



CITY COUNCIL MEETING
Tuesday, February 17th, 2026 - 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 February 2, 2026 City Council meeting.
 - b. Approve Minutes from the February 9, 2026 City Council Budget Workshop.
 - c. Approve renewal of Liquor License for Casey's
 - d. Approve renewal of Liquor License for ELDR LLC, Little Lights
 - e. Approve Special Event Permit for Sand Volleyball Tournament at Beranek Park
 - f. Approve Claims for February 17, 2026.
7. Presentations/Communications/Open Forum
8. Public Hearings/Non-Consent Agenda
 - a. **Public Hearing** – Amendment #9 to the Amended and Restated Urban Renewal Plan./ Move to Action.
 - b. **Resolution 2026-13** Approving and Adopting Amendment No. 9 to the Amended and Restated Urban Renewal plan for the West Branch Urban Renewal Area./ Move to Action.
 - c. **Resolution 2026-14** Approving a date for a Public Hearing on Proposal to enter into a Sewer Revenue Loan and Disbursement Agreement and to borrow money thereunder in a principal amount not to exceed \$719,000./ Move to Action.
 - d. **Resolution 2026-15** setting a Public Hearing on a proposed Certification Agreement with the Iowa State Historic Preservation Officer./ Move to Action.
 - e. **Resolution 2026-16** setting a Public Hearing date for April 6, 2026 for the Max Proposed Property Tax Levy Rate for Fiscal Year 2027./ Move to Action.
9. Discussion
10. City Administrator Report
11. City Attorney Report
12. City Engineer Report
13. City Staff Reports
14. Comments from Mayor and Council Members
15. Motion to adjourn.

Mayor: Roger Laughlin • **Council Members:** Colton Miller, 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**

**February 2, 2026
5:30 p.m.**

Mayor Laughlin called the West Branch City Council regular meeting to order at 5:30 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, City Clerk Alycia Friis, Finance Officer Heidi Van Auken, Police Chief Greg Hall, Fire Chief Kevin Stoolman, Public Works Director Matt Goodale, Library Director Jessie Shaffer, Parks and Rec Director Erin Laughlin

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve Minutes from the January 20, 2025 City Council meeting.

Approve WBFD New Membership

Approve December Financials

Approve Claims for February 2, 2026.

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	GLENDIA 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		<u>97,060.34</u>
GRAND TOTAL EXPENDITURES		476,075.40

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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REVENUE-FISCAL YEAR 2025	DECEMBER
FUND	
001 GENERAL FUND	84,767.60
022 CIVIC CENTER	500.00
026 SIGNS ACCIONA DONATION	80.48
031 LIBRARY	3,211.20
036 TORT LIABILITY	1,688.14
110 ROAD USE TAX	27,841.74
112 TRUST & AGENCY	8,511.54
121 LOCAL OPTION SALES TAX	52,891.04
125 TIF	26,425.41
126 TIF LMI MEADOWS PT 4	(17,517.74)
226 DEBT SERVICE	4,925.40
300 CAPITAL IMPROVEMENT RESERVE	1,917.80
501 KROUTH PRINCIPAL FUND	593.47
502 KROUTH INTEREST FUND	277.25
600 WATER FUND	71,008.87
610 SEWER FUND	90,650.12
740 STORM WATER UTILITY	6,034.50
TOTAL	363,806.82

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM – NONE

Discussion/Move to Action –

FY27 Budget Discussion – Kofoed shared a general overview of the use of the General Funds. Each department head shared any changes within their budget with the Mayor and Council. Cemetery work- with 1/3 of the roads worked on last year, again this year there will be another 1/3 of the roads worked on with next year being the completion of this project. Roads, Streets, Lights – tree trimming will continue and funds set aside for vehicles to replace the Osh Kosh next year. Police – A small salary increase is planned along with DARA training that will be hosted here in West Branch. Fire – The main change for this fund will be the salary for a fulltime fire chief. Parks and Red – Changing the lawn care provider along with adding back in swimming with the reopening of the Tipton pool. Cameras will be added to Beranek Park in FY27, mulch will be added to the playgrounds, laser level of the fields at Cubby Park and Laughlin and Friis are working on grants for the trail to connect the Johnson County trail and to run in front of the High School. Town Hall – Laughlin is working with MSWB on matching grant funds to be able to do some work to the town hall building. Library – Standard inflation has added a slight increase to the operating funds for the Library along with looking to replace the oldest furnace and one of the remote doors to the building. Clerk/Administration – slight increase in the budget for a new auditing firm and expenses, contract labor and a new website; while overall salaries and election items will be lower this FY. Garbage & Recycle – This is a break even account, so there should be no change this year to this one.

PUBLIC HEARING / NON-CONSENT AGENDA

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 its 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 5th day of February, 2026.

First Reading: January 5, 2026

Second Reading: January 20, 2026

Third Reading: February 2, 2026

Motion by Miller, second by Dean to approve and adopt Ordinance 834 Amending Chapter 69. AYES: Miller, Dean, Noel, Horihan, Sexton. NAYS: Motion carried

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.

Motion by Miller, second by Noel to approve Resolution 2026-07. AYES: Miller, Noel, Horihan, Sexton, Dean. NAYS: Motion carried.

Resolution 2026 – 08 Approving the Building Plan for the proposed remodel of the Honey Den and Main Street Sweets./ Move to Action.

Motion by Sexton, second by Miller to approve Resolution 2026-08. AYES: Sexton, Miller, Dean, Horihan, Noel. NAYS: None. Motion carried.

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.

Motion by Miller, second by Dean to approve Resolution 2026-09. AYES: Miller, Dean, Sexton, Noel, Horihan. NAYS: None. Motion carried.

Resolution 2026-10 Hiring Kenneth Burmeister for the Streets Maintenance Position./ Move to Action.

Motion by Miller, second by Dean to approve Resolution 2026-10. AYES: Miller, Dean, Sexton, Noel, Horihan, Miller. NAYS: None. Motion carried.

Resolution 2026-11 Approving an Agreement with Hoover Presidential Foundation regarding Hoover-Ball./ Move to Action.

Motion by Miller, second by Dean to approve Resolution 2026-11. AYES: Miller, Dean, Sexton, Horihan, Noel. NAYS: None. Motion carried.

