



CITY COUNCIL MEETING
Monday, March 16th, 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 March 2, 2026 City Council meeting.
 - b. Approve New Special Event Permit Form
 - c. Approve a Special Event Permit for Heartland Fieros Car Show.
 - d. Approve Claims for March 16, 2026.
7. Presentations/Communications/Open Forum
8. Public Hearings/Non-Consent Agenda
 - a. **Resolution 2026-24** Approving the Final Proposed Budget for FY27 and Ordering a Notice of Public Hearing for April 20, 2026./ Move to Action.
 - b. **Resolution 2026-25** Approving the proposed 1 year enrollment into the Lexis Nexis system./ Move to Action.
 - c. **Resolution 2026-26** Approving the Job Description and Pay Scale for the Fire Chief position./ Move to Action.
 - d. **Resolution 2026-27** Approve 28E Agreements between the City of West Branch, Iowa and the Boards of Trustees of Cass, Gower, Graham, Iowa Scott and Springdale Townships for the Purpose of Fire Protection and Aid and Assistance for other emergencies or disasters relating to Life and Property or Hazardous Materials./ Move to Action
 - e. **First Reading of Ordinance 836** – Section 65.02 of the Code of Ordinances of the City of West Branch adding a stop sign intersection./ Move to Action.
9. Discussion
 - a. Main Street Reconstruction Project
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.

(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**

**March 2, 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, City Clerk Alycia Friis, City Attorney Kevin Olson, City Engineer Dave Schechinger

Attending by Zoom: Finance Officer Heidi Van Auken, Deputy City Clerk Jessica Brown and Library Director Jessie Shaffer

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 February 17, 2026 City Council meeting.

Approval of a Block Party Request - 427 Green St.

Approve January Financial Report

Approve Claims for March 2, 2026.

EXPENDITURES	3/2/2026	
AMAZON.COM	YOUTH PROGRAM SUPPLIES & BOOKS - LIB	473.49
GOERDT INSPECTION	BLDG INSPECTIONS	1,092.00
IOWA LAW ENFORCEMENT	VARIOUS TRAINING FOR PD	400.00
MISCELLANEOUS VENDOR	RMK DEVELOPMENT:REIMBURSEMENT	350.00
STERICYCLE	SHREDDING SERVICES	98.98
VAN AUKEN, HEIDI	MILEAGE REIMBURSEMENT	<u>119.92</u>
TOTAL		2,534.39
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	2/27/2026	72,014.63
PAID BETWEEN MEETINGS		
AMAZON.COM	VARIOUS ITEMS - LIBRARY	436.32
BMI	ANNUAL MUSIC LICENSE	459.00
BOUND TREE MEDICAL	MEDICAL SUPPLIES - FIRE	72.97
CORRIDOR ENERGY COOP	STREET LIGHTS	350.34
CULLIGAN WATER	WATER SOFTENER SERVICE	75.23
FRONTLINE PLUS FIRE & RESCUE	WARNING SIRENS MAINT SERVICE	750.00
HD SUPPLY	CLEANING SUPPLIES - TH	31.36
HEIMAN FIRE EQUIPMENT	INTERCEPTOR HOOD - FIRE	991.14
HI-LINE	SHOP SUPPLIES - PW	246.06
INTERSTATE POWER SYSTEMS	LIFT STATION GENERATOR REPAIR	5,264.38
IOWA CITY TIRE & SERVICE	TIRES FOR EXPLORER - PD	745.95
MENARDS	SHOP CLEANING SUPPLIES - PW	56.72
MOPPY MO'S	JANITORIAL SERVICE - FIRE	17.50
OLSON, KEVIN D	LEGAL SERVICES - FEBRUARY 2026	1,500.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	428.18
PAPAS TRUCK & TRAILER	TRUCK REPAIR - FIRE	1,139.50
PYRAMID SERVICES	CHAIN & REPAIR - FIRE	488.26
QUILL	OFFICE SUPPLIES - CITY, PW	646.91
RACOM CORPORATION	WIRELESS DOWNLOAD FIX - PD	390.00
WEST BRANCH ANIMAL CLINIC	ANIMAL CONTROL - STRAY CATS	135.00
WEST BRANCH REPAIRS	LIGHT BULB - PD	70.90
WEST BRANCH TIMES	LEGAL PUBLICATIONS	492.80
AMAZON.COM	VARIOUS MISC. ITEMS - LIBRARY	1,174.82
GOLD MEDAL CENTRAL	CUBBY POPCORN MACHINE - P&R	1,415.95
HAWKINS	CHEMICALS	3,067.08
IOWA CODIFICATION	JANUARY 2026 SUPPLEMENT	351.00
LEAF CAPITAL FUNDING	COPIER LEASE - CITY OFFICE	396.00
MEDIACOM	CABLE SERVICES	41.90
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	4,197.59
VERIZON WIRELESS	VERIZON WIRELESS	424.81
WEST BRANCH ANIMAL CLINIC	ANIMAL CONTORL - STRAY CAT	75.00
SISCO	HEALTH & FLEX CLAIMS	2,224.66
SISCO	HEALTH CLAIMS 2-23-2026	1,139.47
MISCELLANEOUS VENDORS	UB REFUNDS	92.87
METLIFE	INSURANCE PREMIUM	2,387.38
SISCO	INSURANCE PREMIUM	<u>16,567.77</u>
TOTAL		48,344.82
GRAND TOTAL EXPENDITURES		122,893.84
FUND TOTALS		
001 GENERAL FUND	46,560.14	
022 CIVIC CENTER	31.36	
031 LIBRARY	6,580.33	
110 ROAD USE TAX	5,938.67	
112 TRUST AND AGENCY	33,834.49	
600 WATER FUND	13,561.22	
610 SEWER FUND	15,691.80	
740 STORM WATER UTILITY	<u>695.83</u>	
GRAND FUND TOTAL	122,893.84	

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**

Lexus Nexus vendor discussion- This system would be utilized to help with collecting the data needed to work with residents that move out with delinquent accounts and to get refund checks to rental customers when they move outside of West Branch, but still within the state of Iowa. Single user access to this system will cost

\$150/month, so the proposal is to subscribe to this system for one year to go through current records and collect what is needed to be able to reach out to these customers and then to close out the program until needed at a later time. This will be on the next Agenda for further action.

Red Lion Solar Energy Proposal/Discussion- Terry Dvorak shared information on his privately funded solar business. The proposal would add solar arrays to 10 of the 18 city properties that make the most sense. A list of these areas is: City Hall Roof, Town Hall east facing roof, Library roof, Fire Department east or west roof, Streets Shop roof, North Water Tower (elevated ground mount or fenced in area), Well Pumps (ground array north of the cemetery), South Water Tower (small ground mounted square), Cubby Park (small ground square), WW Treatment Plant (north of ponds if dust control is used or north of the overall property). Further discussion was had on the timeframe, logistics and feasibility of this project. A committee will meet to talk about options and how to proceed with this potential project.

