



CITY COUNCIL MEETING
Monday, February 2nd, 2026 - 5:30 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 January 20, 2025 City Council meeting.
 - b. Approve WBFD New Membership
 - c. Approve December Financials
 - d. Approve Claims for February 2, 2026.
7. Presentations/Communications/Open Forum
8. Discussion
 - a. FY27 Budget Discussion
9. Public Hearings/Non-Consent Agenda
 - a. **Third Reading Ordinance 834** Amending Chapter 69 – No Parking Zones./ Move to Action.
 - b. **Resolution 2026 – 07** Setting Public Hearings on proposed amendments to the West Branch zoning code regarding accessory dwelling units and permitted obstructions in required yards./ Move to Action.
 - c. **Resolution 2026 – 08** Approving the Building Plan for the proposed remodel of the Honey Den and Main Street Sweets./ Move to Action.
 - d. **Resolution 2026-09** Setting a date for Consultation and a date for a Public Hearing on the proposed amendment No. 9 to the Amended and Restated West Branch Urban Renewal Plan./ Move to Action.
 - e. **Resolution 2026-10** Hiring Kenneth Burmeister for the Streets Maintenance Position./ Move to Action.
 - f. **Resolution 2026-11** Approving an Agreement with Hoover Presidential Foundation regarding Hoover-Ball./ Move to Action.
 - g. **Resolution 2026-12** Approving an Agreement with Hoover’s Hometown Days regarding Hoover-Ball./ Move to Action.
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, Chantry Noel, 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**

**January 20, 2026
7:00 p.m.**

Mayor 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, Chantry Noel and Tom Dean.

City Staff present: City Administrator Adam Kofoed and City Clerk Alycia Friis

Attending via Zoom: Finance Officer Heidi Van Auken and Deputy City Clerk Jessica Brown

APPROVE THE AGENDA

Motion to Approve the Agenda made by Miller, 2nd by Dean. Motion carried on a voice vote.

APPROVE CONSENT AGENDA

Approve Minutes from the January 5, 2025 City Council meeting.

Approve the Forth Option Year of Contract 140P6021P0005, HEHO-City services for the period of January 29, 2026 to July 28, 2026 (snowplowing and alarm intrusion for the National Park Service and Herbert Hoover National Historic Site).

Approve Claims for January 20, 2026.

EXPENDITURES	1/20/2026	
EOCENE ENVIRONMENTAL GROUP	WIDENING WAPSI CREEK	686.39
GOODALE, HARRISON	REIMB FOR ANTIFREEZE FOR PW	46.61
MAIN STREET WEST BRANCH	FY26 MAIN STREET DUES	17,500.00
MID-STATES ORGANIZED CRIME	MOCIC 2026 MEMBERSHIP	100.00
MOPPY MO'S LLC	CLEANING SERVICES - POLICE	910.00
TOTAL		19,243.00
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	1/16/2026	66,939.45
PAID BETWEEN MEETINGS		
ALLIANT ENERGY	ALLIANT ENERGY	22,247.31
DEMCO	PAPERFOLD FOR BOOK JACKETS	113.98
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	142.02
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,543.94
MUNICIPAL SUPPLY	WATER METER FOR CAMBIO	8,212.00
TIPTON ELECTRIC MOTORS	PRESSURE WASHER HOSE-PW	109.00
ULINE	SEWER PLANT DESK - PW	922.85
WENDLING QUARRIES	SAND FOR ROAD TREATMENT	755.64
SISCO	HEALTH CLAIMS 1-5-2026	84.96
SISCO	HEALTH CLAIMS 1-12-2026	88.17
VARIOUS VENDORS	UB REFUNDS	153.01
CARDCONNECT	ANNUAL SECURITY BUNDLE FEE	149.00
TOTAL		34,521.88
GRAND TOTAL EXPENDITURES		120,704.33

FUND TOTALS

001 GENERAL FUND	52,777.66
022 CIVIC CENTER	1,087.67
031 LIBRARY	5,857.94
110 ROAD USE TAX	6,189.99
112 TRUST AND AGENCY	15,608.13
321 WIDENING WAPSI CREEK @ BE	686.39
600 WATER FUND	22,676.55
610 SEWER FUND	15,373.19
740 STORM WATER UTILITY	446.81
GRAND FUND TOTAL	120,704.33

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE

PUBLIC HEARING / NON-CONSENT AGENDA

Second Reading Ordinance 834 Amending Chapter 69 – No Parking Zones./ Move to Action.

Motion by Sexton, second by Miller to approve the Second Reading of Ordinance 834 Amending Chapter 69.

AYES: Sexton, Miller, Noel, Dean, Horihan. NAYS: Motion carried.

Resolution 2026 - 04 Resolution approving Pay Estimate Number 22 in the amount of \$262,895.39 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project./ Move to Action.

Motion by Sexton, second by Dean to approve Resolution 2026-04. AYES: Sexton, Dean, Miller, Horihan, Noel. NAYS: None. Motion carried.

Resolution 2026 – 05 Resolution approving Pay Estimate Number 8 in the amount of \$1,200.38 to Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project./ Move to Action.

Motion by Miller, second by Dean to approve Resolution 2026-05. AYES: Miller, Dean, Noel, Horihan, Sexton. NAYS: None. Motion carried.

Resolution 2026 – 06 Resolution approving an Agreement for Maintenance and Repair of Primary Roads in Municipalities./ Move to Action.

Motion to table this resolution and get more answers on the terms of the agreement for the next council meeting, by Dean, second by Sexton. AYES: Dean, Sexton, Horihan, Noel, Miller. NAYS: None. Motion carried.

Discussion/Move to Action –

Building Permit Fees and Reinspection Fees – The discussion began with a breakdown of what services and expenditure items are included in the figure of what is collected for each building permit. With the total expenditures, the total collected on a typical single family residence building permit, there could be approximately \$20.00 above the expenditures that are incurred during the building process. City Inspector Goerdts, shared his thoughts and insight through the inspection process and his part within the building permit process. He sees that in some cases, the city makes a little money from these permit fees, but in other cases, the city loses a little money on the building permit fee process as well. In the end, the goal is for the city to break even in this area and that is where we land each fiscal year. A developer questioned why we were only offering one of each original inspection to be applied and paid for out of the building permit fee collected and why they had to pay additional charges for any re-inspections due to a failed first inspection. This is stated on the building permit and is now being enforced as of July of 2025. With the discussion about the overall building permit fees, it was agreed that the city continue to enforce the current building permit fee calculation and to continue to invoice customers when a re-inspection is required for any inspections done during the structure build. There was also conversation about the requirement of a building permit to be filed and paid for, for a commercial structure that is currently changing out siding, windows and the roof of their two structures. It was agreed that we would be consistent and require the permit to be filed and for the building permit fees to be required.

CITY ADMINISTRATOR REPORT –

There have been no work place incidents in the last calendar year. Thank you to the department heads and all staff for their awareness and attention to safety. This has aided in lowering our work place coverage as well. Kofoed urged the Council to pay attention to the State Legislature movements, as there is concern with some of the items that are being proposed. An example of this is capping some of our levies with the current inflation going on. This could cause some of our areas to be out of balance with the capping of revenue versus the increase in our expenditures.

CITY ATTORNEY REPORT – None

CITY ENGINEER REPORT – None

STAFF REPORTS- None

COMMENTS FROM MAYOR AND COUNCIL MEMBERS –

The mayor and council confirmed that they would be available to have the council meeting on February 2, 2026 at 5:30 pm, due to the caucus that evening.

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:51 p.m.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: February 2, 2026

AGENDA ITEM: West Branch Fire Department Membership changes.

PREPARED BY: Fire Chief, Kevin Stoolman
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DATE: January 29, 2026

BACKGROUND:

Ida Klarenbeek – New Member that was approved by WBFD on 1/14/2026



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: February 2, 2026

AGENDA ITEM: December Monthly Financial Report

PREPARED BY: Heidi Van Auken

DATE: January 22, 2026

SUMMARY:

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

BANK TO BOOK RECONCILIATION				
12/31/2025				
BANK BALANCE @				
	CASH - FIDELITY BANK & TRUST			\$ 10,732,740.14
	CASH - FIDELITY BANK & TRUST - PERPETUAL CARE FUND			\$ 38,190.60
	SUB TOTAL			\$ 10,770,930.74
ADD:	CD'S:	Bank/CD #	Maturity Date	
	ENLOW BUILDING CD	LIBERTY SAVINGS-10447	7/13/2026	\$ 12,123.25
	CEMETERY PERPETUAL CARE	HILLS BANK-30282503	2/11/2026	\$ 108,714.22
	LIBRARY-HANSEN DONATION CD	GREENSTATE-1041 (Old 1037)	8/4/2026	\$ 64,499.95
	LIBRARY-KROUTH PRINCIPAL CD	GREENSTATE-1042 (Old 1038)	6/2/2026	\$ 59,396.82
	LIBRARY-KROUTH INTEREST CD	GREENSTATE-1043 (Old 1039)	6/2/2026	\$ 27,844.73
	GEN FUND-STREETSCAPE-ACCIONA DONATION CD	GREENSTATE-1044 (Old 1040)	12/7/2026	\$ 8,057.79
	SAVINGS ACCOUNTS			
	GENERAL FUND SAVINGS	GREENSTATE-0001		\$ 5.00
	LIBRARY - KROUTH INTEREST	FIDELITY-SAVINGS ACCOUNT		\$ 8,529.80
	LIBRARY - M GRAY SAVINGS	FIDELITY-SAVINGS ACCOUNT		\$ 16,367.59
	TOTAL CD'S & SAVINGS ACCOUNTS			\$ 305,539.15
	SUB TOTAL			\$ 11,076,469.89
PLUS	O/S DEPOSITS			\$ -
PLUS	ADJUSTMENTS			\$ -
LESS:	O/S CREDIT CARD			\$ -
LESS:	O/S CHECKS			\$ 69,222.95
	ENDING BOOK BALANCE			\$ 11,007,246.94