Resolution 2026-12 Approving an Agreement with Hoover’s Hometown Days regarding Hoover-Ball./ Move to Action.

Motion by Sexton, second by Miller to approve Resolution 2026-09. AYES: Sexton, Miller, Horihan, Noel, Dean. NAYS: None. Motion carried.

CITY ADMINISTRATOR REPORT – Next Monday, February 9th, will be the 2nd work session at 5:30pm and there will be a more in depth discussion on the various areas of the FY27 proposed budget.

CITY ATTORNEY REPORT – Follow up on the nuisance citation for the house on Main Street, is that there is a current contract to sell the home. Lawyer Olsen provided a list of the items that would need to be corrected

following the sell of the home in order to provide the buyer with the expectation from the city before purchasing the property.

CITY ENGINEER REPORT – None

STAFF REPORTS- None

COMMENTS FROM MAYOR AND COUNCIL MEMBERS –

Discussion about the potential for the old Mexico Lindo building. The Mayor and Administrator will reach out to the owner and discuss options. The question of where we are at with resurfacing Main Street and it was shared that V&K was working on a plan/projection. The question of a manually operated street light to put in place of the temporary stop signs at the High School entrance. There will be more work done to see about this option and the funding. A question of on the water break on Greenview that keeps happening and where we are at on it. This has been listed as a priority for project work and will be looked at.

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 6:39 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
Work Session**

**February 9, 2026
5:30 p.m.**

Mayor Laughlin called the West Branch City Council work session to order at 5:30 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, City Clerk Alycia Friis, Finance Officer Heidi Van Auken, Public Works Director Matt Goodale, and Library Director Jessie Shaffer.

Discussion/Move to Action –

FY27 Budget Work Session – Kofoed shared a trial budget summary with assumptions and highlights, with the Mayor and Council. Solid Waste will run the same this year with revenue and expenditures, with a 3% increase each year following. There was a review of how fund accounting works for the Council and Mayor, along with some guides on “where do my taxes go?” and “How are my taxes spent?” graphs and information. West Branch relies more on property tax and inter funds transfers for our budget with our rate of growth and size. The question of “Where does all of my money go that is paid to the city?”, was answered with property tax, water sewer, permits, and solid waste being the big ticket items. In breaking down the 9 of the areas of the overall budget that are then broken into multiple line accounts, highlights of the changes or if things would remain the same. Tort Liability – Insurance is going up and we will be asking 16% more on the overall levy to cover this inflation. FICA and Employee Benefits – There is an 11% deduction in FICA and 100% decrease in group insurance to expend some of our extra funds for this area. Overall this will provide a decrease to our residents property tax bill. This will provide an approximate \$47.00 decrease for every \$110,000.00 that a property is assessed at with these deductions. LOST – Prior to 01/01/2025, we could only use LOST funds for Parks and Recreation improvements. That was then expanded to Parks and Rec, Public Safety and infrastructure. Discussion on how to utilize these funds was had with one of the main topics being to take the over \$400k that is earmarked for Parks and Rec, and utilize these funds to pay down our SRF loan that was used to build Cubby Park. Further discussion will take place on the breakdown of the use of the funds. Debt Services – The \$316,000 from this fund and \$567,000 from other funds such as sewer, LOST, Water, etc., are used to pay our bond payments semi-annually. Capitol Improvement – These funds are collected to hold a reserve for the City for further improvement down the road. TIF – Down this year due to a developer being done with TIF. Funds are being transferred to other areas such as for our new Fire Chief, bond payments, etc. Road Use Tax – Expenses are up 3% with addition to the salt budget, nuisance maintenance, and vehicle set aside. Public Works is working with the salt and sand mixture and making their own mixture with some pretreated salt as well to reduce the overall annual cost. Water – Similar to previous budget amount. There will be a few minor plant repairs, \$138,000 transfer to the bond, new meters purchased due to our growth and to replace older less efficient meters. We will maintain the tower maintenance contract as it is going really well. \$75,000 will go to utilities and some funds will be used to replace older pipes as well that are wearing down and over 40 years old. Sewer – Funds will be similar to previous budgets with money earmarked for utilities, potentially a john boat or pontoon to work with the air hoses in the lagoon. The team is looking at a used option that they can work with to make it ideal for the public works team to use for this maintenance. There are some increases in liability insurance with our equipment and there will be some vehicle replacement funds set aside as well. Stormwater – We will be utilizing \$100,000 of this fund to pay the overage of the Wapsie Creek widening project. Wages for the city employees will be in the range of 4% this year with a 1% merit and 3% cost of living.

ADJOURNMENT

Motion to adjourn by Miller, second by Noel. Motion carried on a voice vote. City Council meeting adjourned at 7:05 p.m.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: February 17, 2026
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AGENDA ITEM:	Approve a Class E Retail Alcohol license for Casey's Genral Store #3463, 615 S Downey St, West Branch.
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PREPARED BY:	City Clerk, Alycia Friis
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DATE:	February 12, 2026
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BACKGROUND:

Renewal is effective March 31, 2026 through March 30, 2027.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: February 17, 2026
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AGENDA ITEM:	Approve a Class C Retail Alcohol license for ELDR LLC (Little Lights), 2 Ember Ln, West Branch.
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PREPARED BY:	City Clerk, Alycia Friis
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DATE:	February 12, 2026
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BACKGROUND:

Renewal is effective February 28, 2026 through February 28, 2027.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: February 17, 2026
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AGENDA ITEM:	Approve a Special Event Permit for the All Night Sand Volleyball Tournament group.
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PREPARED BY:	City Clerk, Alycia Friis
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DATE:	February 12, 2026
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BACKGROUND:

The event will take place at Beranek Park from Friday, August 14, 2026 to Sunday morning, August 16, 2026.

Due to issues that arose last year around this event, there are questions from various departments on this event and how it will be held this year. This is an opportunity for Q&A to ensure things are in place this year for the event.