PUBLIC HEARING / NON-CONSENT AGENDA

Public Hearing – Hearing on proposal to enter into a Sewer Revenue Loan and Distribution Agreement. / Move to Action.

Mayor Laughlin called the Public Hearing to order at 7:39pm. With no questions or comments, the Public Hearing was closed by the mayor at 7:40pm.

Resolution 2026-06 Approving a Five-Year Agreement for Maintenance and Repair of Primary Roads in Municipalities between the City of West Branch and the Iowa Department of Transportation. / Move to Action.

Mitchell Wood with the IA DOT, attended the meeting to answer any questions on the agreement for the Mayor and Councilmembers. After discussion, it was determined that this agreement will not change any responsibilities of the DOT versus the city's public works staff within road maintenance on the bridges, on and off ramps and sidewalks along the bridge. This is renewed every 5 years.

Motion by Miller, second by Dean to approve Resolution 2026-06. AYES: Miller, Dean, Sexton, Horihan, Noel. NAYS: Motion carried.

Resolution 2026-17 Approving and Authorizing a Loan and Disbursement Agreement and providing for the issuance and securing the payment sewer Revenue Bonds, Series 2026./ Move to Action.

Motion by Dean, second by Miller to approve Resolution 2026-17. AYES: Dean, Miller, Noel, Horihan, Sexton. NAYS: None. Motion carried.

Resolution 2026-18 Approving the Application for the purpose of receiving benefits from the Washington County Riverboat Foundation./ Move to Action.

Motion by Miller, second by Dean to approve Resolution 2026-18. AYES: Miller, Dean, Horihan, Sexton, Noel. NAYS: None. Motion carried.

Resolution 2026-19 Approving the Matching Funds for an Application for the Purpose of receiving benefits from the Washington County Riverboat Foundation./ Move to Action.

Motion by Miller, second by Noel to approve Resolution 2026-19. AYES: Miller, Noel, Sexton, Horihan, Dean. NAYS: None. Motion carried.

Resolution 2026-20 Approving the City Admin. to request the \$20,749.00 from West Branch Schools for the purpose of Grant Funding and Building the trail in the right of way, in front of the High School property./ Move to Action.

These funds were incorporated into the purchase of the right of way in front of the High School during the roundabout construction project. The City needed to purchase this property in line with the funding for the roundabout project and gave the funds to the school with the agreement that the funds would be given to the City to be used as matching funds within the further development of this area with the addition of a trail.

Motion by Dean, second by Sexton to approve Resolution 2026-20. AYES: Dean, Sexton, Miller, Noel, Horihan, Miller. NAYS: None. Motion carried.

Resolution 2026-21 Approving the Deputy City Clerk Job Description./ Move to Action.

Motion by Noel, second by Sexton to approve Resolution 2026-21. AYES: Noel, Sexton, Horihan, Dean, Miller. NAYS: Motion carried

Resolution 2026-22 Approving the Finance Officer Job Description./ Move to Action.

Motion by Miller, second by Dean to approve Resolution 2026-22. AYES: Miller, Dean, Horihan, Noel, Sexton. NAYS: Motion carried

Resolution 2026-23 Approving the City Administrator Job Description./ Move to Action.

Motion by Miller, second by Noel to approve Resolution 2026-23. AYES: Miller, Noel, Sexton, Horihan, Dean. NAYS: Motion carried

CITY ADMINISTRATOR REPORT –

Kofoed shared that he would be planning to submit the Heritage Hill Redevelopment project into the following awards and organizations: Iowa City/County Management Association (IaCMA)- Program of the Year Award, International City/County Management Association (ICMA)- Local Government Excellence / Good Governance Award, Iowa League of Cities- All-Star Community Award. He will show the leadership in redevelopment and long-term planning, recognize effective collaboration within the areas involved, showcase fiscal responsibility and strategic infrastructure investment, elevate the City's reputation at the state and national level and increase community pride and external visibility for economic development efforts.

CITY ATTORNEY REPORT

The Sale of the Nuisance Property on Main Street, fell through. Olsen will be submitting the official citation for recording tomorrow, to move forward with the efforts to get this property cleaned up.

CITY ENGINEER REPORT

Schechinger presented the proposal amount for the road work on W Main Street from the roundabout to the Pedersen St. bridge. There was a proposal with the work on the existing road and adding 5’ shoulders and an option of adding a turning lane as well. Adding the turn lane would add approximately \$230,000.00 to the project total. One of the main areas of concern was the widening of the shoulders for safety reasons and to utilize asphalt shoulders to reduce the rutting and maintenance of the shoulders. This will be added to the next council meeting to firm up a decision on the direction that the city will go with. The pickleball court that the Lion’s Club is working on has been staked off and will be starting soon. Boomerang has reached out and they will be back in the area within the next couple weeks to begin the finishing work on the Cedar-Johnson Road project to complete this. The work on the Wapsi Creek Widening will also restart soon.

STAFF REPORTS- None

COMMENTS FROM MAYOR AND COUNCIL MEMBERS –

Mayor Laughlin and Councilpersons Sexton and Dean will all be out for the March 16th meeting.

ADJOURNMENT

Motion to adjourn by Miller, second by Dean. Motion carried on a voice vote. City Council meeting adjourned at 8:23 p.m.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: March 16, 2026

AGENDA ITEM: Revised Special Event Permit Application
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PREPARED BY: Alycia Friis, City Clerk
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DATE: March 11, 2026

BACKGROUND:

The city currently has a Special Event Form that created more questions when a group or individual was filling it out to submit to the City for consideration.

There were also items that were missing from the form and the formatting was off when it was printed off.

Request:

To approve the completed, revised form that has addressed the areas of question that staff has incurred and to add some deposits and fees for materials and services that would be utilized during the event.



Special Event Permit Application

A Special Event Permit is required if one or more of the following apply to your event: (Check all that apply)

- Anticipate more than 50 People
- Sell any products, goods, or services including food, beverage, or alcohol?
- Use City Roads, Streets, or Pathways
- Have Amplified Sound
- Have Tents (Specify Size)
- Requesting park lights be on outside of park hours
- Requesting an Exemption to any other city codes (Please specify Here what Exceptions are needed)

Permits must be received by the City Office within a minimum of 60 Days prior to event. The City of West Branch may waive the submission deadline in extreme cases of unforeseen events.