CLERK'S REPORT FOR THE MONTH OF DECEMBER 2025

DESCRIPTION	CHECKING	INVESTMENT	BEGINNING BALANCE	RECEIPTS	TRANSFER IN	DISBURSED	TRANSFER OUT	NET CHANGE LIABILITIES	CLERK'S BALANCE
GENERAL									
*(001) GENERAL OPERATING FUND	\$ 3,201,235.26	\$ 5.00	\$ 3,201,240.26	\$ 84,767.60		\$ 178,677.37			\$ 3,107,330.49
** 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	\$ -	\$ 7,977.31	\$ 7,977.31	\$ 80.48					\$ 8,057.79
PARK EQUIPMENT/RESERVE	\$ 24,246.00	\$ -	\$ 24,246.00						\$ 24,246.00
(022) CIVIC CENTER	\$ 58,136.70	\$ -	\$ 58,136.70	\$ 500.00		\$ 814.92			\$ 57,821.78
(027) MEMORIAL GARDEN PROJECT	\$ 414.00	\$ -	\$ 414.00						\$ 414.00
(028) SPLASH PAD RESERVE	\$ 100.00	\$ -	\$ 100.00						\$ 100.00
(031) LIBRARY	\$ 42,259.32	\$ 100,602.65	\$ 142,861.97	\$ 3,211.20		\$ 13,299.60			\$ 132,773.57
(036) TORT LIABILITY	\$ (18,973.81)	\$ -	\$ (18,973.81)	\$ 1,688.14					\$ (17,285.67)
SPECIAL REVENUE									
(110) ROAD USE TAX	\$ 293,488.48	\$ -	\$ 293,488.48	\$ 27,841.74		\$ 16,857.63			\$ 304,472.59
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	\$ 584,242.73	\$ -	\$ 584,242.73	\$ 8,511.54		\$ 35,622.28			\$ 557,131.99
(119) EMERGENCY TAX FUND	\$ 7,019.38	\$ -	\$ 7,019.38						\$ 7,019.38
(121) LOCAL OPTION SALES TAX	\$ 606,949.88	\$ -	\$ 606,949.88	\$ 52,891.04					\$ 659,840.92
(125) TIF	\$ 299,400.52	\$ -	\$ 299,400.52	\$ 26,425.41		\$ 31,949.00			\$ 293,876.93
(126) TIF LMI MEADOWS PT 4	\$ 149,132.99	\$ -	\$ 149,132.99	\$ (17,517.74)					\$ 131,615.25
(160) REVOLVING LOAN FUND	\$ 137,082.45	\$ -	\$ 137,082.45						\$ 137,082.45
DEBT SERVICE									
(226) DEBT SERVICE	\$ 388,356.80	\$ -	\$ 388,356.80	\$ 4,925.40		\$ 750.00			\$ 392,532.20
CAPITAL PROJECTS									
(300) CAPITAL IMPROVEMENT RESERVE	\$ 388,448.72	\$ -	\$ 388,448.72	\$ 1,917.80					\$ 390,366.52
(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	\$ (20,150.14)	\$ -	\$ (20,150.14)			\$ 510,036.64			\$ (530,186.78)
(324) WW TREATMT FAC IMP 2021	\$ 79,755.00	\$ -	\$ 79,755.00			\$ 104,612.81			\$ (24,857.81)
(326) ROUNDABOUT MAIN & CEDAR	\$ 94,198.22	\$ -	\$ 94,198.22						\$ 94,198.22
(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	\$ 1,252,895.08	\$ -	\$ 1,252,895.08			\$ 294,177.29			\$ 958,717.79
(332) W MAIN ST IMPROVEMENT	\$ 546,302.20	\$ -	\$ 546,302.20						\$ 546,302.20
PERMANENT									
(500) CEMETERY PERPETUAL FUND	\$ 38,610.60	\$ 108,714.22	\$ 147,324.82						\$ 147,324.82
(501) KROUTH PRINCIPAL FUND	\$ (0.00)	\$ 58,840.19	\$ 58,840.19	\$ 593.47					\$ 59,433.66
(502) KROUTH INTEREST FUND	\$ -	\$ 27,567.48	\$ 27,567.48	\$ 277.25					\$ 27,844.73
ENTERPRISE									
(600) WATER FUND	\$ 509,881.96	\$ -	\$ 509,881.96	\$ 71,008.87		\$ 33,689.51	\$ 10,321.27		\$ 536,880.05
(603) WATER SINKING FUND	\$ 65,002.47	\$ -	\$ 65,002.47	\$ -	\$ 10,321.27	\$ 12,676.01			\$ 62,647.73
(610) SEWER FUND	\$ 891,706.92	\$ -	\$ 891,706.92	\$ 90,650.12		\$ 24,754.29	\$ 53,438.89		\$ 904,163.86
(611) SEWER FUND SPECIAL	\$ 913,485.17	\$ -	\$ 913,485.17	\$ -	\$ 53,438.89	\$ 82,772.69			\$ 884,151.37
(740) STORM WATER UTILITY	\$ 253,870.56	\$ -	\$ 253,870.56	\$ 6,034.50		\$ 1,032.60			\$ 258,872.46
TOTAL	\$ 11,681,455.91	\$ 303,706.85	\$ 11,985,162.76	\$ 363,808.82	\$ 63,760.16	\$ 1,341,722.64	\$ 63,760.16	\$ -	\$ 11,007,246.94
O/S CHECKS			\$13,789.14						\$69,222.95
ADJUSTMENTS			\$0.00						\$0.00
O/S DEPOSIT			\$0.00						\$0.00
O/S CREDIT CARD			\$0.00						\$0.00
BANK STATEMENT BALANCE			\$11,998,951.90						\$11,076,469.89

CITY OF WEST BRANCH
MTD TREASURERS REPORT
AS OF: DECEMBER 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	3,630,250.30	84,848.08	178,677.37	3,536,421.01	0.00	0.00	3,536,421.01
022-CIVIC CENTER	58,136.70	500.00	814.92	57,821.78	0.00	0.00	57,821.78
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	142,861.97	3,211.20	13,299.60	132,773.57	0.00	0.00	132,773.57
036-TORT LIABILITY	(18,973.81)	1,688.14	0.00	(17,285.67)	0.00	0.00	(17,285.67)
110-ROAD USE TAX	293,488.48	27,841.74	16,857.63	304,472.59	0.00	0.00	304,472.59
112-TRUST AND AGENCY	584,242.73	8,511.54	35,622.28	557,131.99	0.00	0.00	557,131.99
119-EMERGENCY TAX FUND	7,019.38	0.00	0.00	7,019.38	0.00	0.00	7,019.38
121-OPTION TAX	606,949.88	52,891.04	0.00	659,840.92	0.00	0.00	659,840.92
125-T I F	299,400.52	26,425.41	31,949.00	293,876.93	0.00	0.00	293,876.93
126-TIF LMI MEADOWS PT 4	149,132.99	(17,517.74)	0.00	131,615.25	0.00	0.00	131,615.25
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	388,356.80	4,925.40	750.00	392,532.20	0.00	0.00	392,532.20
300-CAPITAL IMPROV. RESERVE	388,448.72	1,917.80	0.00	390,366.52	0.00	0.00	390,366.52
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	(20,150.14)	0.00	510,036.64	(530,186.78)	0.00	0.00	(530,186.78)
324-WW TREATMT FAC IMP 2021	79,755.00	0.00	104,612.81	(24,857.81)	0.00	0.00	(24,857.81)
326-ROUNDAABOUT MAIN & CEDAR-J	94,198.22	0.00	0.00	94,198.22	0.00	0.00	94,198.22
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	1,252,895.08	0.00	294,177.29	958,717.79	0.00	0.00	958,717.79
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	147,324.82	0.00	0.00	147,324.82	0.00	0.00	147,324.82
501-KROUTH PRINCIPAL FUND	58,840.19	593.47	0.00	59,433.66	0.00	0.00	59,433.66
502-KROUTH INTEREST FUND	27,567.48	277.25	0.00	27,844.73	0.00	0.00	27,844.73
600-WATER FUND	509,881.96	71,008.87	44,010.78	536,880.05	0.00	0.00	536,880.05
603-WATER SINKING FUND	65,002.47	10,321.27	12,676.01	62,647.73	0.00	0.00	62,647.73
610-SEWER FUND	891,706.92	90,650.12	78,193.18	904,163.86	0.00	0.00	904,163.86
611-SEWER FUND SPECIAL	913,485.17	53,438.89	82,772.69	884,151.37	0.00	0.00	884,151.37
740-STORM WATER UTILITY	253,870.56	6,034.50	1,032.60	258,872.46	0.00	0.00	258,872.46
GRAND TOTAL	11,985,162.76	427,566.98	1,405,482.80	11,007,246.94	0.00	0.00	11,007,246.94

*** END OF REPORT ***

CITY OF WEST BRANCH
YTD TREASURERS REPORT
AS OF: DECEMBER 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	1,274,542.56	958,718.90	3,536,421.01	0.00	0.00	3,536,421.01
022-CIVIC CENTER	61,098.15	3,125.00	6,401.37	57,821.78	0.00	0.00	57,821.78
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	20,916.70	104,106.41	132,773.57	0.00	0.00	132,773.57
036-TORT LIABILITY	1,577.05	65,741.89	84,604.61	(17,285.67)	0.00	0.00	(17,285.67)
110-ROAD USE TAX	284,973.83	180,434.78	160,936.02	304,472.59	0.00	0.00	304,472.59
112-TRUST AND AGENCY	535,294.96	238,664.66	216,827.63	557,131.99	0.00	0.00	557,131.99
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	162,096.48	0.00	659,840.92	0.00	0.00	659,840.92
125-T I F	43,717.03	282,108.90	31,949.00	293,876.93	0.00	0.00	293,876.93
126-TIF LMI MEADOWS PT 4	83,542.25	48,073.00	0.00	131,615.25	0.00	0.00	131,615.25
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	182,749.65	91,811.25	392,532.20	0.00	0.00	392,532.20
300-CAPITAL IMPROV. RESERVE	315,593.26	74,773.26	0.00	390,366.52	0.00	0.00	390,366.52
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	543,021.88	(530,186.78)	0.00	0.00	(530,186.78)
324-WW TREATMT FAC IMP 2021	80,000.00	0.00	104,857.81	(24,857.81)	0.00	0.00	(24,857.81)
326-ROUNDAABOUT MAIN & CEDAR-J	156,500.72	0.00	62,302.50	94,198.22	0.00	0.00	94,198.22
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	2,112,970.18	958,717.79	0.00	0.00	958,717.79
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	3,506.38	0.00	147,324.82	0.00	0.00	147,324.82
501-KROUTH PRINCIPAL FUND	58,176.59	1,257.07	0.00	59,433.66	0.00	0.00	59,433.66
502-KROUTH INTEREST FUND	27,257.36	587.37	0.00	27,844.73	0.00	0.00	27,844.73
600-WATER FUND	486,610.52	466,608.54	416,339.01	536,880.05	0.00	0.00	536,880.05
603-WATER SINKING FUND	13,396.12	61,927.62	12,676.01	62,647.73	0.00	0.00	62,647.73
610-SEWER FUND	861,793.27	567,560.36	525,189.77	904,163.86	0.00	0.00	904,163.86
611-SEWER FUND SPECIAL	646,290.72	320,633.34	82,772.69	884,151.37	0.00	0.00	884,151.37
740-STORM WATER UTILITY	239,492.60	37,425.78	18,045.92	258,872.46	0.00	0.00	258,872.46
GRAND TOTAL	8,513,742.36	8,043,008.04	5,549,503.46	11,007,246.94	0.00	0.00	11,007,246.94

