.00	9.45%
TOTAL GENERAL GOVERNMENT	\$ 360,338.00	\$ 28,642.21	\$ 68,478.61	\$ 291,859.39	19.00%
GO DEBT SERVICE	\$ 789,653.00	\$ -	\$ 300.00	\$ 789,353.00	0.04%
CAPITAL PROJECTS					
(308) PARK IMPROVEMENTS	\$ 14,827.00	\$ -	\$ -	\$ 14,827.00	0.00%
(321) WIDENING WAPSI CREEK	\$ 1,000,000.00	\$ 2,236.90	\$ 4,036.90	\$ 995,963.10	0.40%
(324) WW TREATMENT FACILITY 2021	\$ 1,100,000.00	\$ -	\$ -	\$ 1,100,000.00	0.00%
(331) CEDAR JOHNSON RD RECON	\$ 4,000,000.00	\$ 505,019.78	\$ 520,977.28	\$ 3,479,022.72	13.02%
(332) W MAIN ST IMPROVEMENT	\$ 100,000.00	\$ -	\$ 15,972.50	\$ 84,027.50	15.97%
TOTAL CAPITAL PROJECTS	\$ 6,214,827.00	\$ 507,256.68	\$ 540,986.68	\$ 5,673,840.32	8.70%

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
BUSINESS TYPE ACTIVITIES					
WATER FUND	\$ 637,280.00	\$ 112,489.40	\$ 182,809.69	\$ 454,470.31	28.69%
WATER SINKING FUND	\$ 135,040.00	\$ -	\$ -	\$ 135,040.00	0.00%
SEWER FUND	\$ 515,250.00	\$ 34,977.14	\$ 80,721.35	\$ 434,528.65	15.67%
SEWER FUND SPECIAL	\$ 641,280.00	\$ -	\$ -	\$ 641,280.00	0.00%
STORM WATER UTILITY	\$ 39,905.00	\$ 1,503.45	\$ 13,296.23	\$ 26,608.77	33.32%
TOTAL BUSINESS TYPE ACTIVITIES	\$ 1,968,755.00	\$ 148,969.99	\$ 276,827.27	\$ 1,691,927.73	14.06%
NON-DEPARTMENTAL TRANSFERS					
GENERAL FUND	\$ 194,298.00	\$ -	\$ -	\$ 194,298.00	0.00%
EMERGENCY TAX FUND	\$ 7,020.00	\$ -	\$ -	\$ 7,020.00	0.00%
LOCAL OPTION SALES TAX	\$ 61,403.00	\$ -	\$ -	\$ 61,403.00	0.00%
TIF	\$ 292,778.00	\$ -	\$ -	\$ 292,778.00	0.00%
(326) ROUNDABOUT PROJECT	\$ 156,501.00	\$ -		\$ 156,501.00	0.00%
(329) EAST SIDE WATER MAINS PH1	\$ 320,332.00	\$ -	\$ -	\$ 320,332.00	0.00%
WATER FUND	\$ 209,640.00	\$ 10,321.27	\$ 20,642.54	\$ 188,997.46	9.85%
SEWER FUND	\$ 710,823.00	\$ 53,438.89	\$ 106,877.78	\$ 603,945.22	15.04%
STORM WATER UTILITY	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0.00%
TOTAL NON-DEPARMENTAL TRANSFERS	\$ 2,052,795.00	\$ 63,760.16	\$ 127,520.32	\$ 1,925,274.68	6.21%
TOTAL FOR ALL FUNCTIONS	\$ 14,723,824.00	\$ 1,007,891.72	\$ 1,521,750.67	\$ 13,202,073.33	10.34%

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

001-GENERAL FUND

16.67% OF FISCAL YEAR

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL NON-PROGRAM	2,052,795.00	63,760.16	127,520.32	6.21	1,925,274.68
TOTAL PUBLIC SAFETY	1,322,583.00	99,046.36	187,669.47	14.19	1,134,913.53
TOTAL PUBLIC WORKS	869,732.00	71,656.44	130,559.32	15.01	739,172.68
TOTAL HEALTH & SOCIAL SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	837,862.00	66,752.98	163,077.10	19.46	674,784.90
TOTAL COMMUNITY & ECON DEVELOP	307,279.00	21,806.90	26,331.90	8.57	280,947.10
TOTAL GENERAL GOVERNMENT	360,338.00	28,642.21	68,478.61	19.00	291,859.39
TOTAL DEBT SERVICE	789,653.00	0.00	300.00	0.04	789,353.00
TOTAL CAPITAL PROJECTS	6,214,827.00	507,256.68	540,986.68	8.70	5,673,840.32
TOTAL BUSINESS TYPE/ENTERPRISE	1,968,755.00	148,969.99	276,827.27	14.06	1,691,927.73
TOTAL EXPENDITURES	14,723,824.00	1,007,891.72	1,521,750.67	10.34	13,202,073.33



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: November 3, 2025

AGENDA ITEM: Claims for November 3, 2025

PREPARED BY: Jessica Brown, Deputy City Clerk
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DATE: November 3, 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**11/3/2025**

AMAZON.COM	BOOKS & BATTERIES - LIBRARY, PD	24.39
AT & T MOBILITY	WIRELESS SERVICE	210.07
DEMCO	CD CASES & LABELS - LIBRARY	122.74
GOERDT INSPECTION	BLDG INSPECTIONS	1,722.00
HOLIDAY INN DES MOINES	IMFOA LODGING - BROWN, FRIIS	474.88
IOWA CODIFICATION	ANNUAL WEB HOSTING	450.00
IOWA DNR	2026 ANNUAL WATER USE FEE	115.00
MEDIACOM	CABLE SERVICES	41.90
MENARDS	LHLM POSITIVE PEBBLES- P&R	10.99
QUILL	VACUUM FOR CITY OFFICE	99.89
STEEN, CATHERINE	IA WOMENS POLICE ASSOC- STEEN	183.40
TOTAL		3,455.26

PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS**10/24/2025****69,496.65****PAID BETWEEN MEETINGS**

AMAZON.COM	BOOKS & PROGRAM SUPPLIES LIBRARY	1,176.35
ARNOLD MOTOR SUPPLY	SHOP SUPPLIES - PW	64.64
BARNHART'S CUSTOM SERVICES	ROCK FOR ELM & STORM WATER-PW	840.00
BOOMERANG CORP	CEDAR JOHNSON RD PAY EST 5	341,044.03
BROWN, JESSICA	IMFOA MILEAGE REIMBURSEMENT	187.60
CEDAR COUNTY COOPERATIVE	FUEL - PW	916.07
CROELL	INTAKE REPAIR - PW	445.00
E O JOHNSON	COPIER MAINTENANCE-LIB	253.86
EOCENE ENVIRONMENTAL GROUP	WIDENING WAPSI CREEK	1,213.89
FUSIONSITE MIDWEST	LHLM PORT-O-POTTY	126.50
HI-LINE	SHOP SUPPLIES - PW	819.33
IOWA ASSN. MUN. UTILITIES	QUARTLY SAFETY TRAINING DUES	978.00
IOWA DEPT OF INSPECTIONS	LIFT REINSPECTION FEE	465.00
JOHN DEERE FINANCIAL	BUILDING REPAIR,CLOTHING-PW	1,511.38
MENARDS	W. PLANT & VEHICLE SUPPLIES-PW	201.24
MPEC	VEHICLE SUPPLIES - PW	983.26
OASIS ELECTRIC	ELECTRICAL REPAIR ON WATER PLANT-PW	125.00
OFFICE CONCEPTS	COUNCIL CHAIRS	2,559.28
OLSON, KEVIN D	LEGAL SERVICES - OCTOBER 2025	1,500.00
PLUNKETT'S PEST CONTROL	PEST CONTROL - TH, CLERK, LIBRARY	164.54
RELION	FY26 CRIME THEFT PREMIUM	150.00
ROOF, GERDES, ERLBACHER	AUDIT FY25-1ST PAYMENT	9,200.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	257.89
STERICYCLE	SHREDDING SERVICES	96.98
SUMMIT FIRE PROTECTION	ANNUAL FIRE ALARM SERVICE- LIB	2,570.00
SURVEYING AND MAPPING	ANNUAL GIS WEBSITE MAINTENANCE	3,960.00