Cost: There is a \$20.00 Administrative fee for all Special Event Permits, that must be paid before Council approval is requested. If a Facility Reservation is required for use during the Special Event and there is a Fee for use of that Facility, this payment must also be paid in full prior to Council Approval.

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 Approved:** _____

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

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

Other _____

Notes: _____



Special Event Permit Application

Event Title/Name: _____

Event Organization: _____ Phone: _____

Organization Address: _____ City, State, Zip: _____

Event Website: _____

Event Email: _____

Event Coordinator Name and Title: _____

Event Coordinator Cell #: _____

Event Coordinator Email: _____

Event Coordinator Address: _____

Description of Event: _____

List Below Requested Location(s) -If the event will be held at Beranek Park, Town Hall, or Lions Field, a reservation will need to be made using the online Facility Reservation system, RecDesk, which is also located on the City of West Branch website. If there is a request to shut down a street, a traffic control plan including detour route drawing needs to be submitted and requires City Council approval.

Event set up will begin: <small>(date, day of the week and time)</small>	Event will begin: <small>(date, day of the week, and time)</small>	Event will end: <small>(date, day of the week, and time)</small>	Removal and clean-up will be completed: <small>(date, day of the week, and time)</small>

Maximum Number of Attendees During Event: _____ Maximum Number of Vehicles: _____

Will Food Be Sold? Yes No Food License Obtained (if needed)? Yes No N/A

Will Alcohol be Permitted or Sold? Yes No Alcohol License Obtained (if needed)? Yes No N/A

Organizers are responsible for ensuring all vendors have secured the appropriate permits and all laws and regulations are followed during each event.

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):



Public Notification Plan: _____

Amplified Sound/Noise Plan: _____

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

List all items needed from the city for the event (ex. Tables, chairs, cones, barricades, trash cans, traffic control)
(Rental/Deposit fees for these items are listed on page 4 of this application.)

Security Plan: _____

Restoration Plan: _____

Trash Management Plan: _____

Restroom Plan: _____

Signs/Banner Plan: _____

Insurance policy: _____

Signature: _____ Date: _____

*****By signing this form, you agree that the information shared on this application is complete and complies with all City Codes, Laws and Ordinances. The undersigned also agrees by execution of this form to save, defend and hold the City harmless from any and all claims based upon the activities outlined in this application.**

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



Special Event Item/Service Fee Schedule

Items:	Price:	Number of items requested:
Road Cones	\$50.00 for up to 10 (Deposit*)	_____
Barricades	\$50.00 for up to 4 (Deposit*)	_____
Tents	\$20.00 (Deposit*)	_____
Snow Fence	\$5.00 / roll (Deposit*)	_____
Caution Tape	\$5.00 / roll	_____
Garbage Cans	\$25.00 for up to 5 (Deposit*)	_____
Garbage Bags	\$10.00 for a roll of 10 bags	_____
Signs	\$10.00 / sign (Deposit *)	_____
Tables	\$25.00 for up to 5 tables (Deposit*)	_____
Chairs	\$20.00 for up to 10 chairs (Deposit*)	_____
Picnic Tables	\$25.00 per table (Deposit*)	_____
Stage	\$20.00 (Deposit*)	_____

Services:

All fees associated with services will be calculated at the discretion of the department requested.

Delivery and Pickup:

For any of the items above, there will be a fee dependent on the number, size, set up and tear down of the items. This will be calculated at \$25.00 / hour and per staff member. (minimum of 2 hours or \$50.00)

Traffic Control/Security:

Fee will be based on event size, content (such as alcohol permitted), and duration. This will be calculated at the officer's over time rate per hour and per officer utilized for the event.

****Whether an application requests it or not, police coverage at an event is ultimately at the discretion of the Police Department and/or City Council and will be charged to the applicant. This decision will be shared with the applicant, along with approval/denial and total charge and/or deposits, following the Council meeting where the application is presented to the Council for approval.****

Deposit items are charged at the discretion of the department director and should be paid for separately from the service, application and purchased item fees. These funds will be refunded or checks shredded following safe return of all items requested for deposit.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: March 16, 2026

AGENDA ITEM: Special Event Permit Request for Heartland Fieros Car Club
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PREPARED BY: Alycia Friis, City Clerk
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DATE: March 11, 2026

BACKGROUND:

The Heartland Fieros is a local club of Pontiac Fiero enthusiasts. They are looking to have a small car show of about 35 attendees on July 18th and would like to hold it in West Branch. They are looking for a space close to the downtown area to bring these spectators to our down town area as well.

Request:

After talking with other department heads and evaluating this request, we would like to propose the use of the gravel parking area across from Wapsi Park and the Wapsi Park area for this event. The new pad will be poured in April for the outdoor facilities to safely sit on, and the porta potties will be delivered prior to 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 form may be required. 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. The event is reasonably likely to 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. The event will be unreasonably and substantially interrupt the safe and orderly movement of pedestrians and vehicular traffic in the area;
3. The proposed location is adequate for the size and nature of the event;
4. The event does not unreasonably interfere with the intended use of the area;
5. The Applicant's apparent ability to execute the event;
6. The Applicant's apparent ability to obtain the appropriate insurance (if applicable);
7. The event unreasonably conflicts with other scheduled special events in the community;
8. Approvals by other governing agencies; and
9. All permit requirements have 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 3-16-26

West Branch Administration AK West Branch Fire Department KS West Branch Police Department SH

West Branch Public Library JK West Branch Public Works MS West Branch Parks and Recreation EH

Other _____ Other _____

Notes: Directors O.K. w/ No Parking on the Grass - Utilizing Wapsi Park & the gravel parking across for this event.
pad to be poured in April & Porta Potties in place.



Special Event Permit Application

Event Title/Name: Heartland Fieros (a chapter of the AACA) Annual car show
 Event Organization: Mark Nicklaus, President Phone: 319-331-3995
 Organization Address: 2143 Leslie Drive Tax ID #: N/A
 City: Coralville State: Ia Zip Code: 52241
 Event Website: Facebook/Heartland Fieros Event Email: maniacrad@gmail.com
 Event Coordinator Name and Title: Mark Nicklaus, President, Heartland Fieros
 Event Coordinator Email: maniacrad@gmail.com
 Event Coordinator Cell Number: 319-331-3995
 Event Coordinator Address: 2143 Leslie Dr.
 City: Coralville State: Ia Zip Code: 52241

Description of Event: car show for Pontiac Fiero specific Autor Judged (100 point) show

Requested Location(s) -All city facilities will also need to be reserved using the Facility Request Form. If there is a request to shut down a street, a traffic control plan including detour route drawing needs to be submitted.

Mural Park and including parking spaces adjacent and east to The creek bridge. RES: Ability to Park cars on grass?