*** END OF REPORT ***

PROGRAM EXPENDITURES FOR THE MONTH OF DECEMBER 2025

50.00%

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
PUBLIC SAFETY					
POLICE DEPARTMENT					
GENERAL FUND	\$ 635,858.00	\$ 39,266.67	\$ 256,599.43	\$ 379,258.57	40.35%
TORT LIABILITY	\$ 17,000.00	\$ -	\$ 13,233.25	\$ 3,766.75	77.84%
TRUST & AGENCY	\$ 156,982.00	\$ 12,373.72	\$ 79,543.25	\$ 77,438.75	50.67%
FIRE DEPARTMENT					
GENERAL FUND	\$ 319,400.00	\$ 54,161.66	\$ 81,170.31	\$ 238,229.69	25.41%
TORT LIABILITY	\$ 40,000.00	\$ -	\$ 30,340.39	\$ 9,659.61	75.85%
TRUST & AGENCY	\$ 71,280.00	\$ 6,764.42	\$ 30,999.64	\$ 40,280.36	43.49%
BUILDING INSPECTIONS					
GENERAL FUND	\$ 59,193.00	\$ 3,624.09	\$ 23,265.76	\$ 35,927.24	39.30%
TRUST & AGENCY	\$ 18,820.00	\$ 828.01	\$ 5,235.65	\$ 13,584.35	27.82%
ANIMAL CONTROL	\$ 4,050.00	\$ -	\$ -	\$ 4,050.00	0.00%
TOTAL PUBLIC SAFETY	\$ 1,322,583.00	\$ 117,018.57	\$ 520,387.68	\$ 802,195.32	39.35%
PUBLIC WORKS					
ROADS & STREETS					
GENERAL FUND	\$ 50,750.00	\$ 792.00	\$ 48,592.00	\$ 2,158.00	95.75%
TORT LIABILITY	\$ 22,000.00	\$ -	\$ 16,645.40	\$ 5,354.60	75.66%
ROAD USE TAX FUND	\$ 340,002.00	\$ 16,857.63	\$ 160,936.02	\$ 179,065.98	47.33%
TRUST & AGENCY	\$ 78,418.00	\$ 3,975.88	\$ 26,999.53	\$ 51,418.47	34.43%
STREET LIGHTING - GENERAL FUND	\$ 45,000.00	\$ 3,869.69	\$ 19,828.25	\$ 25,171.75	44.06%
SOLID WASTE - GENERAL FUND	\$ 333,562.00	\$ -	\$ 115,432.82	\$ 218,129.18	34.61%
TOTAL PUBLIC WORKS	\$ 869,732.00	\$ 25,495.20	\$ 388,434.02	\$ 481,297.98	44.66%
TOTAL HEALTH & SOCIAL SERVICES	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CULTURE & RECREATION					
LIBRARY					
GENERAL FUND	\$ 209,621.00	\$ 13,299.60	\$ 104,106.41	\$ 105,514.59	49.66%
TORT LIABILITY	\$ 10,000.00	\$ -	\$ 7,323.78	\$ 2,676.22	73.24%
TRUST & AGENCY	\$ 43,518.00	\$ 3,548.50	\$ 21,742.70	\$ 21,775.30	49.96%
PARKS & RECREATION					
GENERAL FUND	\$ 267,669.00	\$ 28,847.01	\$ 113,287.30	\$ 154,381.70	42.32%
TORT LIABILITY	\$ 10,000.00	\$ -	\$ 6,408.92	\$ 3,591.08	64.09%
TRUST & AGENCY	\$ 43,280.00	\$ 2,701.66	\$ 18,044.37	\$ 25,235.63	41.69%
CEMETERY					

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
GENERAL FUND	\$ 141,908.00	\$ 4,201.72	\$ 75,582.09	\$ 66,325.91	53.26%
TORT LIABILITY	\$ 5,000.00	\$ -	\$ 2,247.09	\$ 2,752.91	44.94%
TRUST & AGENCY	\$ 34,225.00	\$ 1,277.78	\$ 8,365.09	\$ 25,859.91	24.44%
CIVIC CENTER					
GENERAL FUND	\$ 17,900.00	\$ 814.92	\$ 6,401.37	\$ 11,498.63	35.76%
COMMUNITY & CULTURAL DEV.	\$ 30,000.00	\$ 689.25	\$ 11,491.93	\$ 18,508.07	38.31%
LOCAL CABLE ACCESS	\$ 22,741.00	\$ 216.85	\$ 15,439.40	\$ 7,301.60	67.89%
HISTORIC PRESERVATION	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.00%
TOTAL CULTURE & RECREATION	\$ 837,862.00	\$ 55,597.29	\$ 390,440.45	\$ 447,421.55	46.60%
COMMUNITY & ECONOMIC DEV.					
ECONOMIC DEVELOPMENT	\$ 92,500.00	\$ 10,000.00	\$ 37,866.90	\$ 54,633.10	40.94%
PLANNING & ZONING	\$ 14,000.00	\$ 5,082.00	\$ 25,606.06	\$ (11,606.06)	182.90%
TIF DEBT SERVICE	\$ 170,779.00	\$ 31,949.00	\$ 31,949.00	\$ 138,830.00	18.71%
TIF LMI MEADOWS PT 4	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	0.00%
TOTAL COMMUNITY & E.D.	\$ 307,279.00	\$ 47,031.00	\$ 95,421.96	\$ 211,857.04	31.05%
GENERAL GOVERNMENT					
MAYOR & COUNCIL					
GENERAL FUND	\$ 19,000.00	\$ 12,161.59	\$ 16,896.82	\$ 2,103.18	88.93%
TRUST & AGENCY	\$ 3,248.00	\$ 1,007.30	\$ 1,244.25	\$ 2,003.75	38.31%
CLERK & TREASURER					
GENERAL FUND	\$ 239,898.00	\$ 14,264.84	\$ 106,316.83	\$ 133,581.17	44.32%
TORT LIABILITY	\$ 13,000.00	\$ -	\$ 8,405.78	\$ 4,594.22	64.66%
TRUST & AGENCY	\$ 58,192.00	\$ 3,145.01	\$ 24,653.15	\$ 33,538.85	42.37%
LEGAL SERVICES	\$ 27,000.00	\$ 1,500.00	\$ 11,343.00	\$ 15,657.00	42.01%
TOTAL GENERAL GOVERNMENT	\$ 360,338.00	\$ 32,078.74	\$ 168,859.83	\$ 191,478.17	46.86%
GO DEBT SERVICE	\$ 789,653.00	\$ 750.00	\$ 91,811.25	\$ 697,841.75	11.63%
CAPITAL PROJECTS					
(308) PARK IMPROVEMENTS	\$ 14,827.00	\$ -	\$ -	\$ 14,827.00	0.00%
(321) WIDENING WAPSI CREEK	\$ 1,000,000.00	\$ 510,036.64	\$ 543,021.88	\$ 456,978.12	54.30%
(324) WW TREATMENT FACILITY 2021	\$ 1,100,000.00	\$ 104,612.81	\$ 104,857.81	\$ 995,142.19	9.53%
(326) ROUNDABOUT MAIN & CEDAR	\$ -	\$ -	\$ 62,302.50	\$ (62,302.50)	#DIV/0!
(331) CEDAR JOHNSON RD RECON	\$ 4,000,000.00	\$ 294,177.29	\$ 2,112,970.18	\$ 1,887,029.82	52.82%
(332) W MAIN ST IMPROVEMENT	\$ 100,000.00	\$ -	\$ 15,972.50	\$ 84,027.50	15.97%
TOTAL CAPITAL PROJECTS	\$ 6,214,827.00	\$ 908,826.74	\$ 2,839,124.87	\$ 3,375,702.13	45.68%

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
BUSINESS TYPE ACTIVITIES					
WATER FUND	\$ 637,280.00	\$ 33,689.51	\$ 354,411.39	\$ 282,868.61	55.61%
WATER SINKING FUND	\$ 135,040.00	\$ 12,676.01	\$ 12,676.01	\$ 122,363.99	9.39%
SEWER FUND	\$ 515,250.00	\$ 24,754.29	\$ 204,556.43	\$ 310,693.57	39.70%
SEWER FUND SPECIAL	\$ 641,280.00	\$ 82,772.69	\$ 82,772.69	\$ 558,507.31	12.91%
STORM WATER UTILITY	\$ 39,905.00	\$ 1,032.60	\$ 18,045.92	\$ 21,859.08	45.22%
TOTAL BUSINESS TYPE ACTIVITIES	\$ 1,968,755.00	\$ 154,925.10	\$ 672,462.44	\$ 1,296,292.56	34.16%
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	\$ 61,927.62	\$ 147,712.38	29.54%
SEWER FUND	\$ 710,823.00	\$ 53,438.89	\$ 320,633.34	\$ 390,189.66	45.11%
STORM WATER UTILITY	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0.00%
TOTAL NON-DEPARMENTAL TRANSFERS	\$ 2,052,795.00	\$ 63,760.16	\$ 382,560.96	\$ 1,670,234.04	18.64%
TOTAL FOR ALL FUNCTIONS	\$ 14,723,824.00	\$ 1,405,482.80	\$ 5,549,503.46	\$ 9,174,320.54	37.69%

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

001-GENERAL FUND

50.00% 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	382,560.96	18.64	1,670,234.04
TOTAL PUBLIC SAFETY	1,322,583.00	117,018.57	520,387.68	39.35	802,195.32
TOTAL PUBLIC WORKS	869,732.00	25,495.20	388,434.02	44.66	481,297.98
TOTAL HEALTH & SOCIAL SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	837,862.00	55,597.29	390,440.45	46.60	447,421.55
TOTAL COMMUNITY & ECON DEVELOP	307,279.00	47,031.00	95,421.96	31.05	211,857.04
TOTAL GENERAL GOVERNMENT	360,338.00	32,078.74	168,859.83	46.86	191,478.17
TOTAL DEBT SERVICE	789,653.00	750.00	91,811.25	11.63	697,841.75
TOTAL CAPITAL PROJECTS	6,214,827.00	908,826.74	2,839,124.87	45.68	3,375,702.13
TOTAL BUSINESS TYPE/ENTERPRISE	1,968,755.00	154,925.10	672,462.44	34.16	1,296,292.56
TOTAL EXPENDITURES	14,723,824.00	1,405,482.80	5,549,503.46	37.69	9,174,320.54



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: February 2, 2026

AGENDA ITEM: Claims for February 2, 2026

PREPARED BY: Jessica Brown, Deputy City Clerk
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DATE: February 2, 2026

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**2/2/2026**

ACTION SEWER & SEPTIC	CLEAN SEWER LINE	683.50
AMAZON.COM	VARIOUS ITEMS - LIBRARY, P & R	524.81
ASCAP	MUSIC LICENSE FEE	458.00
BOOMERANG	CEDAR JOHNSON RD PAY EST 8	264,095.77
GOERDT INSPECTION	BLDG INSPECTIONS	1,344.00
HAWKINS	CHEMICALS	2,705.05
MOTOROLA SOLUTIONS	POLICE BODY CAMERA BUNDLES	28,361.20
STATE INDUSTRIAL PRODUCTS	CHEMICALS	265.62
STERICYCLE	SHREDDING SERVICES	98.98
UNIV OF IOWA SCHOOL	STRATEGIS PLAN SRVS 2ND INST	12,500.00
WHITE CAP	SNOW FENCE - PW	87.55
TOTAL		311,124.48

PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS**2/2/2026****67,890.58****PAID BETWEEN MEETINGS**

ACTION SEWER & SEPTIC	CLEAN SEWER LINES	474.00
AERO RENTAL	BOOM LIFT RENTAL - LIGHTS	597.50
AMAZON.COM	VARIOUS ITEMS- PD, LIBRARY	511.68
APPARATUS TESTING SERVICE	PUMP TESTING - FIRE	837.50
BARNHART'S CUSTOM SERVICES	SAND FOR DEICING	437.50
BEAN & BEAN	GRAVE OPENINGS	2,600.00
BOUND TREE MEDICAL	MEDICAL SUPPLIES - FIRE	239.80
CHOPPERS GRINDING SERVICE	BRUSH PILE GRINDING & HAULING	8,000.00
CORRIDOR ENERGY COOP	STREET LIGHTS	332.38
CULLIGAN WATER	WATER SOFTENER SERVICE	31.49
E O JOHNSON	COPIER MAINTENANCE - LIB	193.17
EMPATHY STUDIOS	ONLINE TRAINIG - LIBRARY	764.10
HAWKINS	CHEMICALS	2,811.36
HEIMAN FIRE EQUIPMENT	FIRE EXTINGUISHER - FIRE	120.00
HI-LINE	VEHICLE REPAIR PARTS - PW	271.17
HOTSY CLEANING SYSTEMS	FILTER & PARTS - FIRE	43.68
IMWCA	IMWCA FY26 INSTALLMENT 7	3,768.00
IOWA ASSN. MUN. UTILITIES	QUARTLY SAFETY TRAINING DUES	1,027.00
KANOPY	ON DEMAND VIDEO SERVICE	28.00
LRS HOLDINGS	TRASH & RECYCLING NOV 2025	39,838.00
LYNCH'S EXCAVATING	WATER MAIN SERVICE REPAIR - PW	4,451.00
MAINSTAY SYSTEMS	APC BATTERY BACKUP- PD	255.00
MEDIACOM	CABLE SERVICES	41.90
MISCELLANEOUS VENDOR	GLENDA COOK:CANCELLED EVENT	50.00
OLSON, KEVIN D	LEGAL SERVICES - JANUARY 2026	1,500.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	520.49

PARKSIDE SERVICE	TIRE INSTALLATION & RIM - PW	30.00
STATE HYGIENIC LAB	LAB ANALYSIS	1,046.50
TOTAL WATER TREATMENT	WATER TREATMENT TANKS- FIRE	423.50
USA BLUE BOOK	WATER TESTING SUPPLIES	170.17
WEST BRANCH TIMES	LEGAL PUBLICATIONS & PW JOB AD	1,586.50
WEX BANK	VEHICLE FUEL	1,254.33
SISCO	HEALTH CLAIMS 1-26-2026	4.91
SISCO	HEALTH CLAIMS 1-20-2026	14.25
METLIFE	INSURANCE PREMIUM	2,387.38
SISCO	INSURANCE PREMIUM	17,614.09
DONAHUES CARPET & UPHOLSTERY	CARPET CLEANING - CITY	384.90
IOWA LAW ENFORCEMENT ACADEMY	TRAINING - PD	50.00
NAPA AUTO PARTS	5 GALLONS PREMIUM FLUID - PW	156.89
US BANK	CREDIT CARD PURCHASES	1,767.39
VERIZON WIRELESS	VERIZON WIRELESS	424.81

TOTAL		97,060.34
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GRAND TOTAL EXPENDITURES		476,075.40
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FUND TOTALS

001 GENERAL FUND	131,051.36
031 LIBRARY	7,543.84
110 ROAD USE TAX	7,703.38
112 TRUST AND AGENCY	34,583.40
324 WW TREATMT FAC IMP 2021	262,895.39
331 CEDAR JOHNSON RD RECONS	1,200.38
600 WATER FUND	19,074.54
610 SEWER FUND	11,439.57
740 STORM WATER UTILITY	583.54

GRAND FUND TOTAL	476,075.40
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	MOTOROLA SOLUTIONS	POLICE BODY CAMERA BUNDLES	28,361.20
			TOTAL:	28,361.20
BUILDING INSPECTIONS	GENERAL FUND	GOERDT INSPECTION & CONSULTATION SERVI	BLDG INSPECTIONS	1,344.00
			TOTAL:	1,344.00
PARK & RECREATION	GENERAL FUND	AMAZON.COM.CA.,INC.	SNOWBALL SPRINT DECOR - P&	31.96
			TOTAL:	31.96
COMM & CULTURAL DEVEL	GENERAL FUND	ASCAP	MUSIC LICENSE FEE	458.00
			TOTAL:	458.00
ECONOMIC DEVELOPMENT	GENERAL FUND	UNIV OF IOWA SCHOOL OF PLANNING & PUBL	STRATEGIS PLAN SRVS 2ND IN	12,500.00
			TOTAL:	12,500.00
CLERK & TREASURER	GENERAL FUND	STERICYCLE, INC.	SHREDDING SERVICES	98.98
			TOTAL:	98.98
LIBRARY	LIBRARY	AMAZON.COM.CA.,INC.	PAPER	27.58
			WINTER READING SUPPLIES	135.49
			BOOKS & DVDS	170.58
			BOOKS	19.98
			CALENDAR - LIBRARY	8.99
			BOOKS	16.50
			BOOKS - LIBRARY	46.74
			BOOKS	16.50
			BOOKS	50.49
			TOTAL:	492.85
ROADS & STREETS	ROAD USE TAX	WHITE CAP L.P.	SNOW FENCE - PW	65.98
			SNOW FENCE - PW	21.57
			TOTAL:	87.55
CAPITAL PROJECT	WW TREATMT FAC IMP	BOOMERANG CORP	WW TREATMENT PAY ESTIMATE	262,895.39
			TOTAL:	262,895.39
CAPITAL PROJECT	CEDAR JOHNSON RD R	BOOMERANG CORP	CEDAR JOHNSON RD PAY EST 8	1,200.38
			TOTAL:	1,200.38
WATER OPERATING	WATER FUND	HAWKINS INC.	CHEMICALS	2,705.05
			TOTAL:	2,705.05
SEWER OPERATING	SEWER FUND	ACTION SEWER & SEPTIC SERVICES INC.	CLEAN SEWER LINE	683.50
		STATE INDUSTRIAL PRODUCTS	CHEMICALS	265.62

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
WATER OPERATING	WATER FUND	HENDRICKSON, RYAN	US REFUNDS	69.13
			TOTAL:	1,018.25

===== FUND TOTALS =====	
001	GENERAL FUND 42,794.14
031	LIBRARY 492.85
110	ROAD USE TAX 87.55
324	WW TREATMT FAC IMP 2021 262,895.39
331	CEDAR JOHNSON RD RECONS 1,200.38
600	WATER FUND 2,774.18
610	SEWER FUND 949.12

	GRAND TOTAL: 311,193.61



City of West Branch

FISCAL YEAR 2026-2027
BUDGET PRESENTATION

Birdseye View

FINAL FY-27 Budget Summary									
December Reserves	Projected Beginning Balance	Projected Revenue	Projected Expenses	Rev vs. Exp	Transfers In	Transfers Out	To/From Fund Balance	Projected Ending Balance	
General Fund	\$3,107,330	#####	\$2,351,273	\$226,253	\$0	\$137,323	\$28,324	#####	
Fire Reserve	\$214,053	\$0	\$0	\$0	\$0	\$0	\$0	\$214,053	
Police Reserve Fund	\$150,727	\$0	\$0	\$0	\$0	\$0	\$0	\$150,727	
Cemetery	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Parks and Rec Reserve	\$17,340	\$0	\$0	\$0	\$0	\$0	\$0	\$17,340	
Public Works Reserve	\$14,660	\$0	\$0	\$0	\$0	\$0	\$0	\$14,660	
Signs Actions Investm	\$8,057	\$0	\$0	\$0	\$0	\$0	\$0	\$8,057	
Park Equipment Reserve	\$24,246	\$0	\$0	\$0	\$0	\$0	\$0	\$24,246	
Civic Center Active Fun	\$57,821	\$6,000	\$35,300	-\$29,300	\$17,900	\$0	-\$12,000	\$45,821	
Memorial Garden	\$414	\$0	\$0	\$0	\$0	\$0	\$0	\$414	
Splash Pad Reserve	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$100	
Library Reserve	\$132,774	\$36,400	\$215,123	-\$178,723	\$180,023	\$0	\$1,300	\$134,074	
Special Revenues									
Tort and Liability	-\$17,286	\$118,000	\$117,000	\$1,000	\$0	\$0	\$1,000	-\$16,286	
Road Use Tax	\$304,473	\$351,260	\$339,227	\$12,033	\$0	\$0	\$12,033	\$316,505	
Employee Benefits	\$557,132	\$238,665	\$550,331	-\$311,666	\$0	\$0	-\$311,666	\$245,466	
Local Option	\$659,841	\$265,000	\$0	\$265,000	\$0	\$614,003	\$203,597	\$863,438	
TIF	\$233,877	\$476,178	\$177,500	\$298,678	\$0	\$235,678	\$5,000	\$236,877	
LMITIF	\$131,615	\$0	\$0	\$0	\$0	\$0	\$0	\$131,615	
Revolving Loan Fund	\$137,082	\$0	\$0	\$0	\$0	\$0	\$0	\$137,082	
Debt Service	\$392,532	\$803,293	\$926,333	#####	\$463,164	\$0	\$366,124	\$758,656	
Capital Improve. Reser	\$390,532	\$146,105	\$0	\$146,105	\$0	\$0	\$146,105	\$536,637	
ARPA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
W. Main Stormwater Im	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	
Park Imp. Pedersen Val	\$14,827	\$0	\$0	\$0	\$0	\$0	\$0	\$14,827	
Downtown East Redev	\$172,413	\$0	\$0	\$0	\$0	\$0	\$0	\$172,413	
Relocation of Water &	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Widening Wappi Creek	-\$530,187	\$150,000	\$100,000	\$50,000	\$0	\$0	\$50,000	-\$480,187	
I-80 W Relocation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
W/W Treatment Fac Imp	-\$24,858	\$0	\$0	\$0	\$0	\$0	\$0	-\$24,858	
Roundsabout	\$34,198	\$0	\$0	\$0	\$0	\$0	\$0	\$34,198	
Sponsored Water Qual	-\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	-\$20,000	
East Side Mains Phase	\$320,332	\$0	\$0	\$0	\$0	\$0	\$0	\$320,332	
East Side Mains Phase	\$358,718	\$0	\$0	\$0	\$0	\$0	\$0	\$358,718	
Cedar Johnson Road F	\$358,718	\$0	\$30,000	-\$30,000	\$0	\$0	-\$30,000	\$328,718	
Main Street Reconstruct	\$546,302	\$0	#####	#####	\$0	\$0	#####	-\$753,698	
Semi Rerouting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Permanent Funds									
Cemetery Perpetual	\$147,325	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000	\$157,325	
Krowth Principal Fund	\$53,434	\$1,500	\$0	\$1,500	\$0	\$0	\$1,500	\$60,334	
Krowth Interest Fund	\$27,845	\$0	\$0	\$0	\$0	\$0	\$0	\$27,845	
Enterprise Funds									
Water Funds	\$536,880	\$930,000	\$635,117	\$294,883	\$0	\$78,000	\$216,883	\$753,763	
Sinking Water Fund	\$62,648	\$0	\$60,700	-\$60,700	\$60,700	\$0	\$0	\$62,648	
Sewer Fund	\$904,164	#####	\$483,323	\$655,077	\$0	\$667,482	-\$12,405	\$891,759	
Sewer Fund Special	\$684,151	\$0	\$641,120	-\$641,120	\$641,120	\$0	\$0	\$684,151	
Storm Sewer	\$259,872	\$74,000	\$37,761	\$36,239	\$0	\$0	\$36,239	\$295,111	
TOTAL	\$12,030,566	#####	#####	#####	#####	#####	\$569,966	#####	