VERIZON WIRELESS	VERIZON WIRELESS	424.81
METLIFE	INSURANCE PREMIUM	2,324.12
SISCO	INSURANCE PREMIUM	15,517.61
SISCO	HEALTH CLAIMS 10-14-2025	327.02
SISCO	HEALTH CLAIMS 10-20-2025	1,938.69
VARIOUS VENDORS	UB REFUNDS	187.12
TOTAL		392,529.21
GRAND TOTAL EXPENDITURES		465,481.12
FUND TOTALS		
001 GENERAL FUND		46359.22
022 CIVIC CENTER		522.27
031 LIBRARY		8750.64
036 TORT LIABILITY		108
110 ROAD USE TAX		7496.03
112 TRUST AND AGENCY		31211.15
321 WIDENING WAPSI CREEK		1213.89
331 CEDAR JOHNSON RD		341044.03
600 WATER FUND		15968.73
610 SEWER FUND		11703.56
740 STORM WATER UTILITY		1103.6
GRAND FUND TOTAL		465481.12

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	STEEN, CATHERINE AT & T MOBILITY AMAZON.COM.CA., INC.	IA WOMENS POLICE ASSOC- ST WIRELESS SERVICE BUTTON BATTERIES - PD TOTAL:	183.40 210.07 6.79 400.26
BUILDING INSPECTIONS	GENERAL FUND	GOERDT INSPECTION & CONSULTATION SERVI	BLDG INSPECTIONS TOTAL:	1,722.00 1,722.00
PARK & RECREATION	GENERAL FUND	MENARDS	LHLM POSITIVE PEBBLES- P&R TOTAL:	10.99 10.99
CLERK & TREASURER	GENERAL FUND	QUILL CORP HOLIDAY INN DES MOINES AIRPORT IOWA CODIFICATION INC	VACUUM FOR CITY OFFICE IMFOA LODGING - BROWN, FRI ANNUAL WEB HOSTING TOTAL:	99.89 474.88 450.00 1,024.77
LOCAL CABLE ACCESS	GENERAL FUND	MEDIACOM	CABLE SERVICES TOTAL:	41.90 41.90
LIBRARY	LIBRARY	DEMCO AMAZON.COM.CA., INC.	CD CASES & LABELS - LIBRAR BOOKS - LIBRARY TOTAL:	122.74 17.60 140.34
WATER OPERATING	WATER FUND	IOWA DEPARTMENT OF NATURAL RESOURCES	2026 ANNUAL WATER USE FEE TOTAL:	115.00 115.00

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===== FUND TOTALS =====
001 GENERAL FUND                3,199.92
031 LIBRARY                      140.34
600 WATER FUND                   115.00
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GRAND TOTAL:                    3,455.26
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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: November 3, 2025

AGENDA ITEM:	SECOND READING Ordinance 833 - AN ORDINANCE PROVIDING THAT GENERAL PROPERTY TAXES LEVIED AND COLLECTED EACH YEAR ON PARCELS LOCATED ON LOT 1, PEDERSEN VALLEY, PART ONE; LOT 28, THE MEADOWS SUBDIVISION, PART 4B AND VARIOUS LOTS IN THE PARKSIDE HILLS DEVELOPMENT IN THE CITY OF WEST BRANCH, COUNTY OF CEDAR, STATE OF IOWA, BY AND FOR THE BENEFIT OF THE STATE OF IOWA, CITY OF WEST BRANCH, COUNTY OF CEDAR, WEST BRANCH COMMUNITY SCHOOL DISTRICT, AND OTHER TAXING DISTRICTS, BE PAID TO A SPECIAL FUND FOR PAYMENT OF PRINCIPAL AND INTEREST ON LOANS, MONIES ADVANCED TO AND INDEBTEDNESS, INCLUDING BONDS ISSUED OR TO BE ISSUED, INCURRED BY SAID CITY IN CONNECTION WITH SAID WEST BRANCH URBAN RENEWAL AREA
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PREPARED BY:	City Clerk, Alycia Friis
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DATE:	October 28, 2025
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SUMMARY:

This Ordinance is part of the West Branch Urban Renewal Area to establish the base point for TIF calculation with the development areas of:

- KBH Holdings, LLC - construction of an urban renewal project located on Lot 1, Pedersen Valley, Part One, West Branch, Iowa, (the "KBH Property")
- KLM Investments, LLC - construction of a project located in the Meadows Subdivision, Parts 4A and 4B, West Branch, Iowa, namely upon Lot 28, The Meadows Subdivision, Part 4B, West Branch, Iowa, (the "Meadows Property")

Parkside Partners, LLC - construction of an urban renewal project on the following parcels:

1. Lots 4 through 8, 10 and 13, Parkside Hills, West Branch; Cedar County, Iowa;
2. Lots 1 and 2, Parkside Hills Second Addition, West Branch, Cedar County, Iowa;
3. Lots 1 through 28, Parkside Hills Third Addition, West Branch, Cedar County, Iowa;
4. Lots 1 through 16, Parkside Hills Fourth Addition, West Branch, Cedar County, Iowa;
5. Units 1 through 12 of Parkside 24 Residential Condominiums, 202 Sycamore Drive, to West Branch, Cedar County, Iowa, as shown in Book 1742 at Page 305 in the Cedar County Recorder's Office and a 1/24th interest in the common elements; and
6. Units 1 through 12 of Parkside 24 Residential Condominiums, 204 Sycamore Drive to West Branch, Cedar County, Iowa, as shown in Book 1742 at Page 305 in the Cedar County Recorder's Office and a 1/24th interest in the common elements;
7. Units 101, 103, 105, 107, 109, 111, 113, 115, 117, 119, 310, 312, 314, 316, 320, 322, 324, 326, 328, 330, 332 and 334, of Parkside Hills Condominiums to West Branch, Cedar County, Iowa, according to the Declaration of Submission of Property to Horizontal Property Regime pursuant to Chapter 499B of the Code of Iowa, recorded in Book 1690 at Page 18 in the Cedar County Recorder's Office, together with said units undivided interest in the common elements. (collectively the "Parkside Hills Properties")

ORDINANCE NO. 833

AN ORDINANCE PROVIDING THAT GENERAL PROPERTY TAXES LEVIED AND COLLECTED EACH YEAR ON PARCELS LOCATED ON LOT 1, PEDERSEN VALLEY, PART ONE; LOT 28, THE MEADOWS SUBDIVISION, PART 4B AND VARIOUS LOTS IN THE PARKSIDE HILLS DEVELOPMENT IN THE CITY OF WEST BRANCH, COUNTY OF CEDAR, STATE OF IOWA, BY AND FOR THE BENEFIT OF THE STATE OF IOWA, CITY OF WEST BRANCH, COUNTY OF CEDAR, WEST BRANCH COMMUNITY SCHOOL DISTRICT, AND OTHER TAXING DISTRICTS, BE PAID TO A SPECIAL FUND FOR PAYMENT OF PRINCIPAL AND INTEREST ON LOANS, MONIES ADVANCED TO AND INDEBTEDNESS, INCLUDING BONDS ISSUED OR TO BE ISSUED, INCURRED BY SAID CITY IN CONNECTION WITH SAID WEST BRANCH URBAN RENEWAL AREA.