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)
July 18, 2026 08:30	July 18, 26 1000	July 18, 26 1600	July 18, 26 17:00

Maximum Number of Participants: 35 Maximum Number of Vehicles: 25

Will there be an admission fee? yes What is the admission fee? entry fee for cars only

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

Will alcohol be permitted or sold? No 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. N/A

Traffic Control Plan (please attach diagram): not needed



Public Notification Plan: _____

Amplified Sound/Noise Plan: PA for announcements
Music at reasonable volume

Site Plan/Race Course Map (please attach diagram): N/A.

Security Plan: N/A

Restoration Plan: pick up + sweep as needed

Trash Management Plan: we will provide trash receptacles + remove
them after

Restroom Plan: Businesses used/visited and Portajohns in Wapsi
Creek Park

Signs/Banner Plan: Club banner attached to 5.7-up tent

Insurance policy: Thru AACA

Signature: Mu Gank Date: 25 Feb 2026

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

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

Please contact Parks and Recreation Director Melissa Russell with any questions 319-930-0393 or melissa@westbranchiowa.org.
Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: March 16, 2026

AGENDA ITEM: Claims for March 16, 2026

PREPARED BY: Jessica Brown, Deputy City Clerk
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DATE: March 16, 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**3/16/2026**

CEDAR COUNTY RECORDER	RECORDING FEES	29.00
HD SUPPLY, INC.	BLDG & CLEANING SUPPLIES- TH	229.04
MOPPY MO'S LLC	CLEANING SERVICES - POLICE	840.00
STEEN, CATHERINE	MILE REIMB-STEEN	122.10

TOTAL		1,220.14
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PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS**3/13/2026****61,479.79****PAID BETWEEN MEETINGS**

ALLIANT ENERGY	ALLIANT ENERGY	19,667.30
AMAZON.COM	VARIOUS ITEMS - CITY, TH, LIBRARY	526.16
AT & T MOBILITY	WIRELESS SERVICE	256.98
CEDAR CO SHERIFF'S OFFICE	PATROL RESERVES - XMAS PAST	490.00
CJ COOPER & ASSOCIATES	CLEARINGHOUSE QUERY - PW	45.00
COMMERCIAL RECREATION SPEC	CUBBY PARK SHADES - P&R	6,698.00
DOG WASTE DEPOT	DOG WASTE BAGS	759.95
KANOPI	ON DEMAND VIDEO SERVICE	9.00
KIRKWOOD COMM. COLLEGE	BLS PROVIDER FEE - POLICE	2,430.00
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	142.02
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,582.87
LRS HOLDINGS	TRASH & RECYCLING FEB 2026	20,100.50
LYNCH'S EXCAVATING	WATER MAIN BREAK	3,773.60
MENARDS	SHOP SUPPLIES	364.56
VARIOUS VENDORS	UB REFUND	42.87
MUNICIPAL SUPPLY	METERS & RADIOS	4,365.00
OVERDRIVE INC	DIGITAL & AUDIO BOOKS	104.82
PYRAMID SERVICES	CHAIN SAW REPAIR PARTS - PW	38.92
STATE INDUSTRIAL PRODUCTS	CHEMICALS	265.62
VEENSTRA & KIMM	CHANNEL WIDENING FLOOR IMPROVE	11,223.50
WEST BRANCH REPAIRS	EXPLORER BREAKPADS - PD	798.01
WEX BANK	VEHICLE FUEL	1,240.20
SISCO	HEALTH CLAIMS 3-2-2026	3,519.54
SISCO	HEALTH CLAIMS 3-9-2026	590.15

TOTAL		79,034.57
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GRAND TOTAL EXPENDITURES**141,734.50****FUND TOTALS**

001 GENERAL FUND	57,957.83
022 CIVIC CENTER	1,201.56
031 LIBRARY	6,541.72

110	ROAD USE TAX	8,655.79
112	TRUST AND AGENCY	14,923.15
308	PARK IMP - PEDERSEN VALLEY	6,698.00
321	WIDENING WAPSI CREEK	6,446.50
332	W MAIN ST IMPROVE	4,256.00
600	WATER FUND	21,924.20
610	SEWER FUND	12,652.32
740	STORM WATER UTILITY	477.43

GRAND FUND TOTAL **141,734.50**

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	STEEN, CATHERINE	MILE REIMB-STEEN	122.10
		MOPPY MO'S LLC	CLEANING SERVICES - POLICE	17.50
			TOTAL:	139.60
CLERK & TREASURER	GENERAL FUND	MOPPY MO'S LLC	CLEANING SERVICES - CITY	140.00
			TOTAL:	140.00
LEGAL SERVICES	GENERAL FUND	CEDAR COUNTY RECORDER	RECORDING FEES	29.00
			TOTAL:	29.00
TOWN HALL	CIVIC CENTER	MOPPY MO'S LLC HD SUPPLY, INC.	CLEANING SERVICES - TH	280.00
			BLDG & CLEANING SUPPLIES-	118.49
			PAPER TOWELS - TH	60.24
			TOTAL:	458.73
LIBRARY	LIBRARY	MOPPY MO'S LLC HD SUPPLY, INC.	JANITORIAL SERVICES - LIBR	402.50
			TOILET PAPER - LIBRARY	50.31
			TOTAL:	452.81

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===== FUND TOTALS =====
001 GENERAL FUND          308.60
022 CIVIC CENTER          458.73
031 LIBRARY                452.81
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GRAND TOTAL:              1,220.14
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RESOLUTION 2026-24

**A RESOLUTION APPROVING THE FINAL PROPOSED BUDGET FOR
FISCAL YEAR 27 AND
ORDERING A NOTICE OF PUBLIC HEARING
FOR APRIL 20, 2026.**

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

The final proposed Fiscal Year 27 (July 1, 2026 - June 30, 2027) annual budget as set forth in the budget summary and certification of taxes and in the detailed budget in support thereof showing revenue estimates and appropriation expenditures and allocations to programs for said fiscal year is adopted and a public hearing is set for **April 20, 2026.**

Passed and approved this 16th day of March, 2026.

Colton Miller, Council Person
appointed by the Mayor

ATTEST:

Alycia Friis, City Clerk

NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET

Fiscal Year July 1, 2026 - June 30, 2027

City of: WEST BRANCH

The City Council will conduct a public hearing on the proposed Budget at: City Council Chambers, 110 N Poplar Street West Branch, IA 52358 Meeting

Date: 4/20/2026 Meeting Time: 07:00 PM

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the City Clerk and County Auditor.

City budgets are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-budget-appeals>.