Special Event Permit Application

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

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

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

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

FOR CITY OFFICE USE:

Approved by _____ Date of Approval 2-17-26

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

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

Other _____

Notes: _____



Special Event Permit Application

Event Title/Name: All-Night Sand Volleyball Tournament

Event Organization: organizer- Abbey Christoffel Phone: 712-229-5507

Organization Address: _____ Tax ID #: _____

City: _____ State: _____

Event Website: _____ Event Email: _____

Event Coordinator Name and Title: Abbey Christoffel

Event Coordinator Email: alchristoffel@live.com

Event Coordinator Cell Number: 712-229-5507

Event Coordinator Address: 217 N 6th St. IA 52358
State: _____ Zip Code: _____

City: West Branch

Description of Event: Sand volleyball tournament (~20-24 teams) that typically lasts all day + evening Adults only-18+

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.

Beraneck Park

Event set up will begin: (date, day of the week and time)	Event will begin: (date, day of the week, and time)	Event will end: (date, day of the week, and time)	Removal and clean-up will be completed: (date, day of the week, and time)
<u>Friday, Aug. 14th @ 5pm</u>	<u>Sat., Aug. 15th @ 8am</u>	<u>Sun., Aug 16th @ 2 am</u>	<u>Sun., Aug. 16th @ 11am</u>

Maximum Number of Participants: ~200 Maximum Number of Vehicles: ~50-60
Will there be an admission fee? NO What is the admission fee? _____

Will food be sold? NO Organizers are responsible for making sure vendors have secured the appropriate permits.

Will alcohol be permitted or sold? Permitted/not sold
Organizers are responsible for insuring all permits have been obtained and all laws and regulations are followed.

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



Please list other agencies involved. _____

Traffic Control Plan (please attach diagram): Cars park in church parking lot,
park parking lot, along road leading into Beranek
Park, and possibly on gravel going around Beranek Park.



Public Notification Plan: IF necessary, will go to all neighboring houses and talk to get signatures letting them know of time/date of tournament.

Amplified Sound/Noise Plan: If noise were to be an issue, we would ask that music be turned down to acceptable levels.

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

Security Plan: NO need for security.

Restoration Plan: All tables/trash cans will be placed back ~~to~~ where they are intended to be, team camps will be picked up

Trash Management Plan: more trash cans needed at park during event - will be emptied into dumpster @ park.

Restroom Plan: Will need extra bathroom supplies.

Signs/Banner Plan: _____

Insurance policy: _____

Signature: Ally Christoff

Date: Friday, Feb. 16th 2026

***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



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: February 17, 2026
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AGENDA ITEM: Claims for February 17, 2026
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PREPARED BY: Jessica Brown, Deputy City Clerk
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DATE: February 17, 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**2/17/2026**

AMAZON.COM	VARIOUS ITEMS - LIBRARY, P&R	124.20
CEDAR COUNTY COOP	SPRAY FOR LAGOONS - PW	135.00
HD SUPPLY	BUILDING SUPPLIES - CITY	50.31
IOWA ONE CALL	UTILITY LOCATION SERVICES	22.50
JOHNSON COUNTY AUDITOR	CITY/SCHOOL ELECTION FEES	1,574.10
KANOPY	ON DEMAND VIDEO SERVICE	30.00
LRS HOLDINGS	TRASH & RECYCLING - JAN 2026	20,103.25
MOPPY MO'S	JANITORIAL SERVICES - LIBRARY, CITY	822.50
PACHECO, HUGO VINICIO	COMM. ROOM DOOR PAINT - LIB	325.00
STATE HYGIENIC LAB	LAB ANALYSIS	1,764.00
WB COMMUNITY SCHOOL	OPEN GYM RENT	880.00
TOTAL		25,830.86

**PAYROLL-WAGES, TAXES,
EMPLOYEE BENEFITS****2/13/2026 47,092.44**

PAID BETWEEN MEETINGS		
ALLIANT ENERGY	ALLIANT ENERGY	20,595.07
AT & T MOBILITY	WIRELESS SERVICE	228.26
BAKER & TAYLOR	BOOKS	121.92
E O JOHNSON	COPIER MAINTENANCE - CITY	138.83
IOWA ONE CALL	UTILITY LOCATION SERVICE	71.10
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	142.02
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,551.66
MIDWEST FRAME & AXLE	SNOW PLOW REPAIR	1,035.16
OVERDRIVE	DIGITAL & AUDIO BOOKS	49.64
QUILL	OFFICE SUPPLIES - POLICE	23.33
RECDESK	ANNUAL SUBSCRIPTION	6,394.50
STATE INDUSTRIAL PRODUCTS	SHOP SUPPLIES - PW	117.42
STEVENS EROSION CONTROL	MATTING FOR WATER TOWER - PW	550.00
VEENSTRA & KIMM	VARIOUS PROJECTS	17,709.60
WEX BANK	VEHICLE FUEL	1,046.96
MISCELLANEOUS VENDORS	UB REFUNDS	162.00
SISCO	HEALTH CLAIMS 2-2-2026	1,270.49
SISCO	HEALTH CLAIMS 2-9-2026	2.05
TOTAL		51,210.01

GRAND TOTAL EXPENDITURES**124,133.31****FUND TOTALS**

001 GENERAL FUND	63,631.76
022 CIVIC CENTER	1,039.25

031	LIBRARY	6,710.50
110	ROAD USE TAX	6,815.48
112	TRUST AND AGENCY	2,667.95
321	WIDENING WAPSI CREEK	7,210.80
331	CEDAR JOHNSON RD RECON	2,193.80
332	W MAIN ST IMPROVE	7,930.00
600	WATER FUND	12,032.25
610	SEWER FUND	13,545.08
740	STORM WATER UTILITY	<u>356.44</u>
GRAND FUND TOTAL		124,133.31