WHEREAS, KBH Holdings, LLC and the City of West Branch entered into that certain development agreement for the construction of an urban renewal project located on Lot 1, Pedersen Valley, Part One, West Branch, Iowa, (the “KBH Property”); and

WHEREAS, KLM Investments, LLC and the City of West Branch entered into that certain development agreement for the construction of a project located in the Meadows Subdivision, Parts 4A and 4B, West Branch, Iowa, namely upon Lot 28, The Meadows Subdivision, Part 4B, West Branch, Iowa (the “Meadows Property”); and

WHEREAS, Parkside Partners, LLC and the City of West Branch entered into that certain development agreement for the construction of an urban renewal project on the following parcels:

1. Lots 4 through 8, 10 and 13, Parkside Hills, West Branch; Cedar County, Iowa;
2. Lots 1 and 2, Parkside Hills Second Addition, West Branch, Cedar County, Iowa;
3. Lots 1 through 28, Parkside Hills Third Addition, West Branch, Cedar County, Iowa;
4. Lots 1 through 16, Parkside Hills Fourth Addition, West Branch, Cedar County, Iowa;
5. Units 1 through 12 of Parkside 24 Residential Condominiums, 202 Sycamore Drive, to West Branch, Cedar County, Iowa, as shown in Book 1742 at Page 305 in the Cedar County Recorder’s Office and a 1/24th interest in the common elements; and
6. Units 1 through 12 of Parkside 24 Residential Condominiums, 204 Sycamore Drive to West Branch, Cedar County, Iowa, as shown in Book 1742 at Page 305 in the Cedar County Recorder’s Office and a 1/24th interest in the common elements;
7. Units 101, 103, 105, 107, 109, 111, 113, 115, 117, 119, 310, 312, 314, 316, 320, 322, 324, 326, 328, 330, 332 and 334, of Parkside Hills Condominiums to West Branch, Cedar County, Iowa, according to the Declaration of Submission of Property to Horizontal Property Regime pursuant to Chapter 499B of the Code of Iowa, recorded in Book 1690 at Page 18 in the Cedar County Recorder’s Office, together with said units undivided interest in the common elements.

(collectively the “Parkside Hills Properties”); and

WHEREAS, the KBH Property, the Meadows Property and Parkside Properties are located in the West Branch Urban Renewal Area; and

WHEREAS, indebtedness has been incurred by the City, and additional indebtedness is anticipated to be incurred in the future, to finance urban renewal project activities within the West Branch Urban Renewal Area, and the continuing needs of redevelopment of the Property within the West Branch

Urban Renewal Area are such as to require the continued application of the incremental tax resources of the West Branch Urban Renewal Area; and

WHEREAS, the following enactment is necessary to accomplish the objectives described in the premises.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST BRANCH, IOWA, THAT:

Section 1: The taxes levied against the KBH Property and the Parkside Properties by and for the benefit of the State of Iowa, City of West Branch, County of Cedar, West Branch Community School District, and all other taxing districts from and after the effective date of this Ordinance shall be divided as hereinafter in this Ordinance provided.

Section 2: As to the KBH Property and the Parkside Properties, that portion of the taxes which would be produced by the rate at which the tax is levied each year by and for each of the taxing districts taxing the Property in the West Branch Urban Renewal Area upon the total sum of the assessed value of Property, being the first day of the calendar year preceding the effective date of this Ordinance, that date being January 1, 2024, shall be allocated to and when collected be paid into a fund for the respective taxing district as taxes by or for said taxing district into which all other property taxes are paid. The taxes so determined may be referred to herein as the “base period taxes.”

Section 3: That portion of the taxes each year in excess of base period taxes for the KBH Property and Parkside Properties shall be allocated to and when collected be paid into the special tax increment fund previously established by the City of West Branch to pay the principal of and interest on loans, monies advanced to, or indebtedness, whether funded, refunded, assumed or otherwise, including bonds issued under authority of Section 403.9 or Section 403.12 of the Code of Iowa, incurred by the City of West Branch, Iowa to finance or refinance, in whole or in part, urban renewal projects undertaken within the West Branch Urban Renewal Area pursuant to the Urban Renewal Plan, as amended.

Section 4: At such time as the loans, monies advanced, bonds and interest thereon and indebtedness of the City of West Branch referred to in Section 3 hereof have been paid, or the City has provided for the division of taxes for a total of twenty (20) fiscal years for the KBH Property and Meadows Property, or at such time as the indebtedness of the City of West Branch referred to in Section 3 have been paid as it pertains to the Parkside Properties, all monies thereafter received from taxes upon the Property shall be paid into the funds for the respective taxing districts in the same manner as taxes on all other property.

Section 5: All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed. In the event that any provision of this Ordinance shall be determined to be contrary to law it shall not affect other provisions or application of this Ordinance which shall at all times be construed to fully invoke the provisions of Section 403.19 of the Code of Iowa with reference to the West Branch Urban Renewal Area and the territory contained therein.

Section 6: This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

First Reading: October 20, 2025
Second Reading: November 3, 2025
Third Reading: November 17, 2025

Passed and approved this 17 day of November, 2025.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: November 3, 2025

AGENDA ITEM:	Resolution 2025-117 Approval of a Settlement and Release Agreement with Robert and Lezlee Copeland.
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PREPARED BY:	Alycia Friis, City Clerk
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DATE:	October 29, 2025
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SUMMARY:

With the work to the Cedar-Johnson Road Reconstruction Project that is located near the Copeland property at 11 Serenity Drive, this caused grading issues for the Copeland's yard along with project route. The Copelands have proposed the construction of a retaining wall on the property to alleviate the grade concerns that resulted from the project.

During the Special Council Meeting on October 22, 2025, the Council and Mayor along with the City Attorney and City Engineer discussed this situation and a feasible outcome. This agreement and release states that the City will provide \$17,000.00 of the proposed quote for the retaining wall to the Copeland's in order to move forward with and complete the building of the wall.

If the wall is not completed within the city Ordinance guidelines by June 1, 2026, the funds are to be returned to the City within 30 days of the city's request.

The city, its employees and agents will be released from any and all claims that occurred pursuant to the agreement.

RESOLUTION NO. 2025-117

RESOLUTION APPROVING A SETTLEMENT AND RELEASE AGREEMENT WITH
ROBERT AND LEZLEE COPELAND.

WHEREAS, the City is now completing the Cedar-Johnson Road Reconstruction Project;
and

WHEREAS, Robert and Lezlee Copeland (“Copeland”) own the property generally
referred to as 11 Serenity Drive in the City (the “Property”); and

WHEREAS, the Project caused severe grading issues on the Property; and

WHEREAS, the City Attorney has drafted a Settlement and Release Agreement (the
“Agreement”) whereby the City will pay Copeland the sum of \$17,000 to be used by Copeland
to construct a retaining wall on the Property; and

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

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

Passed and approved this 3rd day of November, 2025.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk

AGREEMENT AND RELEASE

THIS AGREEMENT AND RELEASE (the “Agreement”) is entered into by and between the City of West Branch, Iowa, 110 N. Poplar Street 52338 (the “City”) and Robert Copeland and Lezlee Copeland, husband and wife, 11 Serenity Drive, West Branch, Iowa 52338 (hereafter collectively referred to as “Copeland”).

WHEREAS, Copeland is the owner of that certain property generally referred to as 11 Serenity Drive, West Branch, Iowa (the “Property”); and

WHEREAS, the City undertook a Cedar-Johnson Road Reconstruction Project (the “Project”) near the Property that caused grading issues for the Copeland’s yard along the Project route; and

WHEREAS, the Copelands have proposed the construction of a retaining wall on the Property to alleviate the grade concerns because of the Project; and

WHEREAS, the parties to this Agreement have negotiated a settlement in this matter under the terms and conditions outlined below.