The Budget Estimate Summary of proposed receipts and expenditures is shown below. Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property	11.62930
The estimated tax levy rate per \$1000 valuation on Agricultural property is	3.00375

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

Phone Number
(319) 643-5888

City Clerk/Finance Officer's NAME
Heidi Van Auken

		Budget FY 2027	Re-estimated FY 2026	Actual FY 2025
Revenues & Other Financing Sources				
Taxes Levied on Property	1	2,510,069	2,601,043	2,493,327
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	2,510,069	2,601,043	2,493,327
Delinquent Property Taxes	4	0	0	863
TIF Revenues	5	447,350	644,630	677,415
Other City Taxes	6	390,947	423,169	381,670
Licenses & Permits	7	65,000	64,000	95,188
Use of Money and Property	8	46,800	30,800	73,720
Intergovernmental	9	999,772	1,364,086	1,089,866
Charges for Fees & Service	10	2,575,848	2,470,413	2,309,440
Special Assessments	11	0	0	0
Miscellaneous	12	23,400	21,400	215,303
Other Financing Sources	13	0	4,888,528	774,518
Transfers In	14	1,457,195	1,956,254	1,929,300
Total Revenues and Other Sources	15	8,516,381	14,464,323	10,040,610
Expenditures & Other Financing Uses				
Public Safety	16	1,472,201	1,322,583	1,005,702
Public Works	17	883,119	792,170	717,528
Health and Social Services	18	0	0	0
Culture and Recreation	19	868,188	837,862	562,856
Community and Economic Development	20	243,500	303,279	257,864
General Government	21	369,808	359,138	278,260
Debt Service	22	926,333	0	1,326,090
Capital Projects	23	1,570,000	4,514,827	1,248,633
Total Government Activities Expenditures	24	6,333,149	8,129,859	5,396,933
Business Type / Enterprises	25	1,831,589	2,334,516	1,751,008
Total ALL Expenditures	26	8,164,738	10,464,375	7,147,941
Transfers Out	27	1,457,195	1,956,254	1,929,300
Total ALL Expenditures/Transfers Out	28	9,621,933	12,420,629	9,077,241
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-1,105,552	2,043,694	963,369
Beginning Fund Balance July 1	30	10,557,476	8,513,782	7,550,413
Ending Fund Balance June 30	31	9,451,924	10,557,476	8,513,782



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: March 16, 2026

AGENDA ITEM: Resolution 2026-25 – Approving a 1 year Agreement with Lexis Nexis./ Move to Action

PREPARED BY: Alycia Friis, City Clerk
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DATE: March 11, 2026

BACKGROUND:

The City has been looking for a service to help find information to further find customers that move away from West Branch with outstanding utility bills, invoices, etc. or refund checks that need to be forwarded to previous rental residents.

Lexis Nexis is a nationally utilized service that offers the ability to collect the information needed to satisfy the above need.

Request:

We are looking to use this service for 1 year, starting on or around April 1, 2026 at a rate of \$150.00 per user, per month, or \$1800.00 per year.

RESOLUTION 2026-25

**A RESOLUTION APPROVING A 1 YEAR AGREEMENT WITH
LEXIS NEXIS**

WHEREAS, the City is considering an agreement between Lexis Nexis and the City of West Branch to utilize their system in order to collect forwarding data on customers that move out of the area, in order to collect on delinquent accounts and invoices with the City; and

WHEREAS, Lexis Nexis is a nationally verified system that is utilized by agencies such as police departments and business owners for the same reason; and

WHEREAS, it is now necessary to approve said Service Agreement for one full year, starting April 1, 2026 and ending April 30, 2027. The agreement will be set with a price of \$150.00 a month, per user, with a total of \$1800.00 annually.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the aforementioned Service Agreement is hereby approved. Further, the Mayor is directed to execute the Agreement on behalf of the City.

Passed and approved this 16th day of March, 2026.

Colton Miller, Council Person appointed by the Mayor

ATTEST:

Alycia Friis, City Clerk



9443 Springboro Pike
Miamisburg, OH 45342

January 9th, 2026

Dear Jessica,

LexisNexis is pleased to present **City of West Branch** with the following cost proposal. This cost is for subscription access to the *Accurint for Government* Collection investigation service.

Accurint for Government Collection Database Pricing

1 authorized user

\$150.00 per user, per month (including Real Time Phone and Email) based on State MSA Pricing

\$1800.00 annually (12-month term required)

Included Services with Subscription:

- Unlimited Access to content/product(s) listed above,
- 24-hour customer and technical support,
- Free custom training with LexisNexis consultants,
- Easily accessible on-line tutorials and learning guides.

Please advise if you have questions.

Sincerely,

Lisa Parlette

Lisa Parlette

Customer Administrative Specialist
Risk Division – State and Local Government
LexisNexis | Risk Solutions
937-979-9026
Lisa.Parlette@lexisnexisrisk.com

Government Sales Representative, Supervisor

Confidentiality Note: Unless otherwise indicated, the information contained in this transmittal is legal privileged and confidential information, intended only for the use of the individual or entity named above. If you are neither the intended recipient nor a person responsible for delivering this transmittal to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this transmittal is prohibited. If you have received this transmission in error, please immediately notify us by telephone, and return the original transmittal to us at our expense at the address above via the United States Postal Service. Thank you.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: March 16, 2026

AGENDA ITEM: Resolution 2026-26 Approving the Job Description and Pay Scale for the Fire Chief position./ Move to Action.

PREPARED BY: Adam Kofoed, City Administrator

DATE: March 10, 2026

BACKGROUND:

Mayor Laughlin, Councilperson Tom Dean, Councilperson Mike Horihan, Fire Chief Kevin Stoolman, and City Administrator Adam Kofoed met several times over the past month to determine the most appropriate job description for the Fire Chief position.

The committee selected the City of North Liberty's job description as a template because it is thorough, well-rounded, and includes provisions for working with volunteer firefighters. Any highlighted sections indicate additions or modifications made specifically for the City of West Branch.

The Fire Chief position is a 24/7 responsibility. The individual must be available to respond to emergency calls outside of normal working hours, maintain multiple firefighter certifications, possess at least five years of relevant experience, and meet other professional requirements associated with the role.

RECOMMENDED PAY

The recommended salary range for the position is \$80,000–\$95,000. The Fire Chief is responsible for supervising up to thirty volunteer firefighters, managing a department budget of at least \$400,000, and overseeing the overall performance and operations of the fire department. This salary range is consistent with the Police Chief's compensation and will follow the Police Wage Scale.

TIFFIN PAY

Upon review, we found that Tiffin responds to approximately 700 calls per year and recently advertised the position with a salary range of \$90,000–\$100,000. While West Branch is somewhat smaller than Tiffin and cannot support the same salary level, the recommended range keeps the position competitive within the region.