Budget Overview

Assumptions

- 4.0% increase in full time permanent wages.
- 2.9% inflation
- 7.8% increase in health insurance
- 25% increase in liability insurance
- Does not take into account any property tax reform.
- Adam tells the story/Heidi has the exact #'s

Highlights

- W. Main Street Resurfacing
- Grant Writing
- Park Improvements
- Fire Chief
- Savings for Water Filter Replacements
- Solid Waste Freeze
- Hotel Motel Decreases.
- LOST Decreases.
- Assuming the same Franchise Fee numbers.

General Fund Budget

Overall:

- Revenues: \$2,577,526
- Expenditures: \$2,346,579
- Net Surplus: \$33,018

The combined general fund tax levy remains will be reduced from

- Taxable growth 6.72%
- Real growth 3.61%
- Actual gain \$67,000-Industrial Rollback \$20,000 **\$47,000**

Cemetery

Revenues: \$10,000

Expenditures: \$117,075

General funding: \$132,000 (25% decrease)

Highlights:

- \$30,000 Resurfacing of Cemetery Road, if backfill continues.
- Without purchasing a mower the budget is reduced by roughly 25%

GF Road, Streets, Lighting

Revenues: \$4,000

Expenditures: \$51,250 (1% increase)

Highlights:

- \$30,000 for tree trimming.
- \$18,750 for vehicle set aside.



Police Budget Summary

Revenues: \$24,232

Expenditures: \$638,180 (0.1% increase)

Highlights:

- Cuts to misc. equipment as radios are working efficiently.
- Budgets overtime for HHTD, Summer Kick off, and
- \$13,000 in training:
 - ILEA
 - Weapons Instructor Certification
 - National SRO Conference (Assumes franchise fees pass)



A photograph of firefighter gear, including six yellow helmets and several brown and yellow turnout coats, hanging on a wooden rack against a brick wall. The scene is dimly lit, with a warm, orange glow from the bottom of the frame.

Fire Budget Summary

Revenues: \$219,225

Expenditures: \$288,500

General funding: \$407,900 (28% increase)

Highlights:

- Full Time-Fire Chief Position
- Three month Fire Chief transition.
- Continued savings for equipment purchases.

iStock[™]
Credit: Lawrey

Call Breakdown by Month

Month	Fire	Lift Assist	Medical	MVA	Standby	Totals
Dec	6	9	39	6		60
Jan	7	4	32	12		55
Feb	5	4	34	3	1	47
March	18	2	20	5	1	46
April	21	3	30	8		62
May	7	3	32	5		47
June	4	8	37	7		56
July	7	2	45	15	1	70
Aug	9	4	41	7	2	63
Sept	8	1	33	3	2	47
Oct	12	4	41	9	3	69
Nov	12	2	41	6		61
Totals	116	46	425	86	10	683



Library Budget Summary

Revenues: \$35,100

Expenditures: \$215,000 (2.6% increase)

Highlights:

- Cut collections
- Reduce firewall software costs
- New Furnace
- Planting and Maintenance contract.
- Patio improvements

iStockTM
Credit: Kobus Louw

HS Trail



Parks & Recreation

Parks Revenue: \$27,000

Parks Expenses: Funding: \$271,000 (1% increase)

Highlights:

- Improvements
- Lions Shelter Rehab.
 - Pickleball Court Painting.
 - Beranek Park Trail Improvements
 - Seeking Grants For HS Trail.



Johnson County Letter of Support



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

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

January 2, 2025

Re: Herbert Hoover Highway Trail Connection

To Whom it May Concern:

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

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

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

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

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

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

Best regards,

Brad Freidhof
Interim Director

Johnson County
to West Branch
trail construction
is projected to
start
spring/summer
of 2027.

Town Hall:

Revenues: \$6,000

Expenditures: \$18,000

Highlights:

- 67% increase in revenue compared to last three years.
- Modernizes locking system for staff and renters.
- Matching grant for Town Hall Improvements



Hotel Motel Fund

Revenue: \$30,000

Hotel Motel Highlights:

- \$15,500 Main Street.
- \$15,000 Goes to Savings.



Community & Cultural

Revenues:\$0

Expenditures: \$20,000 (56% cut)

Highlights:

- \$5,000 HHTD Sponsorship.
- \$4,000 Community Events.
- \$8,000 Holiday Lights and Others.



Economic Development:

Revenues: \$0

Expenditures: \$36,000

Highlights:

- \$4,000 to Greater Iowa City
- \$10,000 Nuisance Enforcement
- \$15,000 Main Street Dues
- \$5,000 for X-Mas Lights



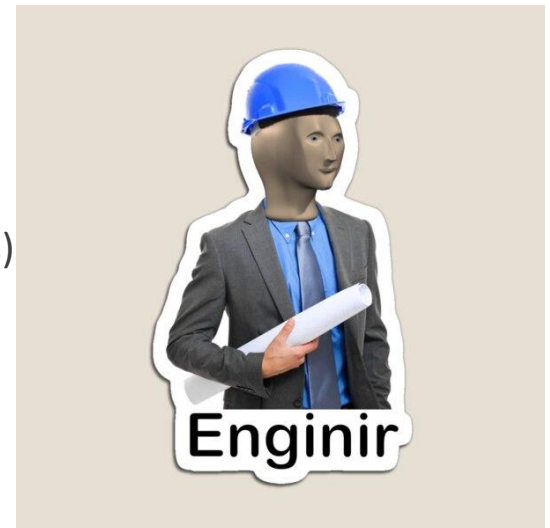
Planning and Building Permits

Revenues:\$93,000

Expenditures: \$99,578

Highlights:

- \$32,746 Building Inspection Labor.
- \$40,000 Planning and Zoning: (Development engineer charges)
- \$26,832 to Contracted Inspector.



Garbage and Recycling

Revenues: \$352,616

Expenditures: \$352,616

Highlights:

- 6% increase in recycling and trash for growth only. Raises in rates will occur next year.
- Breakeven account.





City Office/Treasurer

Revenues:\$19,000

Expenditures: \$236,000 (-1% increase)

Highlights:

- Decrease in salaries total as we expect no transition positions.
- \$17,000 in training same as last year
- \$9,000 in legal advertising
- Google suite and Tyler membership increases
- 19,000 in alcohol/tobacco permits, escrows, peddler, reimbursements, and other permits.

Conclusion

Assumptions

- 4.0% increase in full time permanent wages.
- 2.9% inflation
- 7.8% increase in health insurance
- 25% increase in liability insurance
- Does not take into account any property tax reform.
- Not exact numbers.

Highlights

- W. Main Street Resurfacing
- Grant Writing
- Park Improvements
- Fire Chief
- Savings for Water Filter Replacements
- Solid Waste Freeze

THE END!



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: February 2, 2026

AGENDA ITEM: Third Reading Ordinance 834 – Amending Chapter 69 – No Parking Zones
--

PREPARED BY: Alycia Friis, City Clerk
--

DATE: January 29, 2026

BACKGROUND:

After discussion at the City Council Meeting on December 15, 2025, it was agreed that an amendment to City Ordinance Chapter 69.08 (15)(c) is needed. Item #2 will be removed from the Ordinance to make the specified area a No Parking area on the West Side of N 4th Street, with the exception of only the area in Item #1.

69.08 NO PARKING ZONES.

15. Streets beginning with “N” with no parking zones.

A. North Fifth Street. The west side of North Fifth Street.

B. North First Street. The east side of North First Street that lies north of East Green Street.

C. North Fourth Street. The east side of North Fourth Street from East Main Street to the north City limits, and on the west side of North Fourth Street except in the following instances:

(1) The west side of North Fourth Street from the north curb line of East Main Street to a point north approximately 120 140 feet.

(2) ~~The west side of North Fourth Street from a point 115 feet to the north of the north curb line of the intersection of East College Street and North Fourth Street to the intersection of North Fourth Street and East Orange Street.~~

ORDINANCE NO. 834

AN ORDINANCE AMENDING CHAPTER 69 – NO PARKING ZONES

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

1. Amendment. Section 69.08 (15)(c), is hereby amended by deleting item number 2 in it's entirety:

69.08 NO PARKING ZONES.

15. Streets beginning with "N" with no parking zones.

A. North Fifth Street. The west side of North Fifth Street.

B. North First Street. The east side of North First Street that lies north of East Green Street.

C. North Fourth Street. The east side of North Fourth Street from East Main Street to the north City limits, and on the west side of North Fourth Street except in the following instances:

(1) The west side of North Fourth Street from the north curb line of East Main Street to a point north approximately ~~120~~ 140 feet.

(2) ~~The west side of North Fourth Street from a point 115 feet to the north of the north curb line of the intersection of East College Street and North Fourth Street to the intersection of North Fourth Street and East Orange Street.~~

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 5nd day of February, 2026.

First Reading: January 5, 2026
Second Reading: January 20, 2026
Third Reading: February 2, 2026

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk

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



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: February 2, 2026

AGENDA ITEM:	Resolution 2026-07- Setting a Planning and Zoning Hearing Date of March 24, 2026 and City Council Meeting of April 6, 2026
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PREPARED BY:	City Administrator, Adam Kofoed
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DATE:	January 29, 2026
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SUMMARY:

There are two resolutions that will be brought forward to the planning and zoning commission for their advisory opinion.

1. Adding the state Accessory Dwelling Unit (ADU) law into our Code of Ordinances.
2. Creating an ordinance which provides setback flexibility for decks around above ground pools.

RESOLUTION NO. 2026-07

RESOLUTION SETTING PUBLIC HEARINGS ON PROPOSED AMENDMENTS TO THE WEST BRANCH ZONING CODE REGARDING ACCESSORY DWELLING UNITS AND PERMITTED OBSTRUCTIONS IN REQUIRED YARDS.