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
PARK & RECREATION	GENERAL FUND	WEST BRANCH COMMUNITY SCHOOLS	OPEN GYM RENT	90.00
			PK-2 BBALL GYM RENT	90.00
			5-6 BOYS TRAVEL BBALL GYM	210.00
			3RD GRADE BOYS BBALL GYM R	210.00
			5-6 BOYS TRAVEL BBALL REN	150.00
			3/4 & 5/6 COMP GYM RENT	130.00
			GYM FLOOR TAPE - LIBRARY	43.40
			TOTAL:	923.40
CLERK & TREASURER	GENERAL FUND	JOHNSON COUNTY AUDITOR MOPPY MO'S LLC HD SUPPLY, INC.	CITY/SCHOOL ELECTION FEES	1,574.10
			CLEANING SERVICES - CITY	175.00
			TOILET PAPER - CITY	50.31
			TOTAL:	1,799.41
SOLID WASTE	GENERAL FUND	LRS HOLDINGS, LLC	TRASH & RECYCLING - JAN 20	20,103.25
			TOTAL:	20,103.25
TOWN HALL	CIVIC CENTER	MOPPY MO'S LLC	CLEANING SERVICES - TOWN H	245.00
			TOTAL:	245.00
LIBRARY	LIBRARY	PACHECO, HUGO VINICIO HERNANDEZ KANOPY AMAZON.COM.CA., INC.	COMM. ROOM DOOR PAINT - LI	325.00
			ON DEMAND VIDEO SERVICE	30.00
			PROGRAM DECORATIONS	19.10
			BOOKS	29.49
		MOPPY MO'S LLC	BOOKS - LIBRARY	32.21
			JANITORIAL SERVICES - LIBR	402.50
			TOTAL:	838.30
WATER OPERATING	WATER FUND	IOWA ONE CALL	UTILITY LOCATION SERVICES	22.50
			TOTAL:	22.50
SEWER OPERATING	SEWER FUND	STATE HYGIENIC LAB CEDAR COUNTY COOPERATIVE	LAB ANALYSIS	1,764.00
			SPRAY FOR LAGOONS - PW	135.00
			TOTAL:	1,899.00

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===== FUND TOTALS =====
001 GENERAL FUND                22,826.06
022 CIVIC CENTER                 245.00
031 LIBRARY                      838.30
600 WATER FUND                   22.50
610 SEWER FUND                   1,899.00
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GRAND TOTAL:                    25,830.86
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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: February 17, 2026
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AGENDA ITEM: Public Hearing - Adopting Amendment No. 9 to the Amended and Restated Urban Renewal Plan.
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PREPARED BY: City Attorney, Kevin Olson
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DATE: February 12, 2026

SUMMARY:

Public Hearing to allow conversation on the following Urban Renewal Amendment:

The City Clerk published and posted a public hearing notice on the proposed amendment #9 of the Amended and Restated Urban Renewal Plan. The City of West Branch held a Consultation among the taxing entities on February 10, 2026. The City Council held a public hearing on the matter at the February 17, 2026 City Council meeting.

Having received no written comments, Amendment No. 9 to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area includes:

Amendment No. 9 designates the following area as an economic development area and is hereby added to the Urban Renewal Plan and reads as follows;

In Section III, the following additional property is added to the West Branch Urban Renewal Area to be designated as an economic development area:

Lot 1, Pedersen Valley, Part One, West Branch, Iowa

AMENDMENT NO. 9 TO THE WEST BRANCH AMENDED AND RESTATED
URBAN RENEWAL PLAN

WHEREAS, the City Council of the City of West Branch, via Resolution 1454, passed and approved on May 2, 2016, adopted the Amended and Restated West Branch Urban Renewal Plan, and recorded in Book 2016 at page 1268, Records of the Cedar County Recorder's Office; and

WHEREAS, the City Council of the City of West Branch, via Resolution 1740, passed and approved on September 17, 2018, adopted Amendment No. 1 to the Amended and Restated West Branch Urban Renewal Plan; and

WHEREAS, the City Council of the City of West Branch, via Resolution 1773, passed and approved on January 22, 2019, adopted Amendment No. 2 to the Amended and Restated West Branch Urban Renewal Plan, and

WHEREAS, the City Council of the City of West Branch, via Resolution 1969, passed and approved on January 4, 2021, adopted Amendment No. 3 to the Amended and Restated West Branch Urban Renewal Plan; and

WHEREAS, the City Council of the City of West Branch, via Resolution , passed and approved on March 7, 2022, adopted Amendment No. 4 to the Amended and Restated West Branch Urban Renewal Plan; and

WHEREAS, the City Council of the City of West Branch, via Resolution, passed and approved on May 2, 2023, adopted Amendment No. 5 to the Amended and Restated West Branch Urban Renewal Plan; and

WHEREAS, the City Council of the City of West Branch, via Resolution, passed and approved on October 16, 2023, adopted Amendment No. 6 to the Amended and Restated West Branch Urban Renewal Plan; and

WHEREAS, the City Council of the City of West Branch, via Resolution, passed and approved on October 7, 2024, adopted Amendment No. 7 to the Amended and Restated West Branch Urban Renewal Plan; and

WHEREAS, the City Council of the City of West Branch, via Resolution, passed and approved on June 2, 2025, adopted Amendment No. 8 to the Amended and Restated West Branch Urban Renewal Plan; and

WHEREAS, the City Council has deemed it necessary and desirable to add additional property to the Urban Renewal Area and Urban Renewal Projects to the Amended and Restated West Branch Urban Renewal Plan.

NOW, THEREFORE, the West Branch Amended and Restated Urban Renewal Plan, dated May, 2016, is hereby amended as follows:

1. In Section III, the following additional property is added to the West Branch Urban Renewal Area to be designated as an economic development area:

Lot 1, Pedersen Valley, Part One, West Branch, Iowa

2. Except as modified by this Amendment No. 9, the provisions of the Amended and Restated Urban Renewal Plan dated May, 2016, and Amendment No. 1, Amendment No. 2, Amendment No. 3, Amendment No. 4, Amendment No. 5, Amendment No. 6, Amendment No. 7 and Amendment No. 8 are hereby ratified, affirmed and approved and shall remain in full force and effect.
3. This Amendment No. 9 to the Urban Renewal Plan shall be in full force and effect upon adoption by the City Council, and shall be referred to as “Amendment No. 9 to the Amended and Restated West Branch Urban Renewal Plan.”
4. Any parts of the Amended and Restated Urban Renewal Plan in conflict with the provisions of this Amendment No. 9 are hereby repealed.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: February 17, 2026
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AGENDA ITEM:	Resolution 2026-13 - Approving and Adopting Amendment No. 9 to the Amended and Restated Urban Renewal Plan.
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PREPARED BY:	City Attorney, Kevin Olson
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DATE:	February 12, 2026
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SUMMARY:

The City Clerk published and posted a public hearing notice on the proposed amendment #9 of the Amended and Restated Urban Renewal Plan. The City of West Branch held a Consultation among the taxing entities on February 10, 2026. The City Council held a public hearing on the matter at the February 17, 2026 City Council meeting.