RECOMMENDATION

- Approve Job Description

- Approve Hiring Scale

RESOLUTION 2026-26

RESOLUTION APPROVING THE FIRE CHIEF JOB DESCRIPTION AND APPROVAL OF THE PAY SCALE FOR THE POSITION.

WHEREAS, the City Council of the City of West Branch, Iowa is preparing to hire a Fire Chief and define the job duties associated with the position. And;

WHEREAS, it is now time to post the position for hire and training/transition with the current Fire Chief.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of West Branch, Cedar County, Iowa, adopts the Fire Chief job description and pay scale attached as Exhibit A. **BE IT FURTHER RESOLVED**, that the City Clerk be directed to post the application and job information for collection of candidates.

Passed and approved this 16th day of March, 2026.

Colton Miller, Council Person
appointed by the Mayor

ATTEST:

Alycia Friis, City Clerk



Identification:

Position Title: FIRE CHIEF
Department: FIRE DEPARTMENT
Immediate Supervisor: CITY ADMINISTRATOR
Classification: FULL-TIME, EXEMPT

Overview

Under the general direction of the City Administrator, the Fire Chief is responsible for the day-to-day operations of the Fire Department. The Chief provides vision, direction, leadership and management oversight for all activities and services including fire/rescue operations and prevention, emergency medical response, training and safety procedures, records and financial management, apparatus, equipment and personnel management. The Chief performs duties of department personnel including but not limited to firefighting, medical calls and other supervisory and support duties as required.

Essential Job Duties and Responsibilities

1. Plans, directs and reviews day-to-day activities of all Fire Department personnel.
2. Establishes all policies, procedures and regulations for firefighting, emergency, operational and prevention standards in compliance with all applicable laws and regulations.
3. Develops and makes recommendations regarding all fire code regulations.
4. Responsible for identifying, pursuing, and administering grant opportunities related to fire services, emergency management, equipment, training, and capital improvements. This includes researching funding sources, preparing and submitting grant applications, coordinating required documentation, ensuring compliance with grant requirements, and managing reporting obligations in collaboration with city administration.
5. Supervises and directs the implementation of goals, objectives and plans of the Fire Department.
6. Evaluates work conditions in the department and takes necessary action to improve fire and other emergency operations.
7. Updates the City Administrator on a regular basis regarding department operations, including any present or potential problems, and makes suggestions for new or improved ways of addressing such issues.
8. Plans, develops, conducts and supervises departmental in-service training.

9. Plans and directs public education, fire prevention and community risk reduction programs.
10. Performs various public relations functions including contact with the media, public, private organizations, schools, area fire departments and state and national organizations.
11. Prepares an annual budget for consideration by the City Administrator, including asset management, surplus management, working with township agreements.
12. Analyzes budgetary matters within the department and controls expenditures of all departmental funds.
13. Assists in the preparation of bids on major equipment purchases and makes recommendations to the City Administrator on Capital Improvement Program purchases including apparatus, equipment, advancements in technology, new stations, etc.
14. Supervises the inspections of buildings and other properties for fire hazards.
15. Inspects and assists the City Administrator in nuisances related to fire hazards, such as flammable materials, vegetation, and others.
16. Enforces fire prevention regulations and works to attain abatement of fire hazards.
17. Supervises the operations of the fire suppression program and coordinates activities with Cedar County and Johnson County fire officials.
18. Supervises the operations of the emergency medical services program and coordinates activities with local ambulance services and hospitals.
19. Responds to major fire emergencies and larger scale emergencies and exercises overall supervision at the scene, including night time.
20. Works with federal, state and local law enforcement agencies in the investigation into the cause, origin and circumstance of fires.
21. Oversees the maintenance of department records and prepare reports for the City Administrator and City Council as required.
22. Works with the City Administrator to address the various aspects of human resource/personnel administration within the department, including recruitment and hiring, retention, promotion, discipline including termination, grievance procedures and training and staff development.
23. Conducts performance evaluations of personnel under the Chief's direct supervision, reviews performance evaluations of all other department personnel.
24. Conducts briefings with staff officers to review initiatives and discuss staff activities.
25. Attends meetings, conferences, workshops and seminars and reviews publications and audio-visual materials to remain up to date on the current principles, practices and developments within assigned departmental areas.
26. Attends City Council, staff and other meetings as required; serves on committees, boards and agencies related to fire service.
27. Participates and may coordinate community celebrations and events such as parades, Hoover Hometown Days, school medaling, and others. Oversees the West Branch Fire Department's role in event planning, coordination, and on-site operations to ensure public safety, positive community engagement, and effective interdepartmental collaboration.
28. Responds to citizens' questions and comments in a courteous and timely manner.
29. Performs other related duties as assigned.

Qualifications

Position requires five (5) years of experience in fire, rescue, and EMS management or any combination of education and experience which would provide the necessary knowledge, skills and abilities needed to perform the duties of this position. Experience working with volunteer fire fighters is required. Graduate of the NFA Executive Fire Officer Program, and Chief Fire Officer designation through the Centers for Public Safety Excellence are preferred. Must possess or can attain the following certifications:

- Firefighter I
- Haz-Mat Operations
- Firefighter II
- EMT
- Fire Officer I
- Fire Instructor I
- Iowa Driver's License

Must reside within twenty (20) miles of the West Branch corporate city limits.

Other Duties and Responsibilities:

1. Possess skills and experience in fire service management and in working with a volunteer department.
2. Value diversity, respect differing views and opinions, understand the process of consensus-building and can provide professional recommendations.
3. Be goal oriented and can anticipate problems and barriers and devise ways to work around or through them.
4. Be a motivator and a leader and be candid and willing to advise the City Administrator in an honest and forthright fashion.
5. Present well to a wide range of audiences and be comfortable representing the department and the City to an engaged community.
6. Interact well with other governing bodies and act in a positive fashion with local businesses and other local officials.
7. Have comprehensive knowledge of the principles and practices of fire department business management, including strategic planning, budgeting, personnel administration and homeland security initiatives.
8. Possess knowledge of current applicable federal, state, and local laws, rules and regulations for emergency response management and operations and station location principles, practices and techniques.
9. Possess the ability to plan, organize and manage fire operational and administrative projects; to plan, develop and evaluate purchasing specifications; to read and interpret blueprints and specifications; to prepare accurate and reliable reports containing findings, conclusions and recommendations; to operate a computer using standard word processing, spreadsheets, database applications and fire service software.
10. Be experienced in working and interacting with the public, self-motivated, organized and outgoing.
11. Be flexible and innovative and can recognize problems or concerns outside of the department and analyze these problems and issues.