1. That upon execution of this Agreement, the City shall issue a check in the amount of \$17,000.00 to compensate Copeland to construct a retaining wall on the Property to address grade issues.
2. That Copeland agrees to use the settlement funds to construct said retaining wall on the Property at the sole cost and expense of Copeland. Copeland shall construct said wall in strict compliance with the City’s ordinances. In the event that Copeland does not construct the retaining wall on the Property no later than June 1, 2026, the money shall be returned to the City within 30 days of request by the City.
3. That by execution of this Agreement, Copeland does hereby forever discharge and release the City, its employees and agents, from any and all claims that occurred pursuant to this Agreement, whether known or unknown at this time, without said waiver, the City would not have entered into this Agreement.
4. That by execution of this Agreement, Copeland does hereby covenant not to sue the City about any subject matter that is a part of this release. In the event that Copeland violates this covenant not to sue, then the City is entitled to be reimbursed reasonable attorneys’ fees and costs for defending against any such claims.
5. That the parties agree that this Agreement represents a settlement in this matter of disputed claims, and that no party to this Agreement admits wrongdoing in this matter.

Robert Copeland

Lezlee Copeland

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: November 3, 2025

AGENDA ITEM:	Resolution 2025-118 Approval of Site Plan for 155 Fawcett Drive, West Branch, Cedar County, Iowa.
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PREPARED BY:	Alycia Friis, City Clerk
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DATE:	October 29, 2025
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SUMMARY:

Nordex USA located at 155 Fawcett Drive is looking to expand their parking lot area.

RECOMMENDATION:

The Planning & Zoning Commission, along with City Engineer Dave Schechinger approved the site plan.

RESOLUTION NO. 2025-118

RESOLUTION APPROVING THE SITE PLAN FOR 155 FAWCETT DRIVE, WEST
BRANCH, IOWA.

WHEREAS, Woodruff Construction has submitted a site plan for the property generally referred to as 155 Fawcett Drive (the “Property”); and

WHEREAS, the Planning and Zoning Commission has reviewed said Site Plan and recommended approval of the same; and

WHEREAS, said Site Plan complies with the requirements of Chapter 173 of the Code of Ordinances of the City of West Branch.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the site plan of Woodruff Construction at 155 Fawcett Drive is hereby approved.

Passed and approved this 3rd day of November, 2025.

Roger Laughlin, Mayor

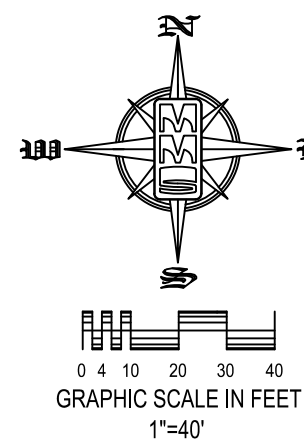
ATTEST:

Alycia Friis, City Clerk

SITE PLAN
NORDEX USA
WEST BRANCH, IOWA

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

APPLICANT:
WOODRUFF CONSTRUCTION
501 GREENFIELD DR.
TIFFIN, IA 52340



NORDEX USA
WEST BRANCH, IOWA



LOCATION MAP
NOT TO SCALE

PAVING LEGEND

5" HMA OVER 6" GRANULAR BASE
(32,597 SF)

STANDARD LEGEND AND NOTES

- PROPERTY &/or BOUNDARY LINES
- CONGRESSIONAL SECTION LINES
- RIGHT-OF-WAY LINES
- EXISTING RIGHT-OF-WAY LINES
- CENTER LINES
- EXISTING CENTER LINES
- LOT LINES, PLATTED OR BY DEED
- PROPOSED EASEMENT LINES
- EXISTING EASEMENT LINES
- BENCHMARK
- RECORDED DIMENSIONS
- CURVE SEGMENT NUMBER
- POWER POLE
- POWER POLE W/DROP
- POWER POLE W/TRANS
- POWER POLE W/LIGHT
- GUY POLE
- SANITARY MANHOLE
- FIRE HYDRANT
- WATER VALVE
- DRAINAGE MANHOLE
- CURB INLET
- FENCE LINE
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
- EXISTING STORM SEWER
- PROPOSED STORM SEWER
- WATER LINES
- ELECTRICAL LINES
- TELEPHONE LINES
- GAS LINES
- FIBER OPTIC
- OVERHEAD ELECTRIC
- CONTOUR LINES (INTERVAL)
- PROPOSED GROUND
- EXISTING TREE LINE
- EXISTING DECIDUOUS TREE & SHRUB
- EXISTING EVERGREEN TREES & SHRUBS

THE ACTUAL SIZE AND LOCATION OF ALL PROPOSED FACILITIES SHALL BE VERIFIED WITH CONSTRUCTION DOCUMENTS, WHICH ARE TO BE PREPARED AND SUBMITTED SUBSEQUENT TO THE APPROVAL OF THIS DOCUMENT.

THE CONTRACTOR SHALL PROVIDE TRAFFIC CONTROL PER IDOT STANDARD ROAD PLAN TC-419 OR SUDAS 8030-110 REQUIREMENTS AT ALL TIMES DURING WORK WITHIN PUBLIC R.O.W.

THE CONTRACTOR SHALL COORDINATE WITH UTILITY PROVIDERS FOR ANY REQUIRED RELOCATION OF EXISTING UTILITIES.

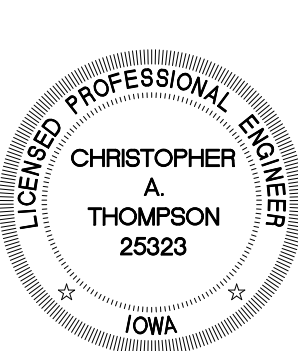
KEYNOTES

NUMBER	KEYNOTE
1	INSTALL DRIVE AND PARKING (SEE PAVING LEGEND TABLE THIS SHEET FOR THICKNESS AND MATERIAL)
2	INSTALL 4" WIDE PAVEMENT MARKINGS (TYP)
4	INSTALL THICKENED EDGE SIDEWALK
5	REMOVE EXISTING ASPHALT
6	REMOVE EXISTING CONCRETE
7	REMOVE EXISTING SIGNAGE
8	REMOVE EXISTING MONUMENT SIGN
9	PROPOSED MONUMENT SIGN LOCATION
10	PROPOSED DOUBLE ARM ACCESS GATE.

UTILITIES

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I hereby certify that this engineering document was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.

My license renewal date is December 31, 2026.

Pages or sheets covered by this seal:
ALL SHEETS



CIVIL ENGINEERS
LAND PLANNERS
LAND SURVEYORS
LANDSCAPE ARCHITECTS
ENVIRONMENTAL SPECIALISTS

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

Date	Revision
07-21-2025	REVISION 1
07-30-2025	BUILDING ADDITION PER CITY

SITE LAYOUT AND
DIMENSION PLAN

NORDEX USA

WEST BRANCH
CEDAR COUNTY
IOWA

MMS CONSULTANTS, INC.

Date: 07-21-2025

Designed by: CAT

Drawn by: ADP Scale: 1"=40'

Checked by: CAT Sheet No:

Project No: C120

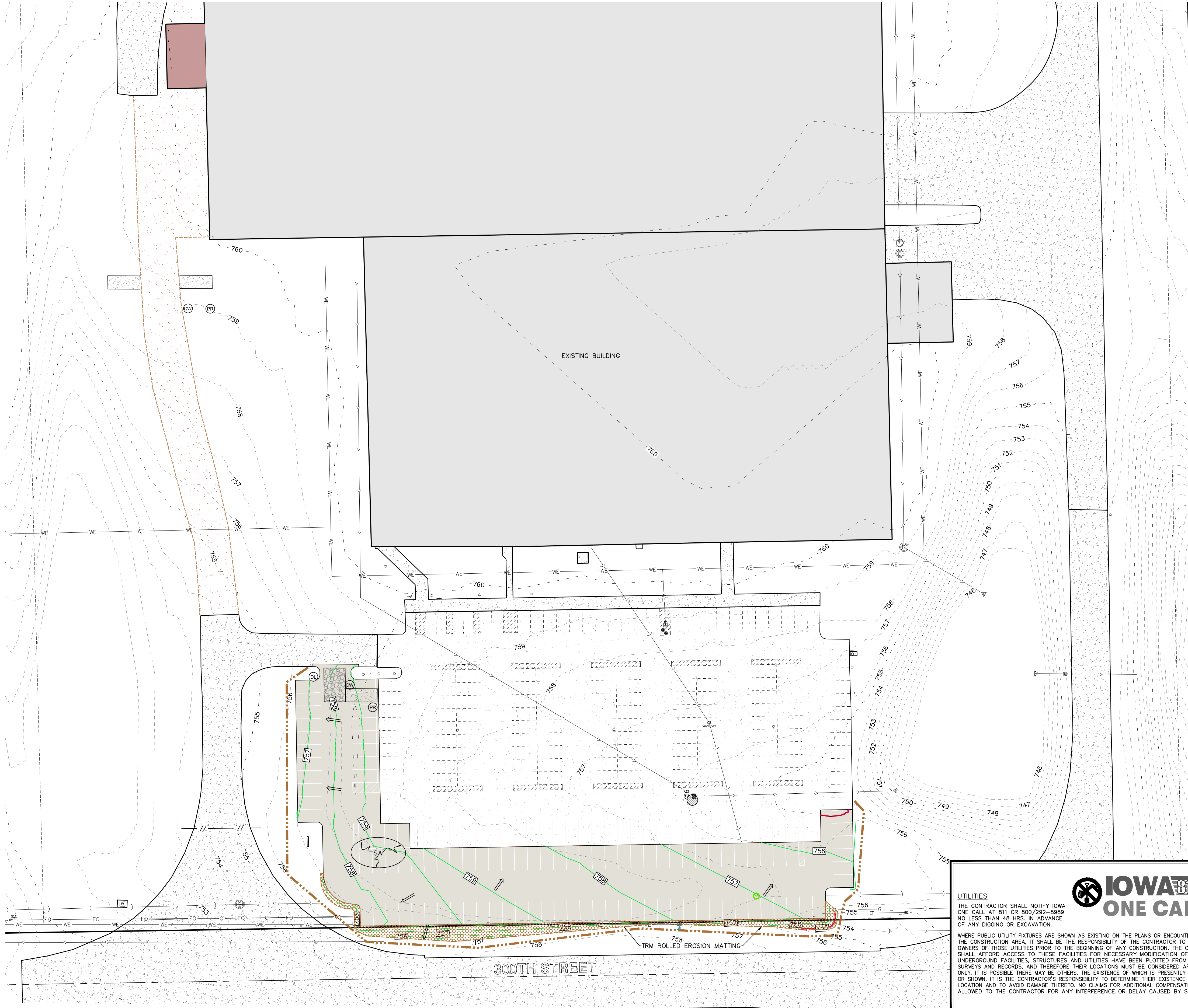
8395-015 of: 3

SITE PLAN
NORDEX USA
WEST BRANCH, IOWA

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

APPLICANT:
WOODRUFF CONSTRUCTION
501 GREENFIELD DR.
TIFFIN, IA 52340

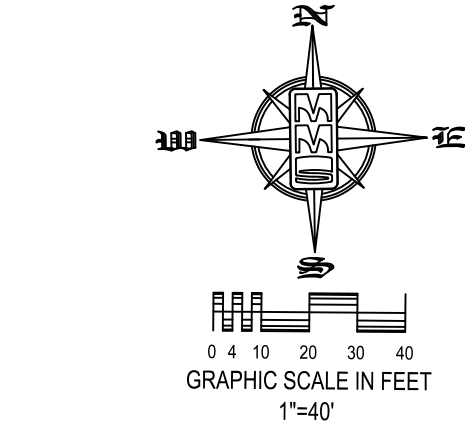
SHEET INDEX
C120: SITE LAYOUT AND DIMENSION PLAN
C140: SITE GRADING EROSION CONTROL PLAN AND SWPPP
C141: GRADING PLAN



EROSION CONTROL LEGEND

--- --	AREA OF DISTURBANCE	-----	PERIMETER SILT FENCE
-----	SILT FENCE	-----	TEMPORARY SOIL STOCKPILE AREA
-----	TEMPORARY ROCK CONSTRUCTION ENTRANCE/EXIT	-----	DIRECTION OF OVERLAND FLOW
-----	TEMPORARY PARKING AND STORAGE	-----	DUMPSTER FOR CONSTRUCTION WASTE
-----	CONCRETE TRUCK/EQUIPMENT WASHOUT	-----	RIP RAP OUTLET PROTECTION
-----	PORTABLE RESTROOM	-----	
-----	DOCUMENT LOCATION (PERMITS, SWPPP, INSPECTION FORMS, ETC.)	-----	
-----	FILTER SOCK INLET PROTECTION	-----	
-----	FILTER SOCK BEHIND CURB AT CURB RAMP	-----	

THE ABOVE LISTED ITEMS ARE SHOWN IN THEIR RECOMMENDED LOCATIONS. IF A CONTROL MEASURE IS ADDED OR MOVED TO A MORE SUITABLE LOCATION, INDICATE THE REVISION ON THIS SHEET. THE BLANKS LEFT FOR OTHER MEASURES SHOULD BE USED IF AN ITEM NOT SHOWN ABOVE IS IMPLEMENTED ON SITE. ADDITIONAL PRACTICES FOR EROSION PREVENTION AND SEDIMENT CONTROL CAN BE FOUND IN APPENDIX D OF THE SWPPP.



THE CONTRACTOR SHALL PROVIDE TRAFFIC CONTROL PER IDOT STANDARD ROAD PLAN TC-419 OR SUDAS 8030-110 REQUIREMENTS AT ALL TIMES DURING WORK WITHIN PUBLIC R.O.W.

THE CONTRACTOR SHALL COORDINATE WITH UTILITY PROVIDERS FOR ANY REQUIRED RELOCATION OF EXISTING UTILITIES.

NOTES:

1. TEMPORARY STABILIZATION IS REQUIRED ON DISTURBED AREAS AFTER THE 14TH DAY OF INACTIVITY.
2. FINAL STABILIZATION SHALL BE IMPLEMENTED WITHIN 14 DAYS OF FINAL GRADING COMPLETION.

STANDARD LEGEND AND NOTES

---	PROPERTY &/or BOUNDARY LINES
---	CONGRESSIONAL SECTION LINES
---	RIGHT-OF-WAY LINES
---	EXISTING RIGHT-OF-WAY LINES
---	CENTER LINES
---	EXISTING CENTER LINES
---	LOT LINES, INTERNAL
---	LOT LINES, PLATTED OR BY DEED
---	PROPOSED EASEMENT LINES
---	EXISTING EASEMENT LINES
---	BENCHMARK
---	RECORDED DIMENSIONS
---	CURVE SEGMENT NUMBER

EXIST - PROP

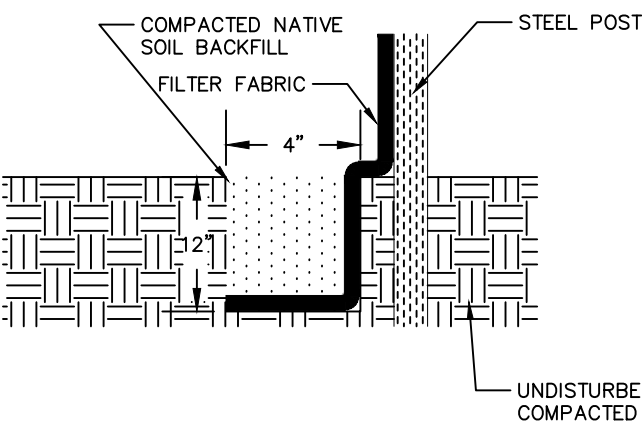
---	POWER POLE
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GRADING NOTES