Having received no written comments, Amendment No. 9 to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area includes:

Amendment No. 9 designates the following area as an economic development area and is hereby added to the Urban Renewal Plan and reads as follows;

In Section III, the following additional property is added to the West Branch Urban Renewal Area to be designated as an economic development area:

Lot 1, Pedersen Valley, Part One, West Branch, Iowa

Prepared by: Kevin D. Olson, West Branch City Attorney, PO Box 5127, Coralville, Iowa 52241 (319)248-1700
Return to: City of West Branch, Iowa, 110 N. Poplar Street, PO Box 218, West Branch, Iowa 52358

RESOLUTION 2026-13

RESOLUTION APPROVING AND ADOPTING AMENDMENT NO. 9 TO THE AMENDED AND RESTATED URBAN RENEWAL PLAN FOR THE WEST BRANCH URBAN RENEWAL AREA.

WHEREAS, City Staff has caused there to be prepared an Amendment No. 9 to the Amended and Restated Urban Renewal Plan (the Plan, along with all amendments thereto, being referred to collectively as the “Urban Renewal Plan”) for the West Branch Urban Renewal Area, a copy of which has been placed on file for public inspection in the office of the City Clerk and which is incorporated herein by reference, the purpose of which is to specifically outline projects to be constructed or which the City will cause to be constructed in said West Branch Urban Renewal Area; and

WHEREAS, it is desirable that these areas be redeveloped as part of the overall redevelopment area covered by said Plan; and

WHEREAS, adoption of Amendment No. 9 to the Amended and Restated Plan for the West Branch Urban Renewal Area is in conformity with the general plan for development of the City as a whole; and

WHEREAS, this Council directed that a consultation be held with the designated representatives of all affected taxing entities to discuss the proposed Amendment No. 9 to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area and the division of revenue described therein, and that notice of said consultation and a copy of the proposed Amendment No. 9 to the Amended and Restated Plan be sent to all affected taxing entities; and

WHEREAS, pursuant to such notice and Section 403.5 of the Code of Iowa, the consultation was duly ordered by the City Council and all required responses to the recommendations made by the affected taxing entities, if any, have been timely made as set forth in this report of the City Administrator filed herewith and incorporated herein by this reference, which report is in all respects approved; and

WHEREAS, by resolution, this Council also set a public hearing on the adoption of the Amendment No. 9 to the Amended and Restated Plan for the West Branch Urban Renewal Area for this meeting of the Council, and due and proper notice of said public hearing was given, as provided by law, by timely publication in the West Branch Times, which notice set forth the time and place for this hearing and nature and purpose thereof; and

WHEREAS, in accordance with said notice, all persons or organizations desiring to be heard on said proposed Amended and Restated Urban Renewal Plan, have been given an opportunity to be heard with respect thereto and due consideration has been given to all comments and views expressed to this Council in connection therewith and said public hearing has been closed.

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

Section 1. That the findings and conclusions set forth or contained in Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area concerning the area of the City of West Branch, Iowa described in the preamble hereof, be and the same are hereby ratified and confirmed in all respects as the findings of the Council for this area.

Section 2. This Council further finds:

- a. That the following additional property is added to the West Branch Urban Renewal Area to be designated as an economic development area:

Lot 1, Pedersen Valley, Part One, West Branch, Iowa

- b. That the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area of the City of West Branch, Iowa, conform to the general plan for the development of the City as a whole; and

Section 3. That Amendment No. 9 to the Amended and Restated Plan for the West Branch Urban Renewal Area of the City of West Branch, Iowa, be and the same is hereby approved and adopted and said amendment to the Amended and Restated Urban Renewal Plan is hereby in all respects approved.

Section 4. That Amendment No. 9 to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area shall be in full force and effect from the date of this Resolution until the later of the date of termination set forth in the Plan as so amended, or the date on which payment of all obligations issued or advances made to carry out the purposes thereof shall be fully provided for. Said Amendment No. 9 to the Amended and Restated Urban Renewal Plan shall be forthwith certified by the City Clerk, along with a copy of this resolution, to the Recorder for Cedar County, Iowa, to be filed and recorded in the manner provided by law.

Passed and approved this 17th day of February, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia A Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: February 17, 2026
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AGENDA ITEM:	Resolution 2026-14 – Setting a Public Hearing on the proposal to enter into the Sewer Revenue Loan and Disbursement Agreement in connection with the water resource restoration projects./ Move to Action.
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PREPARED BY:	City Clerk, Alycia Friis
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DATE:	February 12, 2026
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SUMMARY:

This is a Resolution to set the Public Hearing date on the SRF loan for the Wapsi Creek Widening Project for March 2, 2026.

RESOLUTION NO.2026 - 14

Resolution to fix a date for a public hearing on proposal to enter into a Sewer Revenue Loan and Disbursement Agreement and to borrow money thereunder in a principal amount not to exceed \$719,000

WHEREAS, the City of West Branch (the “City”), in Cedar and Johnson Counties, State of Iowa, did heretofore establish a Municipal Sanitary Sewer System (the “Utility”) in and for the City which has continuously supplied sanitary sewer service in and to the City and its inhabitants since its establishment; and

WHEREAS, the management and control of the Utility are vested in the City Council (the “Council”), and no board of trustees exists for this purpose; and

WHEREAS, pursuant to a prior resolution of the Council (the “Outstanding Bond Resolution”), the City has heretofore issued its \$10,203,000 Sewer Revenue Bond, SRF Series 2022, dated July 8, 2022 (the “Outstanding Bond”), a portion of which remains outstanding; and

WHEREAS, pursuant to the Outstanding Bond Resolution, the City reserved the right to issue additional obligations payable from the net revenues of the Utility and ranking on a parity with the Outstanding Bond under the terms and conditions set forth in the Outstanding Bond Resolution; and

WHEREAS, the City will undertake the construction of a certain water resource restoration project (the “Project”); and

WHEREAS, pursuant to Section 384.84 of the Code of Iowa, the City has the authority to issue revenue bonds to pay for such qualifying water resource restoration projects; and

WHEREAS, the Iowa Finance Authority (the “Lender”), as lender for the Outstanding Bond, has agreed to provide financing for the Project by providing a 0% interest loan to the City for the Project; and

WHEREAS, the City now proposes to enter into a Sewer Revenue Loan and Disbursement Agreement (the “Agreement”) with the Lender and to borrow money thereunder in a principal amount not to exceed \$719,000, pursuant to the provisions of Section 384.24A of the Code of Iowa, for the purpose of paying the cost, to that extent, of constructing the Project; and it is now necessary to fix a date of meeting of the City Council at which it is proposed to take action to enter into the Agreement and to give notice thereof as required by such law;

NOW, THEREFORE, Be It Resolved by the City Council of the City of West Branch, Iowa, as follows:

Section 1. The City Council shall meet on March 2, 2026, at seven o’clock p.m., at the Council Chambers, 110 N Poplar St., West Branch, Iowa, at which time and place a hearing will be held and proceedings will be instituted and action taken to enter into the Agreement.