WHEREAS, the City administration has drafted two (2) ordinances that would amend the West Branch Zoning Code regarding accessory dwelling units and permitted obstructions in required yards; and

WHEREAS, prior to making changes to the zoning code, the Planning and Zoning Commission and City Council must hold public hearings; and

WHEREAS, the City Council now desires to set said public hearings.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, Iowa, that a public hearing on the proposed amendments to the West Branch Zoning Code at the Planning and Zoning Commission is hereby set for Tuesday, March 24, 2026 at 7:00 p.m., in the Council Chambers at City Hall, 110 N. Poplar Street, West Branch, Iowa 52358. Further, the City Clerk is directed to publish notice of said public hearing as required by law.

BE IT FURTHER RESOLVED that a public hearing will also be held in front of the City Council on Monday, April 6, 2026, at 7:00 p.m., in the Council Chambers at City Hall, 110 N. Poplar Street, West Branch, Iowa. Further, the City Clerk is directed to publish notice of said public hearing as required by law.

Passed and approved this 2nd day of February, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: February 2, 2026

AGENDA ITEM:	Resolution 2026-08 Approving a Building Plan for the Honey Den Remodel./ Move to Action.
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PREPARED BY:	City Clerk, Alycia Friis
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DATE:	January 29, 2026
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BACKGROUND:

The Honey Den is looking to remodel it's building and update it's outside footprint. The building plans and description of work that is being done is enclosed in this packet to show the concept. They would like to begin the work of putting up the trusses next week.

This plan was passed and approved by the Planning and Zoning Commission on January 27, 2026.

RESOLUTION NO. 2026-08

RESOLUTION APPROVING THE BUILDING PLAN FOR THE PROPOSED REMODEL OF
THE HONEY DEN AND MAIN STREET SWEETS

WHEREAS, the owner of the buildings that house the Honey Den and Main Street Sweets has had a building plan developed and is looking to renovate the inside of and outside presence of the buildings; and

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

WHEREAS, said Building Plan complies with the requirements of the Code of Ordinances of the City of West Branch and has been approved by the Main Street West Branch Board due to being within the Main Street area of West Branch.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the building plan for the remodel of the Honey Den and Main Street Sweets is hereby approved.

Passed and approved this 2nd day of February, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



Historical Preservation Committ

BUILDING PERMIT APPLICATION

****New construction of commercial, industrial or multi-family (3-or more dwellings) require a Site Plan Application to be submitted and approved by the Planning & Zoning Commission and City Council prior to a building permit being issued.**

Project Description: ☒ Commercial ☐ Industrial ☐ Multi-family (3 or more units)

Project Address 106 E. Main Street & 104 E Main St (GIS address for both is 106 E. Main)

Parcel #: 050013081010020

Applicant Name: Tiffany Leschke-Frederick

Applicant Address: 512 290th St. West Branch, Iowa 52358

Phone: 224-628-1309 **Email:** thehoneydeniowa@gmail.com

Structure Use: Retail Store and Ice Cream/Restaurant **Max Occupancy:**

Total Square Footage (finished) 775 & 1128 **(Unfinished)** Basement is 630

Valuation* \$150,000 The Project Valuation shall include total value of work, including materials and labor,

for which the permit is being issued, including electrical, gas, mechanical, plumbing equipment and permanent systems. If, in the opinion of the Building Official, the valuation is underestimated on the application, the final building permit valuation shall be set by the Building Official.

Owner Name Tiffany Leschke-Frederick **Phone** 224-628-1309

Mailing Address 512 290th St. West Branch, Iowa 52358

Email Thehoneydeniowa@gmail.com

Architect or Engineer Name: **Phone**

Mailing Address

Email

General Contractor Partner Home Advantage **Phone**

Mailing Address

Email

Electrical Contractor Oasis Electric or Advanced Electric

Plumbing Contractor Lynchs Plumbing

Address	115 S 2nd St, West Branch, IA 52358	Lic#	Phone
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HVAC Contractor Climate Engineers

Address	3005 Robins Road Hiawatha, IA 52233	Lic#	Phone
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Water & Sewer Contractor Lynch's Plumbing

Address	Lic#	Phone
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I hereby certify that I have read and examined and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does presume to give authority to violate or waive the provisions of any other laws required by Federal, State, and City or covenants regulating construction or the performance of construction. Any unapproved changes herein shall make the application invalid.

Applicant Signature _____ Date _____

Please print above name here Tiffany Leschke-Frederick

[illegible]☐ Approved ☐ Denied

Permit No. _____

Zoning Administrator _____ Date _____

Permit Fee _____

Water & Sewer Connection Fee_____

Water Meter & Radio Read Fee _____

Sidewalk Recording Fee_____

Knox Box Fee_____

Wastewater Lift Station Connection Fee (if applicable) _____

Inspection Fees: \$50 for each re-inspection for a failed inspection (to be billed as occurred)

*Total Fees: _____

*Certificate of Occupancy will not be issued until all fees have been paid.

INSTRUCTIONS FOR Commercial, Industrial and Multi-family building permits

1. Confirming property lines, buried utilities, easements, restrictive covenants, or association requirements are strictly the responsibility of the owner and/or contractor. It is the responsibility of the owner and/or contractor to locate and be able to substantiate exact locations of lot pins.
2. IOWA ONE CALL (811 or 800-292-8989) must be notified prior to excavation of any kind.
3. Every *permit* issued shall become invalid unless the work authorized by such *permit* is commenced within 180 days after its issuance, or if the work authorized by such *permit* is suspended or abandoned for a period of 180 days after the time the work is commenced.
4. **Required Information: submit to the City Office, 110 N. Poplar or email:**
permits@westbranchiowa.org
 - ☐ Complete building permit application (signed and dated)
 - ☐ 2 sets of building plans, no larger than 11x17, or Pdf
 - ☐ Erosion control in place and maintained during construction – permits will not be issued until an initial inspection of the site is conducted and required controls are in place.
5. **Required Inspections:** the yellow inspection sheet must be displayed in a conspicuous place on the job
 - **Footings** - must be inspected prior to being poured.
 - **Underslab plumbing** - must be inspected prior to backfilling trenches.
 - **Water & Sewer service connections**
 - **Electric & Gas Service**
 - **Rough in** - inspection of rough plumbing, electrical, mechanical and framing must be done prior to the installation of insulation and drywall.
 - **Sidewalks** - must be installed according to Chapter 136.07 WB Code of Ordinances.
 - **Final** – final inspection must be passed before a certificate of occupancy will be issued. All inspection fees must be paid prior to issuance of Certificate of Occupancy.
6. **Contact the Zoning Administrator / Building Inspector at 319-330-9806 at least 48 hours in advance of an inspection request.**

DESIGN CONCEPT PROPOSAL

April 1, 2025

The Honey Den, 106 Main Street, West Branch, IA

Project #02124-Updated



Design recommendations are based upon field inspection during the site visit and/or information provided by the owner/tenant and are conceptual only. They are not intended for construction purposes. Additional consultation, or the use of specialized consultants including a licensed architect or engineer, may be required for additional design development and for individual issues or concerns. Prior to beginning any work, consult with local officials to ensure compliance with local codes and ordinances.



Existing building viewed from Main Street. Material changes indicate the phasing of additions to the building, most prominently the old auto shop building on the right, and the newest addition to the left, identifiable by its hipped roof.

NOTES

The property at 106 Main Street consists of a circa 1920's auto service station with a small, attached building constructed to the west. A later addition extends north from the east side of the building. The service station building currently houses a restaurant, *Main Street Sweets*, while the addition houses a candy store, *The Honey Den*. The business owners of *The Honey Den* have recently acquired the building and the adjacent 104 Main Street as part of their plans to expand their business. The owners plan to make facade improvements to the building and expand its footprint, solidifying the business as a downtown destination, in coordination with the adjacent *Main Street Sweets*. The purpose of this design proposal is to provide recommendations on expanding the building's footprint, establishing better curb appeal, and better activating the courtyard space in front of the businesses as a shared hub. This proposal has been updated to reflect a need for a food packaging area to support their growing candy shipping business.

- We recommend building a small addition on the west edge of the building to create additional retail floor space and a new primary entrance with street presence. The proposed plan extended the hipped roof over the addition with a flat-roofed section in the center. A second addition extends from the addition with a separate roofline. There are two options for roofing the second addition;

- a) Option A: Utilizes a flat roof with a short parapet. This option creates a lower-profile roofline on the second addition. We recommend a membrane roof such as TPO.
 - b) Option B: Utilizes a shed roof sloping towards the street. This option would allow for architectural shingles or metal roof to be installed. Ensure the pitch is a minimum 3:12 and properly installed per manufacturers specifications for low-slope applications.
- We recommend residing the building with new clapboard siding in a smooth finish. Siding should have a 3-4" reveal to reflect the "Boomtown" style siding of nearby buildings. Wood or cement board siding are suitable options that are durable and have a quality finish. Avoid vinyl siding.
- We recommend utilizing the corner of the new addition to establish a grander and no-step entry.
- We recommend adding a new restroom that conforms to ADA accessibility standards. The proposed plan utilizes existing plumbing in the existing kitchen area for the restroom, allowing for a larger storage/food packaging and prep area. [ADA tax credits](#) are available through the IRS to help offset the cost of accessibility improvements.
- We recommend building a new smaller elevated deck from 104 Main with new ADA ramp and stairwells for better connection between businesses. We recommend using a wire railing system, or similar low-visibility railing. This will help to maintain an open feeling. We recommend an apron screening around the deck to keep out animals. The ADA ramp and patio stair are placed to create a similar experience to both routes.
- We recommend installing strand lighting over the patio/deck areas to encourage outdoor use in the evenings and to support extended business hours. We also recommend installing gooseneck lights on the new addition.
- We recommend incorporating new planting areas and using a permeable paving material for the patio to aid with stormwater management.
- We recommend black or dark bronze windows/doors on the new addition and for replacement windows on the front façade. We recommend enlarging the front windows by lowering the sills and maintaining the same headers.
- We recommend a neutral color palette for the buildings siding and roof, and using accent features to add color and interesting features. This will allow the greater flexibility and reduce the cost of making changes. Ideal areas to incorporate accent colors include:
 - a) Business signage
 - b) Gooseneck lighting
 - c) Outdoor furniture
 - d) Entry door
 - e) Canvas awning
 - f) Murals/Sculptural elements
- There is ample storage space in the basement of the building. We recommend utilizing this area for storage. For better access to the basement entrance, we recommend installing a secondary entrance/exit on the east

wall as shown in the floor plan. This would also provide connectivity to the side pathway for street and alley parking connectivity. The door can be limited for staff use only if desired.