12. Work as a part of the City management team, or when necessary, work independently to solve problems, resolve issues or create new or innovative ways to deliver services to the residents of the City.
13. Work to conserve materials and effectively manage personnel and City resources.
14. Possess the ability to communicate clearly and concisely both orally and in writing and can effectively delegate work to subordinates.
15. Establish and maintain effective working relationships with superiors, peers and subordinates and representatives from other agencies, vendors, contractors and the public.
16. Can plan, organize, prioritize and evaluate the work of department staff and the ability to recognize training and educational needs and to develop and implement effective training programs.

Physical and Environmental Conditions

The workday for this position is normal business hours; however, the position requires non-regular working hours as well, and the ability to be available for all off-hour emergencies. Firefighting is hazardous work involving the risk of injury or death. The Chief may be required to work in dangerous settings and situations and must have the ability to remain calm and deliberate. Required physical activities include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, and repetitive motions. The Chief is required to participate in the Department's Physical Fitness Program.

Frequent use of physical strength requires moving, lifting, pushing, carrying and pulling objects weighing up to 30 pounds. Reaching with hands and arms, and occasionally lifting, pushing, and carrying or pulling moderately heavy objects (30-50 pounds). Occasionally crawling and lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required.

Environmental conditions include work performed inside or outside and include being exposed to cold, heat, noise, vibration, mechanical hazards, and electrical hazards, atmospheric conditions that affect the respiratory system, oils, and the use of Self-Contained Breathing Apparatus. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified in this position.

**Job Description Proposed by City Administrator
& Fire Department Committee: February 20,
2026 Subject to approval by the City Council.**



Fire Chief



City of Tiffin, Iowa

Apply by December 5, 2025
4:30 PM Central Time

Tiffin is one of Iowa's fastest-growing communities, located just minutes from Iowa City, Coralville, and the University of Iowa. With a population that has more than doubled in the past decade, Tiffin offers small-town charm with big-city access.

Conveniently positioned along Interstate 80 and 380, residents enjoy quick access to major employment centers, shopping, healthcare, and entertainment while maintaining the benefits of a safe, close-knit community.

Recruitment Timeline

Application due by: December 5, 2025, 4:30 p.m. CST

Virtual Interviews for Candidates: Middle of December

Finalist interviews: Week of January 5th, including community tours and public meet and greet.

How to Apply: Submit cover letter, resume and professional references by Friday December 5, 2025, to Doug Boldt, City Administrator, 300 Railroad Street, Tiffin, IA, 52340 or to dboldt@tiffin-iowa.org, subject 'Fire Chief Position'

If you have any questions, please contact:

Doug Boldt, City Administrator
dboldt@tiffin-iowa.org
319.545.2572 Ext 2



Community Character

Tiffin prides itself on being a forward thinking, family-oriented community with a strong sense of local pride. The City blends modern residential development with established neighborhoods and scenic rural landscapes. Community events, volunteerism, and civic engagement are hallmarks of life in Tiffin. The City continues to balance growth with preservation of its small-town values and welcoming atmosphere.

Tiffin Fire Department

Since its founding in 1954, the Tiffin Fire Association has been a cornerstone of community safety. In July 2022, it transitioned from an association to an official City Department, reflecting Tiffin's growth and dedication to professional emergency services. The Tiffin Fire Department serves the City of Tiffin and surrounding rural areas across a 58-square-mile district. The combination department includes 24 volunteers and one full-time Fire Marshal, responding to approximately 700 fire, rescue, and medical calls annually. The department is committed to protecting life and property through emergency response, prevention, and education.



Mission

To protect lives and property from fires, accidents, natural disasters, and hazardous materials; provide emergency medical services; assist mutual aid partners; and prevent fires through education and prevention programs.

Department Strengths

The Tiffin Fire Department is built on a foundation of highly trained and dedicated personnel who consistently demonstrate professionalism and commitment to service. All members are required to acquire and maintain Firefighter I, Firefighter II, and EMT certifications, ensuring a strong operational capability across fire suppression, rescue, and emergency medical response. The department is equipped with a modern fleet of apparatus and specialized tools, including advanced SCBAs, thermal imaging cameras, and battery-operated rescue equipment, enabling efficient and effective response to a wide range of emergencies. This combination of skilled volunteers, robust training standards, and well-maintained resources positions the Tiffin Fire Department as a reliable and respected partner in public safety.

Department Challenges



The Tiffin Fire Department faces several operational challenges as the community continues to grow. Rapid population expansion has driven a significant increase in call volume, placing added demands on personnel—particularly volunteers. Maintaining timely response without staffed coverage at the fire station remains a concern, and the department must prioritize ongoing training to support a relatively young team. Additionally, limited facility space for operations, equipment storage, and administrative functions underscores the need for long-term planning to ensure the department can meet future service expectations.

Fleet Overview

The Tiffin Fire Department maintains a well-equipped fleet to support fire suppression, EMS, rescue, and hazardous materials response across its 58-square-mile district. The current fleet includes:

- **Ladder Truck (2016)** – Provides aerial firefighting and rescue capabilities.
- **Engines (2018, 2025)** – Modern pumpers for structural and rural fire response.
- **Brush Trucks (1997, 2007, 2009)** – Designed for wildland and grass fire operations.
- **Tanker (2020)** – Ensures water supply for rural firefighting.
- **EMS Truck (2013)** – Dedicated to emergency medical response.
- **Support Pickup (2020)** – Utility vehicle for equipment and personnel transport.
- **Command SUV (2023)** – Equipped for incident command and on-scene coordination.
- **Haz-Mat Trailer (2018)** – Specialized for hazardous materials incidents.
- **Kubota ATV (2014)** – Provides off-road access for rescue and fire suppression in difficult terrain.

This diverse fleet helps the department to respond effectively to a wide range of emergencies. Future planning includes replacing aging apparatus and addressing space limitations within the current station.

Future Needs

As Tiffin continues to experience rapid growth, the Fire Department must plan strategically to meet increasing service demands. Immediate priorities include acquiring a dedicated Fire Chief vehicle and associated equipment to support leadership and operational readiness. Additionally, replacement of aging apparatus—specifically the EMS truck and one brush truck—will be essential to maintain reliability and safety standards. Looking ahead, a long-term solution for a modern fire station is critical to address space limitations, improve response capabilities, and provide adequate facilities for training, administration, and future staffing needs.





Job Description

Position Summary

The Fire Chief is a senior-level management position responsible for leading the Tiffin Fire Department. This role oversees all fire suppression, EMS, rescue, hazardous materials response, and prevention programs. The Chief provides strategic direction, manages personnel, ensures compliance, and serves as the primary liaison with city leadership, regional partners, and the community.