Section 2. The City Clerk is hereby directed to give notice of the proposed action on the Agreement setting forth the amount and purpose thereof, the time when and place where the said meeting will be held, by publication at least once, not less than four (4) and not more than twenty (20) days before the meeting, in a legal newspaper which has a general circulation in the City. The notice shall be in substantially the following form:

NOTICE OF PROPOSED ACTION TO INSTITUTE PROCEEDINGS TO
ENTER INTO A SEWER REVENUE LOAN AND DISBURSEMENT
AGREEMENT AND TO BORROW MONEY THEREUNDER IN A
PRINCIPAL AMOUNT NOT TO EXCEED \$719,000

(SEWER REVENUE)

The City Council of the City of West Branch, Iowa, will meet on March 2, 2026, at seven o'clock p.m., at the Council Chambers, 110 N Poplar St., West Branch, Iowa, for the purpose of instituting proceedings and taking action on the proposal to enter into a loan and disbursement agreement (the "Agreement") and to borrow money thereunder in a principal amount not to exceed \$719,000, for the purpose of paying the cost, to that extent, of undertaking the construction of a certain water resource restoration project.

The Agreement will not constitute a general obligation of the City, nor will it be payable in any manner by taxation but, together with the City's outstanding Sewer Revenue Bond, SRF Series 2022, dated July 8, 2022, and any additional obligations of the City as may be hereafter issued and outstanding from time to time ranking on a parity therewith, will be payable solely and only from the Net Revenues of the Municipal Sanitary Sewer System of the City.

At that time and place, oral or written objections may be filed or made to the proposal to enter into the Agreement. After receiving objections, the City may determine to enter into the Agreement, in which case, the decision will be final unless appealed to the District Court within fifteen (15) days thereafter.

By order of the City Council of the City of West Branch, Iowa.

Alycia Friis
City Clerk

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved this February 17, 2026.

Mayor

Attest:

City Clerk

• • • •

On motion and vote, the meeting adjourned.

Mayor

Attest:

City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: February 17, 2026	
AGENDA ITEM:	Resolution 2026-15- Setting a Historic Preservation Hearing Date of March 18 and City Council Meeting of April 2
PREPARED BY:	City Administrator, Adam Kofoed
DATE:	February 13, 2026

SUMMARY:

This public hearing is on the certification agreement with the City of West Branch and the Iowa State Historic Preservation Officer.

RESOLUTION NO. 2026-15

RESOLUTION SETTING A PUBLIC HEARING ON A PROPOSED CERTIFICATION AGREEMENT WITH THE IOWA STATE HISTORIC PRESERVATION OFFICER.

WHEREAS, the City of West Branch and the Iowa State Historic Preservation Officer, in conjunction with the IEDA (Iowa Economic Development Authority) are entering into a Certified Local Government Agreement; and

WHEREAS, states are required pursuant to 54 U.S.C Chapter 3025 and 36 C.F.R. 61.6(a) to provide a mechanism for certification of local governments to carry out the purposes of the National Historic Preservation Act, 54 U.S.C. 300101 et seq. (the “Act”) by the SHPO and the Secretary of the United States Department of the Interior operating through the Director of the National Park Service, (the “Secretary”); and

WHEREAS, requirements for certification of local governments are set out at 54 U.S.C. 300310, 100307, 302902 and 302503 and 36 C.F.R. 61.6(e).

NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, Iowa, that a public hearing on the proposed Certified Local Government Agreement with the Historic Preservation Commission is hereby set for Wednesday, March 18, 2026 at 6:30 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.

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Passed and approved this 17th day of February, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk

CERTIFICATION AGREEMENT
BY AND
BETWEEN IOWA STATE HISTORIC PRESERVATION OFFICER
AND
THE CITY OF WEST BRANCH

This Certified Local Government Agreement (“Agreement”) is made and entered into by and between the City of West Branch and the Iowa State Historic Preservation Officer located within the Iowa Economic Development Authority (the “IEDA”), 1963 Bell Avenue, Suite 200, Des Moines, IA 50315, (the “SHPO”).

WHEREAS, states are required pursuant to 54 U.S.C Chapter 3025 and 36 C.F.R. 61.6(a) to provide a mechanism for certification of local governments to carry out the purposes of the National Historic Preservation Act, 54 U.S.C. 300101 et seq. (the “Act”) by the SHPO and the Secretary of the United States Department of the Interior operating through the Director of the National Park Service, (the “Secretary”); and

WHEREAS, requirements for certification of local governments are set out at 54 U.S.C. 300310, 100307, 302902 and 302503 and 36 C.F.R. 61.6(e); and

WHEREAS, the SHPO is required to follow procedures approved by the Secretary for certification of local governments and the state’s certification process must be approved by the National Park Service (“NPS”). 36 C.F.R. 61.6; and

WHEREAS, the SHPO and the CLG are subject to requirements set out in the Historic Preservation Fund Grants Manual issued by the National Park Service (the “HPF Grants Manual”); and

WHEREAS, the Secretary administers the Historic Preservation Fund Grants Program, 54 U.S.C. Chapter 3029, a program of matching grants to states pursuant to which not less than ten percent (10%) of the annual apportionment distributed by the Secretary to each state shall be transferred by the state to certified local governments for historic preservation projects or programs of the certified local government (the “10% Pass Through”); and

WHEREAS, certified local governments are included in the process of nominating properties to the National Register of Historic Places (the “National Register”) in accordance with sections 101(c)(2)(A) and (c)(2)(B) of the Act (54 U.S.C. 302505); and

WHEREAS, the CLG requests that the SHPO approve its request for certification in accordance with the State of Iowa’s (the “STATE”) NPS-approved certification process; and

WHEREAS, the SHPO has determined that the CLG has met all qualifications and criteria set forth by the State for certification, including enactment of ordinances for the designation and

preservation of historic properties and the establishment of a historic preservation review commission (the "Commission"); and

WHEREAS, pursuant to 36 C.F.R. 61.6(c), when a local government certification request is approved, the SHPO must prepare a written certification agreement between the SHPO and the local government; and

NOW, therefore, it is agreed by and between the CLG and the SHPO as follows:

ARTICLE I: TERM

This Agreement shall be effective as of the date of the letter from the Secretary concurring in the recommendation to certify the CLG and shall remain in effect until it is terminated as set out herein.