- The *Main Street Sweets Building* has a classic auto shop typology. We recommend accentuating this by removing clap board siding, which is likely covering brick, and installing new doors within infilled openings as shown. We recommend black or dark bronze for new windows/doors.
- We recommend removing the timber awning and residing the false front between the two businesses with a neutral architectural siding option.
- We recommend installing a fixed or retractable canvas awning above the primary storefront window. This will enhance the “candy shop” aesthetic.
- There is opportunity to incorporate retro or modern graphics to advertise business offerings and possibilities for to incorporate interactive sculptural elements in the courtyard as shown.
- We recommend new updated signage to promote business branding. Add business identifying signage. Consider multiple scales – larger signage on the upper façade is more visible from a distance, while vinyl letter signage on doors and windows is at a pedestrian scale. We recommend a projecting sign for the *Honey Den* on the corner of the 106 building and mounted signage on the upper façade of 104 for *Main Street Sweets*.

Main Street Iowa recommendations follow the [Secretary of Interior's Standards](#) for the rehabilitation of historic buildings. Additional information on technical guidance can be found in [Preservation Briefs](#) prepared by the National Park Service.

COLOR SCHEME

Benjamin Moore paint colors and Sunbrella awning fabric is shown here for reference. Appearance of color samples will vary depending on computer screen or printer – view actual samples for color matching.



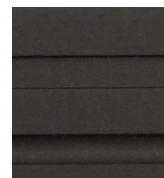
#HC-138



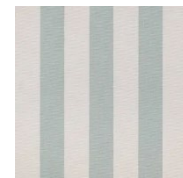
#OC-68



Charcoal



Dark Bronze



#4987-0000

Main Street Iowa design staff is available to provide continued assistance as the project progresses. Please contact Sarah Lembke (515.348.6181 or sarah.lemcke@iowaeda.com) or Keegan Hall (515. 348.6186 or keegan.hall@iowaeda.com) with any questions, requests for technical information or project updates.



Option A: Concept rendering from Main Street showing addition with covered corner entry, and second addition with flat roof and parapet. The exterior cladding is removed from the Main Street Sweets building and updated windows.



DESIGN CONCEPT

Project #20124-Updated

The Honey Den, 106 Main Street, West Branch, IA

Date: April 1, 2025



Option B: Concept rendering from Main Street showing addition with covered corner entry, and second addition with shed roof.



DESIGN CONCEPT

Project #20124-Updated

The Honey Den, 106 Main Street, West Branch, IA

Date: April 1, 2025



Concept Rendering showing new entry. The extended roofline creates a covered entry. The approach is regraded to provide an accessible entry. The nook between the building and deck allows access to the sewer clean-out and opportunity for a playful sculptural feature.



DESIGN CONCEPT

Project #20124-Updated

The Honey Den, 106 Main Street, West Branch, IA

Date: April 1, 2025



Concept Rendering showing new patio with ADA compliant ramp. Foldable picnic tables provide flexible seating that can be easily stowed away during periods of inclement weather.

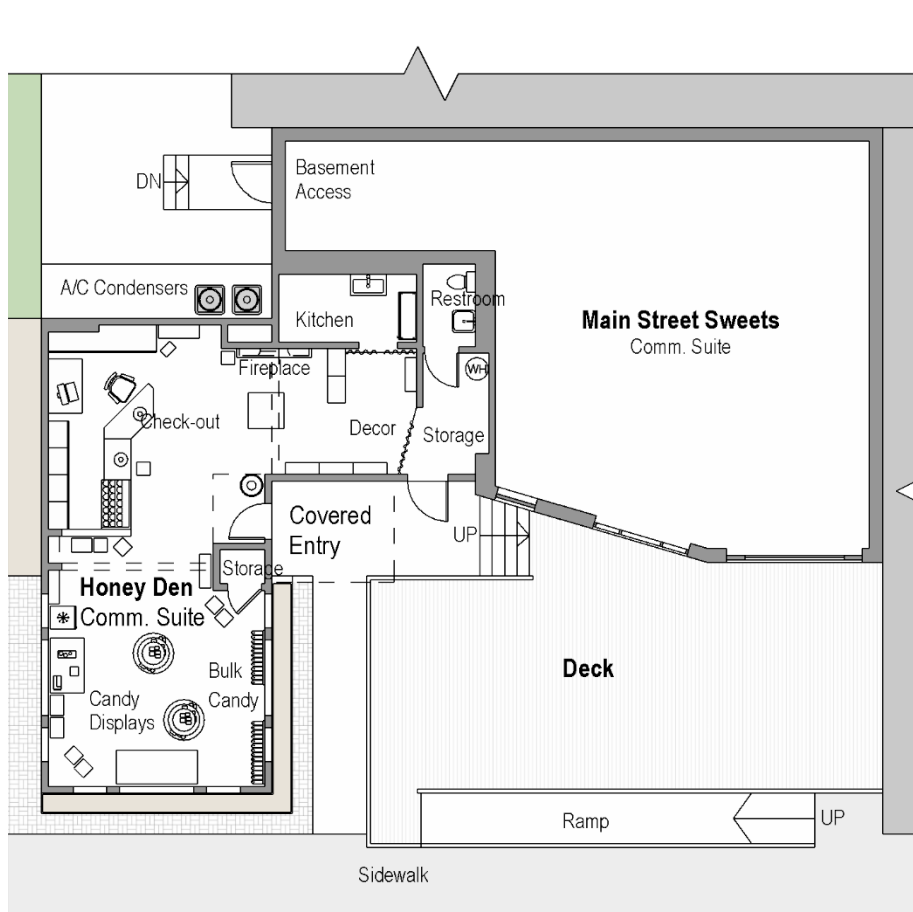


DESIGN CONCEPT

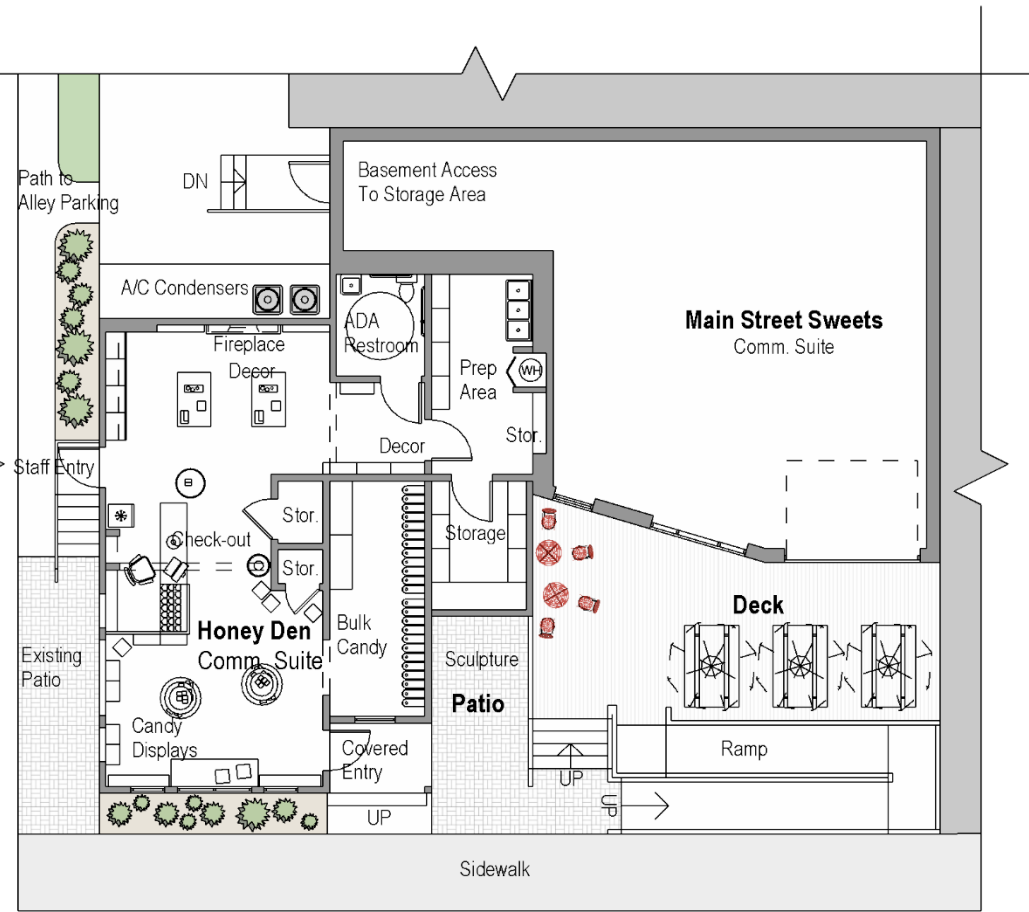
Project #20124-Updated

The Honey Den, 106 Main Street, West Branch, IA

Date: April 1, 2025



EXISTING FLOOR PLAN



PROPOSED FLOOR PLAN



DESIGN CONCEPT

Project #20124-Updated

The Honey Den, 106 Main Street, West Branch, IA

Date: April 1, 2025



MAIN STREET *SWEETS*

CANDY SWEETS DECOR SASS

THE HONEY DEN
Bakery & More
BUSINESS HOURS
Mon-Fri 9am-5pm
Sat 9am-4pm
Sun 12pm-4pm





REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: February 2, 2026

AGENDA ITEM:	Resolution 2026-09 – Setting a date for Consultation and a date for a Public Hearing on the Proposed Amendment No. 9 to the Amended and Restated West Branch Urban Renewal Plan.
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PREPARED BY:	Adam Kofoed, City Administrator
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DATE:	January 29, 2026
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SUMMARY:

A consultation meeting between the city, school district, and board of supervisors must be held in advance of a public hearing on an urban renewal area.

This is not a vote of support for a new urban renewal amendment. It is a vote to set public hearing dates:

February 26: 10:00am Consultation with other taxing entities.

February 17: 7:00pm City Council public hearing

Note: For urban renewal area amendments, mailed letters are not required. City Administration still will send letter given public interest and feedback.

RESOLUTION NO. 2026-09

RESOLUTION SETTING A DATE FOR CONSULTATION AND A DATE FOR A PUBLIC HEARING ON THE PROPOSED AMENDMENT NO. 9 TO THE AMENDED AND RESTATED WEST BRANCH URBAN RENEWAL PLAN.

WHEREAS, the City Council of the City of West Branch has heretofore deemed it necessary and desirable to prepare Amendment No. 9 to the Amended and Restated West Branch Urban Renewal Plan, said Amended and Restated West Branch Urban Renewal Plan being approved in May, 2016, by the West Branch City Council; and

WHEREAS, the City Attorney has prepared said Amendment No. 9 to the Amended and Restated West Branch Urban Renewal Plan; and

WHEREAS, Chapter 403 of the Code of Iowa requires prior to passage of an Urban Renewal Plan Amendment, the holding of a consultation among the affected taxing entities and the publication and holding of a public hearing.

NOW, THEREFORE, the City Council of the City of West Branch, Cedar County, Iowa, hereby set a consultation date for Tuesday, February 10th, 2026, at 10:00 a.m. in the Council Chambers at City Hall. Further, the City Clerk is directed that said Notice of Consultation be sent to the affected taxing entities, along with a proposed copy of the Amended and Restated West Branch Urban Renewal Plan.