- 1.) MAXIMUM SLOPE ON CUTS AND FILLS SHALL BE 3.5: HORIZONTAL TO 1: VERTICAL.
- 2.) NO EXCAVATION SHALL BE ALLOWED WITHIN 2' OF PROPERTY LINES.
- 3.) WHERE HEIGHT OF FILL IS GREATER THAN 30' AN INTERMEDIATE TERRACE OF AT LEAST 6' WIDE SHALL BE ESTABLISHED AT MID HEIGHT. SEE TYPICAL FILL SECTION.
- 4.) COMPACTION TO BE 90% MODIFIED PROCTOR WHERE > 6:1 SLOPE.
- 5.) ALL TREES OUTSIDE THE LIMITS OF GRADING OPERATIONS SHALL BE SAVED, UNLESS OTHERWISE INDICATED TO BE REMOVED. TREES NEAR THE EDGES OF GRADING LIMITS AND IN THE STORM WATER DETENTION BASIN AREAS SHALL BE SAVED IF POSSIBLE, WITHIN THE REQUIREMENTS OF THE SPECIFICATIONS.
- 6.) PRIOR TO ANY GRADING A CONSTRUCTION SAFETY FENCE SHALL BE INSTALLED 50 FEET FROM TRUNKS OF TREES TO BE PROTECTED.
- 7.) STABILIZATION SEEDING SHALL BE COMPLETED AS SOON AS POSSIBLE, BUT NOT MORE THAN 14 DAYS, UPON COMPLETION OF GRADING IN ANY AREA OF GRADING OPERATIONS. DISTURBED AREAS SHALL BE KEPT AS SMALL AS POSSIBLE TO PREVENT LARGE SCALE EROSION PROBLEMS. IF THE GRADING CONTRACTOR STOPS GRADING OPERATIONS FOR MORE THAN 14 DAYS, THEN STABILIZATION SEEDING SHALL BE DONE ON ALL DISTURBED AREAS.
- 8.) SILT FENCE LOCATIONS AND LENGTHS, AS INDICATED, ARE APPROXIMATE ONLY. FINAL LOCATIONS AND LENGTHS WILL BE DETERMINED, AS NEEDED, UPON COMPLETION OF GRADING OPERATIONS IN AN AREA.
- 9.) ALL STREET SUBGRADES SHALL BE CONSTRUCTED AND COMPACTED IN ACCORDANCE WITH JOHNSON COUNTY DESIGN AND CONSTRUCTION STANDARDS AND PROCEDURES.

SILT FENCE DETAIL



- INSTALLATION**
1. POSTS SHALL BE 1.33 POUNDS PER LINEAL FOOT STEEL WITH A MINIMUM LENGTH OF 5 FEET. STEEL POSTS SHALL HAVE PROJECTIONS FOR FASTENING WIRE TO THEM.
 2. SILT FENCE FABRIC SHALL CONFORM TO I.D.O.T. STANDARD SPECIFICATION SECTION 4196.01.A. SILT FENCING SHALL BE A MINIMUM OF 24" AND A MAXIMUM OF 36" HIGH WHEN COMPLETE.
 3. THE FILTER FABRIC SHALL BE PURCHASED IN A CONTINUOUS ROLL CUT TO THE LENGTH OF THE FENCE TO AVOID THE USE OF JOINTS. WHEN JOINTS ARE NECESSARY, THE FILTER CLOTH SHALL BE SPliced TOGETHER ONLY AT A SUPPORT POST, WITH A MINIMUM 6" OVERLAP, AND SECURELY SEALED.
 4. POSTS SHALL BE SPACED A MAXIMUM OF 8 FEET APART AND DRIVEN SECURELY INTO THE GROUND ALONG THE FENCE ALIGNMENT. POSTS SHALL BE DRIVEN INTO THE GROUND A MINIMUM OF 28".
 5. A TRENCH SHALL BE EXCAVATED APPROXIMATELY 4" WIDE BY 12" DEEP ALONG THE UPSLOPE SIDE OF THE POSTS.
 6. FILTER FABRIC SHALL BE STAPLED OR WIRED TO THE POSTS SUCH THAT THE FABRIC EXTENDS INTO THE TRENCH AS SHOWN ABOVE. THE FABRIC SHALL BE FASTENED A MINIMUM OF THREE PLACES ON EACH POST.
 7. THE TRENCH SHALL BE BACK FILLED WITH EXCAVATED MATERIAL AND THOROUGHLY COMPACTED.

- MAINTENANCE**
1. SILT FENCES SHALL BE INSPECTED WEEKLY AND AFTER EACH RAINFALL EVENT OF 0.5 INCHES OR MORE. DURING PERIODS OF PROLONGED RAIN INSPECTIONS SHALL BE AT LEAST DAILY. ANY REPAIRS NEEDED TO MAINTAIN THE SILT FENCE'S EFFECTIVENESS SHALL BE MADE IMMEDIATELY.
 2. SHOULD THE FABRIC ON A SILT FENCE DECOMPOSE OR BECOME INEFFECTIVE PRIOR TO STABILIZING THE UPSLOPE AREAS THE FABRIC SHALL BE REPLACED PROMPTLY.
 3. SEDIMENT DEPOSITS SHOULD BE REMOVED AFTER EACH STORM EVENT. THEY MUST BE REMOVED WHEN THE DEPOSITS REACH APPROXIMATELY ONE-HALF THE HEIGHT OF THE FENCE. SILTS REMOVED SHALL BE PLACED IN A PROTECTED PLACE THAT WILL PREVENT THEIR ESCAPE FROM THE CONSTRUCTION SITE.
 4. ANY SEDIMENT DEPOSITS REMAINING IN PLACE AFTER THE SILT FENCE IS NO LONGER NEEDED SHALL BE DRESSED TO CONFORM WITH THE EXISTING GRADE, PREPARED AND SEEDED.
 5. SILT FENCE SHALL REMAIN IN PLACE UNTIL IT IS NO LONGER NEEDED AS DIRECTED BY THE POLLUTION PREVENTION PLAN. GENERALLY SILT FENCES SHALL REMAIN UNTIL THE UPSLOPE AREAS ARE STABILIZED WITH AN ESTABLISHED GRASS COVER AS A MINIMUM.

UTILITIES

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IOWA ONE CALL



CIVIL ENGINEERS
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Date	Revision
07-21-2025	REVISION 1
07-30-2025	BUILDING ADDITION PER CITY

SITE GRADING EROSION
CONTROL PLAN
AND SWPPP

NORDEX USA

WEST BRANCH
CEDAR COUNTY
IOWA

MMS CONSULTANTS, INC.

Date: 07-21-2025

Designed by: CAT

Drawn by: ADP Scale: 1"=40'

Checked by: CAT Sheet No:

Project No: C140

8395-015 of: 3

SITE PLAN
NORDEX USA
WEST BRANCH, IOWA

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

APPLICANT:
WOODRUFF CONSTRUCTION
501 GREENFIELD DR.
TIFFIN, IA 52340

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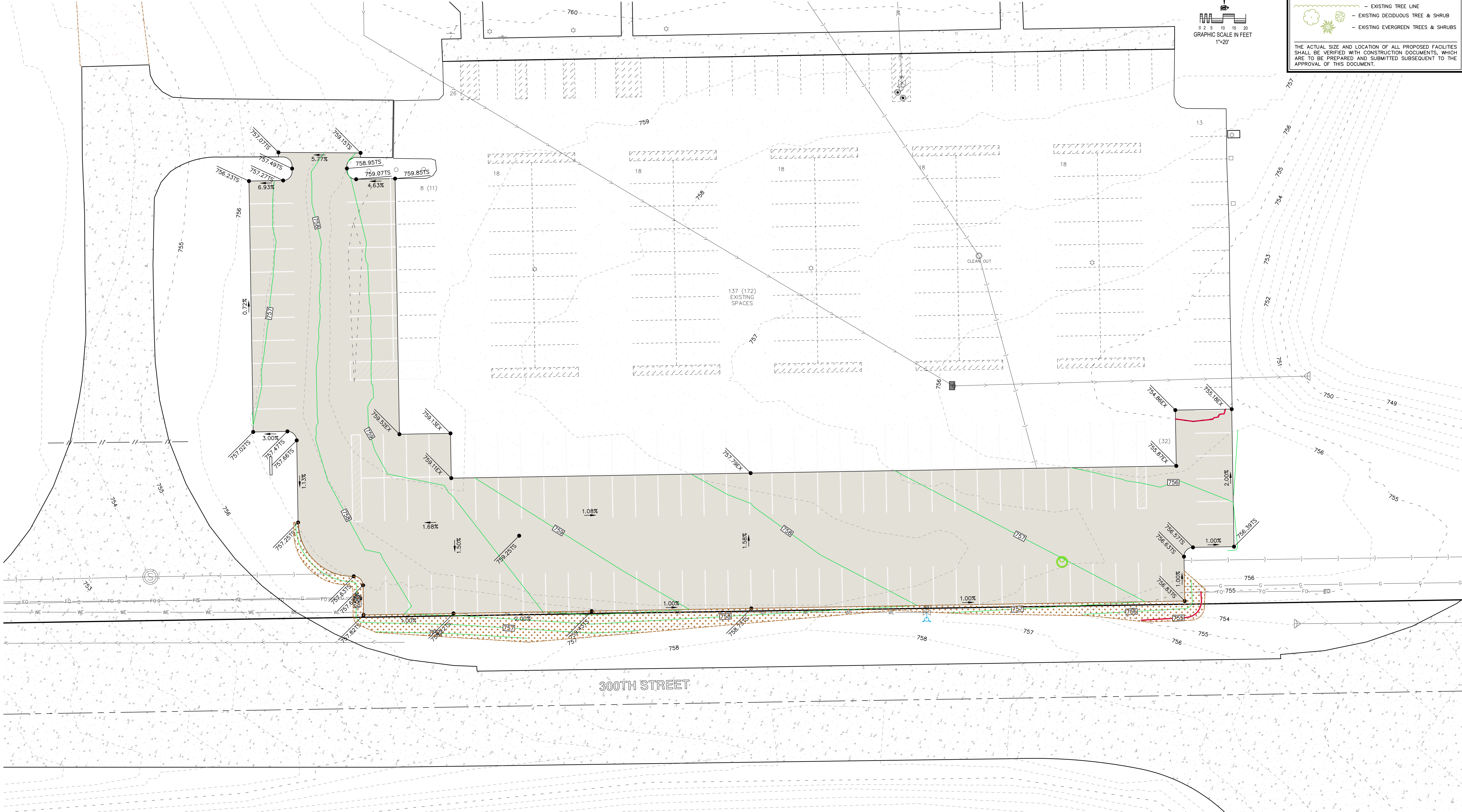
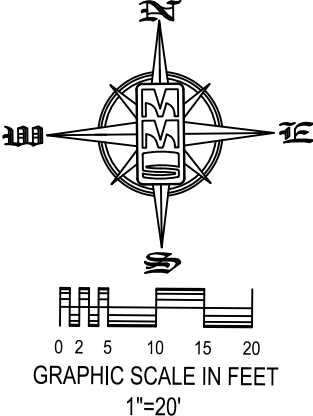
GRADING LEGEND

0.00.00EX	- EXISTING SURFACE
0.00.00TS	- TOP SLAB
0.00.00TW	- TOP WALK
0.00.00TC	- TOP CURB
0.00.00DT	- TOP DOCK
0.00.00WT	- TOP OF WALL
0.00.00WB	- BOTTOM OF WALL
0.00.00FG	- FINISHED GRADE

STANDARD LEGEND AND NOTES

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---	RECORDED DIMENSIONS
---	CURVE SEGMENT NUMBER
---	22'-1"
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GRADING PLAN

NORDEX USA

WEST BRANCH
CEDAR COUNTY
IOWA

MMS CONSULTANTS, INC.

Date:	07-21-2025
Designed by:	CAT
Drawn by:	ADP
Checked by:	CAT
Project No:	8395-015
Scale:	1"=20'
Sheet No:	C141
of:	3



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: November 3, 2025

AGENDA ITEM:	Resolution 2025-119 Approval of Five-Year Service Contract with Interstate Power Systems for service to the Kohler Generator.
---------------------	---

PREPARED BY:	Public Works Director, Matt Goodale
---------------------	-------------------------------------

DATE:	October 28, 2025
--------------	------------------

BACKGROUND:

The previous service agreement with Interstate Power Systems is expiring. This agreement spells out the costs of and offers a new contract with a 5 year term for preventative maintenance on the City's Kohler Generator for the years of 2026 thru 2030.

RESOLUTION 2025-119

RESOLUTION APPROVING A FIVE-YEAR SERVICE CONTRACT WITH INTERSTATE
POWER SYSTEMS FOR ANNUAL SERVICE ON THE CITY'S EMERGENCY
GENERATOR.

WHEREAS, the City of West Branch, Iowa desires to receive generator inspection, load testing, and annual maintenance services; and

WHEREAS, Interstate Power Systems has provided these services in the past and the City has been satisfied with the services provided; and

WHEREAS, this contract includes an inspection and load test scheduled in the months of February, and an annual generator service in the months July; and

WHEREAS, this five-year contract would require payment terms to be set up as NET30 of work being done, in the amounts spelled out for each of the five service years, 2026 – 2030, in the agreement. Any additional parts that are needed during the inspections/PM that are not spelled out in the inspection area of the agreement, will be billed at an additional cost. Parts that are necessary to maintain peak condition of the unit and are an additional cost, will be replaced only with prior authorization.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the aforementioned agreement with Interstate Power Systems is hereby approved.

Passed and approved this 3rd day of November, 2025.

Roger Laughlin, Mayor

ATTEST:

Alycia A Friis, City Clerk

City of West Branch
Matt Goodale
110 N Poplar
West Branch, IA 52358

Tuesday, October 7, 2025
VID: 553920

Re: Preventive Maintenance Agreement

Thank You for the opportunity to allow **Interstate Power Systems** to quote your generator service inspection needs. We are sending you a (6) year service maintenance contract with the pricing for Annual Service, Semi-Annual inspection, and Two Hour Load Bank Test.

Kohler Generator – S/N: SGM326CLW – VID: 553920
An Annual Service PM for 2026 -----\$ 1068.10
An Annual Service PM for 2027 -----\$ 1130.93
An Annual Service PM for 2028 -----\$ 1195.27
An Annual Service PM for 2029 -----\$ 1261.23
An Annual Service PM for 2030 -----\$ 1328.93

The Annual would include the following procedures: change oil, change oil filters, change fuel filter, top off fluids, hoses checked, belts checked, battery checked, sample the oil, sample the coolant, start and run unit to check functions. Document the procedure.

Kohler Generator – S/N: SGM326CLW – VID: 553920
Two Hour Load Bank Test for 2026 -----\$ 656.50
Two Hour Load Bank Test for 2027 -----\$ 688.60
Two Hour Load Bank Test for 2028 -----\$ 720.70
Two Hour Load Bank Test for 2029 -----\$ 752.80
Two Hour Load Bank Test for 2030 -----\$ 784.90
To be Completed with Semi-Annual Inspection

The Load Bank Testing would include the following: two-hour continuous load bank test with resistive load bank. Document the procedure.

Kohler Generator – S/N: SGM326CLW – VID: 553920
Semi-Annual Inspection for 2026 -----\$ 641.50
Semi-Annual Inspection for 2027 -----\$ 673.60
Semi-Annual Inspection for 2028 -----\$ 705.70
Semi-Annual Inspection for 2029 -----\$ 737.80
Semi-Annual Inspection for 2030 -----\$ 769.90

The Semi-Annual inspection would include the following procedures: check oil, coolant, and battery levels. Start and observe the performance of the unit as it operates. Check all belts, hoses, and coolant for proper inhibitor level. Check switchgear for proper operation and run the generator under facility load if permissible. Verify generator controller instrument operation. Test emergency and failure shutdown and alarms. Document the procedure.