ARTICLE II: THE STATE'S and SHPO'S DUTIES AND RESPONSIBILITIES.

1. The SHPO will deem the CLG eligible for the minimum 10% Pass Through funds for historic preservation projects or the CLG's programs.
2. The SHPO will monitor all CLG activities related to the designation and preservation of historic properties, including activities of the Commission. If the SHPO's evaluation of the CLG's performance indicates that such performance is inadequate, the STATE shall suggest in writing ways to improve performance.
3. The SHPO shall make available to the Commission orientation materials and training designed to provide a working knowledge of the roles and operations of federal, State, and local historic preservation programs, and historic preservation in general, pursuant to 36 C.F.R. 61.6(e)(2)(iv).
4. The SHPO will comply with all applicable federal and State laws, regulations, directives, and guidance, including but not limited to the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation and the HPF Grants Manual, as applicable.

ARTICLE III: THE CLG'S DUTIES AND RESPONSIBILITIES.

1. The CLG shall comply with all of the following:
 - A. The CLG will enforce all appropriate State statutes and local ordinances for the designation and protection of historic properties.
 - B. The CLG will organize and maintain a Historic Preservation Commission, which shall meet as often as needed to complete its work in a timely manner, but in no event shall the Commission meet less frequently than once per year. The Chief Elected Local Official (the "CELO") shall appoint the members of the Commission, which will be composed of community members who have demonstrated

interest, competence, or knowledge in historic preservation. To the extent available in the community, Commission members should have professional experience in American History, American Architectural History, Prehistoric or Historic Archaeology, Planning, Anthropology, Cultural Geography, Architecture, or other closely related field. If a discipline cannot be represented, the CLG shall utilize expertise in the unrepresented field when considering nominations to the National Register and other actions that will impact properties which are normally evaluated by a professional in one or more of the listed disciplines. This can be accomplished by consulting with the Iowa State Historic Preservation Office, another CLG, or hiring a consultant on an as-needed basis. The composition of the Commission is described in Iowa Code Section 15.445 subsection 2 or Iowa Code Section 15.459 subsection 3.

- C. The CLG and the Commission will hold at least one public meeting inviting public comment regarding nominations to the National Register of properties located within its the jurisdiction. After allowing for public comment, members of the Commission and the CLG's CELO shall assess whether the property meets National Register criteria and submit the Iowa National Register Review Form (the "Form") to the SHPO within sixty days after the date of the public meeting, or sooner, if mutually agreed.
- D. The CLG shall provide for public participation in the local historic preservation program. This may include opportunities to recommend and participate in identification, evaluation, and registration of historic preservation projects; public recommendation and comment on appropriate treatments and protection of historic properties; and/or workshops, meetings and other events designed to provide historic preservation training and education and events that encourage enjoyment and celebration of the CLG's historic properties.
- E. Each calendar year, at least one member of the Commission will participate in at least one event sponsored by the IEDA and/or the SHPO or approved training activities designed to provide a working knowledge of the roles and operations of federal, State, and local historic preservation programs and historic preservation in general ("Events/Activities"). However, the SHPO encourages the CELO and all members of the Commission to participate in such Events/Activities.
- F. The CLG shall submit an annual report of its historic preservation activities in a form prescribed by the SHPO. The report shall be submitted by no later than February 28 of the year following the calendar year during which the activities were performed.
- G. The CLG shall maintain a system for the survey and inventory of historic and prehistoric properties in a manner consistent with and approved by the SHPO.

This will include establishing and maintaining an information file about historic properties within the CLG's jurisdiction. It is incumbent upon CLGs to familiarize themselves with applicable statutes and regulations, including but not limited to Section 304 under the NHPA (54 USC 307103), which mandates restrictions on the release of locational information when such disclosure might (1) cause a significant invasion of privacy; (2) risk harm to historic property; or (3) impede the use of a traditional religious site by practitioners.

- H. The CLG shall not unlawfully discriminate on the basis of sex, race, creed, color, religion, age, national origin, or physical or mental disability in any of its activities in implementing its programs.
- 2. The CLG will comply with all applicable federal and State laws, regulations, directives, and guidance, including but not limited to the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation and the HPF Grants Manual, as applicable.
- 3. The CLG shall indemnify, defend, and hold harmless the SHPO, the IEDA, the STATE, and the federal government from and against all losses, liabilities, penalties, fines, damages and claims, including taxes, and all related costs and expenses, including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgment, interest, and penalty, arising from or in connection with any claim, demand, action, citation, or legal proceeding, brought by any Person, arising out of or resulting from any historic preservation project or program of the CLG.

ARTICLE IV: GENERAL TERMS

- 1. Amendments. The SHPO may unilaterally amend or change the provisions set out under ARTICLE II: THE STATE'S and SHPO'S DUTIES AND RESPONSIBILITIES and/or ARTICLE III: THE CLG's DUTIES AND RESPONSIBILITIES to comply with State and federal law, rules, regulations, directives, and/or guidelines. The SHPO will notify the CLG in writing of these changes/amendments prior to their effective date. All other amendments to this Agreement must be agreed to in writing by both parties in conformance with the HPF Grants Manual. The effective date of changes/amendments to this certification agreement shall be prospective, and unless explicitly stated to the contrary, will have no effect on prior CLG or SHPO decisions.
- 2. Patent and Copyright.