BE IT FURTHER RESOLVED, that the City Council shall hold a public hearing at 7:00 p.m. on Tuesday, February 17, 2026 on the proposed Amendment No. 9 to the Amended and Restated West Branch Urban Renewal Plan in the Council Chambers at City Hall.. Further, the City Clerk is directed to publish notice of said public hearing as required by law.

Passed and approved this 2nd day of February, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: February 2, 2026

AGENDA ITEM: Resolution 2026-10 Hiring Kenneth Burmeister for the Streets Maintenance position

PREPARED BY: Public Works Director, Matt Goodale

DATE: January 27, 2026

BACKGROUND: In December the position for Streets Maintenance was posted to fill an open position on Public Works. After receiving more than 25 applications we offered interviews to six. Interviews were conducted by Mayor Laughlin, Finance Director Heidi Van Auken and Public Works Director Matt Goodale. After reviewing all interviews and applications a unanimous decision was made to offer the position to Kenneth.

Kenneth brings with him a class A cdl, semi, dump truck and garbage truck driving experience as well as a variety of skills in framing, roofing, equipment operation, street repairs, concrete repairs, snow plowing, mechanic skills and a desire to work for the city. We believe Kenneth will be a good fit with the rest of the Public Works department and look forward to having him on staff.

Kenneth's start date will be February 3, 2026.

RESOLUTION 2026-10

A RESOLUTION HIRING KENNETH BURMEISTER AS A STREETS MAINTENANCE WORKER FOR THE CITY OF WEST BRANCH, IOWA, AND SETTING THE SALARY FOR THE POSITION FOR FY26.

WHEREAS, the City of West Branch is interested in hiring Kenneth Burmeister as a Streets Maintenance worker with the Public Works Department.

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

Section 1. That the City of West Branch, Iowa will hire Kenneth Burmeister as a Streets Maintenance worker.

Section 2. Employee start date will be February 3, 2026.

Section 3. The following person and position named shall be paid the hourly wage indicated and the Finance Officer or City Clerk is authorized to issue warrants/checks, less legally required or authorized deductions for the amounts set out below, and make such contributions to IPERS and Social Security or other purposes as required by law or authorization of the Council:

Position	Name	Wage	Basic Hours
Streets Maintenance	Kenneth Burmeister	\$22.00/hour	40/week

Section 4. The above named employee is subject to the City of West Branch Personnel Policies and Procedures applicable to their department.

Section 5. This resolution will be effective upon final passage of the City Council.

Passed and approved this 2nd day of February, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: February 2, 2026

AGENDA ITEM:	Resolution 2026-11 Approving an agreement with Hoover Presidential Foundation regarding Hoover-Ball.
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PREPARED BY:	Parks & Recreation Director, Erin Laughlin
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DATE:	January 27, 2026
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BACKGROUND:

As was the case last year, the adult and youth Hoover-Ball tournaments are supported by the Hoover Presidential Foundation. The Foundation provides assistance in several ways, including granting permission to use its Hoover-Ball courts on Main Street as a backup location to Village Green, holding the Hoover-Ball trademark, supporting event promotion, and sharing equipment. These examples represent just a portion of the Foundation's overall support this contract covers.

RESOLUTION 2026-11

**A RESOLUTION APPROVING AN AGREEMENT WITH HOOVER PRESIDENTIAL
FOUNDATION REGARDING HOOVER-BALL**

WHEREAS, the West Branch Parks and Recreation Director and the Hoover Presidential Foundation have heretofore negotiated an agreement for the splitting of duties and responsibilities for Hoover-Ball at Hoover's Hometown Days; and

WHEREAS, this Agreement (see Exhibit A) requires approval of the City Council.

NOW, THEREFORE, It Is Resolved by the Council of the City of West Branch, Iowa, that the City Council of the City of West Branch that the Agreement is hereby approved. Further, the Mayor and City Clerk are hereby directed to execute the agreement on behalf of the City.

Passed and approved this 2nd day of February, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



Hoover's Hometown Days Youth & Adult Hoover-Ball Activities Contract Agreement

The purpose of this agreement is for the City of West Branch Parks and Recreation Department to assist with the execution of Hoover-Ball as part of Hoover's Hometown Days.

This Agreement ("Agreement") is made and entered into as of January 1, 2026, between The City of West Branch (Party A) located at 110 N Poplar St., West Branch, Iowa and the Hoover Presidential Foundation (Party B) located at 127 W Main Steet, West Branch, Iowa, collectively referred to as the "Parties".

1. Services:

Party A agrees to provide the following services:

- Coordinating logistics and managing all activities for Youth and Adult Hoover-Ball tournaments during Hoover's Hometown Days and Youth Camps in advance
- Purchasing new equipment or fixing any equipment needing to be repaired after the contract date begins including but not limited to balls, nets, etc.
- Keep the championship trophies updated and kept at a mutually agreed-upon location
- List Party B on insurance for games played on Party B's property
- Storage of all existing equipment

Party B agrees to provide the following:

- Allowing Party A use of the Hoover-Ball courts for Championship games and other Hoover-Ball-related activities as approved by Party B so long as the property belongs to Party B
- Allow Party B use of all existing Hoover-Ball equipment including adult nets, youth nets, ect. for Youth and Adult Hoover-Ball championship games and Youth Camp as well as activities outside the tournament weekend
- Use of balls and nets for non-tournament activities outside the Tournament weekend
- Support advertising (unpaid) of the championship games, in coordination with Party A
- Grants Party A permission to use the Hoover-Ball trademark for the purposes outlined in this agreement
- Maintain and keep the HPF Hoover-Ball webpage up to date, including a link to the HHTD Hoover-Ball webpage

2. Term: This Agreement shall commence on January 1, 2026, and continue until August 31, 2026, unless terminated earlier as provided herein.

3. Payment: No money will be exchanged in consideration for the services provided in this agreement.



4. Termination: Either Party may terminate this Agreement nine (9) months prior to Hoover's Hometown Days by providing written notice to the other Party.

5. Confidentiality: Both Parties agree to maintain the confidentiality of any proprietary or confidential information obtained during the course of this Agreement.

6. Indemnification: Both parties agree to hold the other harmless from and against any and all claims, damages, losses, and expenses arising out of or resulting from this agreement.

7. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa.

8. Entire Agreement: This Agreement constitutes the entire understanding between the Parties with respect to the subject matter hereof and supersedes all prior agreements and understandings, whether written or oral.

9. Amendments: This Agreement may only be amended in writing and signed by both Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first above written.

Hoover Presidential Foundation

City of West Branch
Mayor Roger Laughlin

Date

Date



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: February 2, 2026

AGENDA ITEM:	Resolution 2026-12 Approving an Agreement with Hoover Hometown Days regarding Hoover-Ball./ Move to Action
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PREPARED BY:	Parks & Recreation Director, Erin Laughlin
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DATE:	January 26, 2026
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BACKGROUND:

The Parks and Recreation Department would like to enter into a new one-year agreement with Hoover's Hometown Days to continue partnering on the planning and execution of the adult and youth Hoover-Ball tournaments. The only change from last year's agreement is that the contract would now be directly with Hoover's Hometown Days, rather than Main Street West Branch, as the event has transitioned to its own organization led by an independent volunteer committee. As both organizations continue to adjust to the changes that come with the first one to two years of managing large-scale events, a one-year term is appropriate. In the future, both parties anticipate exploring a longer-term agreement, as continued collaboration is clearly in the best interest of all involved.

RESOLUTION 2026-12

**A RESOLUTION APPROVING AN AGREEMENT WITH HOOVER'S HOMETOWN
DAYS ORGANIZATION REGARDING HOOVER-BALL**

WHEREAS, the West Branch Parks and Recreation Director and the Hoover's Hometown Day organization have heretofore negotiated an agreement for the splitting of duties and responsibilities for Hoover-Ball at Hoover's Hometown Days; and

WHEREAS, this Agreement (see Exhibit A) requires approval of the City Council.

NOW, THEREFORE, It Is Resolved by the Council of the City of West Branch, Iowa, that the City Council of the City of West Branch that the Agreement is hereby approved. Further, the Mayor and City Clerk are hereby directed to execute the agreement on behalf of the City.

Passed and approved this 2nd day of February, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



Hoover's Hometown Days Youth & Adult Hoover-Ball Activities Contract Agreement

The purpose of this agreement is for the City of West Branch Parks and Recreation Department to assist with the execution of Hoover-ball as part of Hoover's Hometown Days.

This Agreement ("Agreement") is made and entered into as of January 1, 2026, between The City of West Branch (Party A) located at 110 N Poplar St West Branch Iowa and Hoover's Hometown Days (Party B) located at 110 Bickford Drive West Branch Iowa, collectively referred to as the "Parties".

1. Services:

Party A agrees to provide the following services:

- Set up and tear down for Youth and Adult Hoover-Ball championship games and Youth Camps as part of Hoover's Hometown Days
- Coordinating logistics and managing all activities for Youth and Adult Hoover-Ball tournaments during Hoover's Hometown Days and Youth Camps in advance
- Support advertising and promotion of Youth and Adult Hoover-Ball championship games and Youth Camp
- Securing any volunteers needed to staff the above events
- Coordinating and executing the registration process including pre-registrations and walk-up registrations
- Oversee selection, ordering, and inventory of trophies, shirts, medals, and all other supplies with a mutually agreed on budget
- Storage of newly purchased supplies
- Coordination and execution of Hoover-Ball equipment usage agreement with the Hoover Presidential Foundation
- Allow Party B to exclusively solicit donations and/or sponsors related to Hoover-Ball and retain any profit from said contributors to support future Hoover's Hometown Days activities

Party B agrees to provide the following:

- Provide an annual budget to reasonably pay for all Youth Hoover-Ball and Adult Hoover-Ball expenses during Hoover's Hometown Days including equipment, supplies, advertising and prizes - to be reviewed and mutually agreed upon by both parties annually
- Holding the insurance for Youth and Adult Hoover-Ball events during Hoover's Hometown Days
- Securing permits required for Youth and Adult Hoover-Ball to occur during Hoover's Hometown Days
- Allow Party A to keep any profit from Hoover-Ball Tournament registration fees



2. Term: This Agreement shall commence on January 1, 2026, and continue until August 31, 2026, unless terminated earlier as provided herein.

3. Payment: No money will be exchanged in consideration for the services provided in this agreement.

4. Termination: Either Party may terminate this Agreement nine (9) months prior to Hoover's Hometown Days by providing written notice to the other Party.

5. Confidentiality: Both Parties agree to maintain the confidentiality of any proprietary or confidential information obtained during the course of this Agreement.

6. Indemnification: Both parties agree to hold the other harmless from and against any and all claims, damages, losses and expenses arising out of or resulting from this agreement.

7. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa.

8. Entire Agreement: This Agreement constitutes the entire understanding between the Parties with respect to the subject matter hereof and supersedes all prior agreements and understandings, whether written or oral.

9. Amendments: This Agreement may only be amended in writing and signed by both Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first above written.

CITY:

Hoover's Hometown Days:

By: _____
Roger Laughlin, Mayor

By: _____

ATTEST:

Print name and title

By: _____
Alycia Friis, City Clerk