PROPOSED SCHEDULE FOR THIS MAINTENANCE PROGRAM IS AS FOLLOWS:

February of 2026/2027/2028/2029/2030: Semi-Annual Inspection with 2 Hour Load Bank
July of 2026/2027/2028/2029/2030: Annual Maintenance

Any additional parts needed during the inspections/PM that are not covered under this agreement will be available at an additional cost. You will be notified when additional parts are necessary to maintain peak operating condition and these parts will only be replaced with your prior authorization.

If monthly, quarterly, or yearly payments are agreed upon, and services are discontinued during the course of this agreement, a 30-day written notice of cancellation must be provided. Additionally, payment for services rendered up to the termination date must be made.

PAYMENT TERMS: NET30. Interstate Power Systems Terms and conditions apply. This document is subject to the General Terms and Conditions and Code of Conduct, which are expressly incorporated herein by reference, and are available at: <http://www.istate.com/about/terms-and-conditions> or in hard copy upon request.

Please note due to the rising cost and fluctuation in petroleum/oil prices, additional fuel surcharges may apply.

Tax and environmental charges are not included.

Thank You in advance for your time and consideration. Should you have any questions please contact me.

INTERSTATE Power Systems

This order accepted by:

Name: _____

Title: _____

Signature: _____

Date: _____

Thank you for your interest in the Services that we at Interstate have to offer.

Sincerely,

Justin Ritz | Outside Sales | Interstate Power Systems

8200 North Fairmount St | Davenport, IA 52806

P: 563-388-9988 | C: 563-271-2382 | F: 563-388-9386

istate.com

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Fargo, ND | Gary, IN | Gillette, WY | Grand Forks, ND | Iron Mountain, MI | Lincoln, NE | Minneapolis, MN
Milwaukee, WI | Omaha, NE | Rockford, IL | Sioux Falls, SD | Waterloo, IA | Williston, ND



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: November 3, 2025

AGENDA ITEM:	Discussion Administrative Recommendation for Abatement of Wastewater Fees.
---------------------	---

PREPARED BY:	Alycia Friis, City Clerk
---------------------	--------------------------

DATE:	October 27, 2025
--------------	------------------

SUMMARY:

On 10/27/25, a resident, submitted a request for Administrative Review to determine Abatement of Wastewater fees. The resident had a grub infestation problem in her yard. She used grub killer to resolve the issue and in order to activate the granules, it requires watering through the process. She watered the yard to activate the graduals which caused a peak in her water usage.

See attached documentation for this request.

Recommendation is as follows:

- Since this was a known issue and the water service was knowingly used by the account holder (as stated on the request form), the city administration does not feel that this request should be approved. The Deputy Clerk would work with the resident to engage a payment plan if needed, in order to remedy the larger utility bill.

**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: 10-27-2025
ACCOUNT HOLDER NAME: Mary Sue Bickford
SERVICE ADDRESS: 416 Oliphant St.
MAILING ADDRESS (IF DIFFERENT): PO Box 534 ZIP: 52358
ACCOUNT NUMBER: 01-12920-00
DATES(S) OF HIGH BILL(S): 11/1/2025

- ◆ 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.

In late September my lawn was hit by an infestation of grubs & they caused a lot of damage very quickly. To resolve the problem grub killer which is in granular form was applied. The granules had to be watered to dissolve them & have the killer

- ◆ Will you be receiving any monetary assistance from a third party for this high bill? Please list any sources. see attached
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 1

Applicant's Name: MARY SUE BICKFORD (Print) Signature: Mary Sue Bickford

Phone #: 319-330-8791

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

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

Current Bill \$261.98

Sewer waiver policy 2020

Authorized Representative
Regular Bill \$82.37 - \$139.91
Sewer portion \$36.00 - \$72.00
of bill

work. It was a time when we were very dry and there was no rain in the forecast. I had no choice but to water.



City of West Branch
110 North Poplar Street | PO Box 218
West Branch, IA 52358
www.westbranchiowa.org | ph. 319-643-5888

MARY SUE BICKFORD
PO BOX 534
WEST BRANCH IA 52358

Account Number	Amount Due
01-12920-00	\$261.98
Due Date	After Due Date Pay
11/20/2025	\$287.37
Billing Date	Penalty Date
11/01/2025	11/25/2025
Service From	Service To
09/18/2025	10/21/2025
Service Address	
416 N OLIPHANT ST	

-----CURRENT-----		-----PREVIOUS-----	
DATE	READING	DATE	READING
10/21/2025	554000	09/18/2025	546000

PREVIOUS BALANCE	82.37
PAYMENTS	82.37 -
CURRENT BALANCE	\$0.00
USAGE	
8000 WATER	87.36
8000 SEWER	146.88
RECYCLING	4.75
STORM WATER	3.00
TRASH	14.75
SALES TAX	5.24
CURRENT BILL	\$261.98
AMOUNT DUE	\$261.98
AMOUNT DUE AFTER 11/20/2025	\$287.37

CITY OFFICE WILL BE CLOSED NOVEMBER 11TH FOR VETERANS DAY
CITY OFFICE WILL BE CLOSED NOVEMBER 27TH FOR THANKSGIVING
LEAF COLLECTION AND YARD WASTE PICK-UP WILL RUN THROUGH
THE WEEK OF NOVEMBER 24TH DEPENDING ON WEATHER
DROP OFF YOUR UNWANTED RX'S - SECURE DROP BOX LOCATED AT
THE CITY OFFICE (DURING BUSINESS HOURS)

CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS



City of West Branch
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There will be a charge on all returned checks.
Please return this portion with your payment.
When paying in person please bring both portions of this bill.

Account Number	Amount Due
01-12920-00	\$261.98
Due Date	After Due Date Pay
11/20/2025	\$287.37
Account Name	
MARY SUE BICKFORD	
Service Address	
416 N OLIPHANT ST	
Amount Enclosed	



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: November 3, 2025

AGENDA ITEM: Discussion Potential Change to City Holiday Closure Schedule.
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PREPARED BY: Alycia Friis, City Clerk
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DATE: October 29, 2025

SUMMARY:

- On March 17th and per Resolution 2025-30, it was passed that the Juneteenth Holiday be added to the City Holiday schedule for all departments to be closed and employee compensation per the Employee Handbook. With the addition of the Holiday, the day after Thanksgiving was removed.
- In talking to many of the employees, the Friday after Thanksgiving is a time to travel and/or spend time with family that has traveled in for the Holiday. It is a day that a large majority of the staff need and will plan to take off now by using vacation or sick time from their accrual.
- The request is to discuss a potential proposal to allow this day to be added back to the City Holiday schedule, that would not just add a full scheduled day of pay for each employee. This would also make the overall employee benefit package more appealing to current and potential employees, while creating a better work / life balance for staff.

Vacation, Sick and Holiday Leave Accruals

City	Vacation	Sick	Holiday	Total Days
Iowa City	10 – 25	18	12 + 2 personal days	42 - 57
Lone Tree	5 – 20	15	12	32 - 47
Muscatine	10 – 25	15.01	10	35.01 – 50.01
Keota	5 – 20	12	13 + 2 personal days	32 - 47
Bettendorf	10 – 25	10	11	32 - 46
Marion	10 – 25	18	12	40 – 55
Solon	8 – 20	12	10	30 - 42

	Vacation	Sick	Holiday	Total Days
West Branch	13 – 23	11.99	11	36 - 46

The way our structure works, we have the following for vacation accrual:

0 – under 5yrs	13 days
5 – under 10yrs	16 days
10yrs +	23 days

If we were to make the change to keep Black Friday and keep Juneteenth with 5 hours less sick time:

# of Days off	13 – 23	11.375	12	36.375 – 46.375
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