- A. No material or product produced in whole or in part under this Agreement shall be subject to patent or copyright by either party in the United States or in any other country.
 - B. The United States Department of the Interior reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, any materials produced in whole or in part under this Agreement for government purposes.
- 3. Accounts and Records.
 - A. Accounts: The CLG shall maintain books, records, documents, all aspects of financial management and other evidence pertaining to all activities under this Agreement.
 - B. Audit and Inspection: At all times during normal business hours and as frequently as is deemed necessary, the CLG shall make available to the STATE all its records pertaining to all matters covered by this Agreement.
 - C. Retention of Records: The CLG shall retain all books, records, documents, financial records, supporting documents, statistical records, and all other records pertaining to all activities under this Agreement in its possession for a period of five (5) years beginning with the effective date of this Agreement or until any audit or legal matter related to the Agreement has been resolved, provided that, if there is a records retention requirement set out in the HPF Grants Manual that exceeds five (5) years beginning with the effective date of this Agreement or until any audit or legal matter related to the Agreement has been resolved, the CLG shall comply with the applicable standard set out in the HPF Grants Manual. Inventory, local designation, and similar information related to historic properties shall be retained until replaced.
 - D. The CLG shall provide the STATE with a copy of any and all audit reports issued while this Agreement is in effect.
- 4. Termination of Agreement/Decertification.
 - A. Termination for Inadequate Performance. If the SHPO's evaluation of the CLG's performance indicates that such performance is inadequate, the SHPO will suggest in writing ways to improve performance. [See 36 C.F.R. 61(e)(5)] If, after a period of that the SHPO stipulates, the SHPO determines that the CLG has not sufficiently improved its performance, the SHPO may recommend to the Secretary to decertify the CLG. If the Secretary has not objected to decertification or has not asked for additional information within thirty (30) working days of receipt of the recommendation, it shall be deemed that the Secretary has approved the recommendation. If the Secretary approves the recommendation, or if it is deemed that the Secretary has approved the

recommendation, the CLG shall be decertified and this Agreement shall be terminated, provided that provisions that survive termination of the Agreement, included but not limited to Article 3.C. above, shall remain in effect.

B. Termination for Convenience:

- a. The CLG may request decertification by submitting the request to the SHPO. The SHPO requests that the CLG state its reasons for requesting decertification, but the CLG is not required to do so. The SHPO shall recommend to the Secretary to decertify the CLG.
 - b. If the SHPO and the CLG agree that the continuation of this Agreement would not produce beneficial results, the CLG may agree to voluntary decertification. The CLG and the SHPO shall agree upon recommended terms and conditions for termination of this Agreement, including the effective date of termination. The SHPO shall submit to the Secretary a recommendation to decertify the CLG under the agreed upon recommended terms and conditions for termination of this Agreement.
 - c. In the event of the occurrence of a. or b. above, if the Secretary has not objected to decertification or has not asked for additional information within thirty (30) working days of receipt of the recommendation, it shall be deemed that the Secretary has approved the recommendation. If the Secretary approves the recommendation, or if it is deemed that the Secretary has approved the recommendation, the CLG shall be decertified and this Agreement shall be terminated, provided that provisions that survive termination of the Agreement, included but not limited to Article 3.C. above, shall remain in effect. The Secretary will specify the effective date of the decertification in the letter concurring with the SHPO's decertification request.
5. Conflict of Interest. The SHPO; SHPO staff members; CLG officials, including but not limited to the CELO, agents and staff; Commission members, agents, and staff; and its or their employees, agents, partners, associates and family members shall comply with the Conflict of Interest provisions set out at Chapter 3.C. of the HPF Grant Manual.
 6. Nonassignment. The CLG shall not assign or transfer to any person or entity this agreement, any interest therein, or claim thereunder.
 7. Entire Agreement. This Agreement contains the entire agreement between the parties and any statements, inducements or promises not contained herein shall not be binding upon said parties.
 8. Conflict. If any of the provisions herein shall be in conflict with the laws of the State of Iowa or shall be declared to be invalid by any court of record in this State, such invalidity shall be construed to affect only such portions as are declared invalid or in conflict.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year last specified below.

CERTIFIED LOCAL GOVERNMENT: West Branch

BY: CHIEF ELECTED LOCAL OFFICIAL

Date

Printed Name and Title

STATE:

BY: Heather Gibb

Date

STATE HISTORIC PRESERVATION OFFICER



REQUEST FOR CONSIDERATION

MEETING DATE: February 17, 2026
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AGENDA ITEM:	Resolution 2026-16 – Setting a Public Hearing date (April 6, 2026) for the Maximum Proposed Property Tax Levy rate for Fiscal Year 2027.
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PREPARED BY:	City Clerk, Alycia Friis
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DATE:	February 13, 2026
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BACKGROUND:

The State Code requires a public hearing and notice to be given to residents of the taxing district. This notice must be published not less than 10 days and not more than 20 days in the local newspaper, city website and city social media sites. Publish date of notice will be March 26, 2026.

Said public hearing for the FY2027 Max Levy is scheduled for **April 6, 2026 at 6:30 p.m.**, at a “Special” City Council meeting, City Council Chambers, 110 N. Poplar St. West Branch, IA.

RESOLUTION 2026-16

A RESOLUTION SETTING A PUBLIC HEARING DATE (APRIL 6, 2026) FOR THE MAXIMUM PROPOSED PROPERTY TAX LEVY RATE FOR FISCAL YEAR 2027

WHEREAS, The State of Iowa law now requires all cities to pass a resolution establishing their maximum property tax dollars to certify for levy, post notification and hold a public hearing and vote; and

WHEREAS, the notice of public hearing and proposed maximum property tax dollars is required to be published no less than ten (10) but no more than twenty (20) days prior to the date of the hearing.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, hereby orders a public hearing and notice thereof to be held on **April 6, 2026 at 6:30 p.m.** at 110 N. Poplar Street, West Branch, Iowa on the Fiscal Year 2027 maximum proposed property tax levy rate.

Roll Call Vote:

Mike Horihan	– AYE / NAY / ABSENT
Chantry Noel	– AYE / NAY / ABSENT
Colton Miller	– AYE / NAY / ABSENT
Tom Dean	– AYE / NAY / ABSENT
Jerry Sexton	– AYE / NAY / ABSENT

Passed and approved this 17th day of February, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia A Friis, City Clerk