General Statement of Duties

The Fire Chief serves as the executive leader of the Tiffin Fire Department and is responsible for the overall management, coordination, and administration of fire suppression, emergency medical services, rescue operations, hazardous materials response, and community risk reduction. This position provides strategic direction, supervises department personnel, responds to emergency and non-emergency incidents, ensures statutory and regulatory compliance, and promotes public safety through education, prevention, and emergency response. The Fire Chief works closely with City leadership, regional partners, and the community to ensure the delivery of high-quality emergency services in alignment with the City of Tiffin's values and growth.

Distinguishing Features of the Class

The Fire Chief is a senior-level management position responsible for the overall leadership, strategic direction, and operational effectiveness of the Tiffin Fire Department. This role is distinguished by its broad scope of authority, high level of responsibility, and direct accountability to the City Administrator and City Council. The Fire Chief generally exercises independent judgment in decision-making, policy development, and personnel management. The position requires a combination of technical expertise in fire, rescue and EMS operations, administrative proficiency, and strong leadership skills to guide a department that includes both volunteer and career personnel. The Fire Chief serves as the primary liaison between the department and other city departments, regional emergency agencies, and the public.

Examples of Essential Work

Responds to emergency and non-emergency incidents and serves as a primary responder; may serve as incident commander but is expected to perform any role, position, task, or activity in response to an emergency or incident dangerous to the public, including under NFPA 1010 (2024 ed.) Chapters 6 and 7 (Firefighter I and II) and Chapters 11-13 (Driver/Operator).

Serves as a medical responder; recognizes symptoms and administers medical care within scope of practice for certification level.

Prepares and completes required documentation including, but not limited to, patient care reports and incident reports, and submits required documentation and data to the State Fire Marshal and Bureau of Emergency Medical and Trauma Services; performs CQI of reports.

Provide team leadership and direction for all fire department operations, including city and rural fire suppression, EMS, rescue, and hazardous materials response.

Develop and implement department policies, guidelines, and standard operating procedures consistent with federal, state, and local laws.

Supervise and support volunteer and career personnel, including recruitment, retention, training, scheduling, and performance evaluation, and build a cohesive team of volunteers and career personnel.

Oversee maintenance and readiness of all fire, rescue, hazardous materials, and EMS equipment, vehicles, and facilities.

Conduct fire investigations and ensure compliance with reporting requirements and coordination with the State Fire Marshal.

Prepare and manage the department's annual operating budget and long-term capital improvement plan.

Collaborate with City staff on billing, grant applications, and fundraising efforts, as well as the Tiffin Emergency Responders' Association, Inc.

Lead community risk reduction efforts, including public education, fire prevention, and life safety programs, as well as deliver fire prevention activities to the public.

Attends and participates in department training, as well as classes and conferences on firefighting, rescue, EMS, and leadership; periodically instructs department training.

Provides advice, proposals, and recommendations to the City Administrator, City Council, and Board of Supervisors or other lawmakers, as applicable, regarding ordinances, codes, and strategic planning.

Represent the department at city council meetings, state and local community events, and regional emergency management forums and events.

Serves on and/or regularly participates in state and local organizations, groups, committees, or task forces, including the Johnson County Mutual Aid Association, Johnson County EMS Association, Iowa Fire Chiefs Association, Iowa Association of Professional Fire Chiefs, and Iowa Firefighters Association.

Maintain effective working relationships with mutual aid partners, emergency response agencies, and other city departments; coordinates mutual aid agreements, training, and drills.

Assist with code enforcement activities, including nuisance abatement and rental inspections, and enforce local codes and ordinances.

Ensure accurate documentation of incidents, patient care, and departmental activities.

Perform other duties as assigned by the City Administrator or City Council.

Required Knowledge & Abilities

Knowledge of principles and practices of modern fire suppression, rescue, prevention, and emergency medical services, as well as NFPA 1720, in city and rural areas.

Knowledge of incident command systems and emergency response protocols.

Knowledge of fire investigation techniques and methods; applicable state and federal laws and investigation and reporting requirements.

Knowledge of fire code enforcement, site plan review, and community risk reduction strategies.

Knowledge of budget development, financial management, and capital improvement planning.

Knowledge of personnel management, including supervision and leadership, training, evaluation, and fair discipline of volunteer and career personnel.

Knowledge of EMS administration, including CQI and audits.

Knowledge of city and township geography, including streets, water systems, and major infrastructure.

Knowledge of recordkeeping systems, report writing, and documentation standards.

Knowledge of public relations and community engagement strategies.

Knowledge of automatic and mutual aid agreements, Iowa Code Ch. 28E, and interagency coordination.

Knowledge of federal, state, and local laws and regulations, including OSHA and HIPAA.

Ability to lead and manage a combination of volunteer and career personnel effectively.

Ability to communicate clearly and professionally, both verbally and in writing.

Ability to analyze complex situations and develop effective solutions under pressure.

Ability to maintain composure and professionalism during emergency incidents and stressful conditions.

Ability to operate firefighting and EMS equipment safely and effectively.

Knowledge and ability to use computer systems and software for reporting, scheduling, communication, emergency incidents, investigations, and inspections.

Ability to establish and maintain positive working relationships with City staff, elected officials, regional partners, and the public.

Ability to apply independent judgment and initiative within established guidelines.

Ability to work long hours outdoors in adverse weather conditions when necessary.

Ability to handle confidential and sensitive issues with discretion and professionalism.

Acceptable Experience and Training

Bachelor's degree or higher in Fire Science, Emergency Management, Public Administration, or a closely related field is required.

A minimum of 10 years of progressive experience in the fire service, including at least 8 years as a fire officer with demonstrated experience in fire ground command, EMS operations, training program development, and departmental leadership. Experience in combination fire departments is required.

Experience developing strategic plans and managing capital improvement projects is highly desirable.

Experience working with prosecutors and testifying in court or depositions.

Must possess the following certifications

Certification as an Iowa Emergency Medical Technician (EMT) or higher is required.

IFSAC or Pro Board Certifications: Firefighter II, Fire Service Instructor II, Fire Officer II, Fire Inspector I, and Fire Investigator.

Must possess NIMS certifications (ICS 100, 200, 300, 400, 700, and 800).

Preferred education/certifications but not required

ILEA Certified.

Masters Degree or equivalent Chief Fire Officer preferred.

Required Special Qualifications

Must pass a pre-employment physical examination and drug screening.

Must be insurable under the City of Tiffin's vehicle and umbrella liability insurance policies.

Must obtain and maintain a State of Iowa Class 'B' Commercial Driver's License with air-brake endorsement.

Satisfy the requirements of an Iowa EMS Service Director within 6 months of hire. Must maintain all required fire and EMS certifications throughout employment.

Availability for emergency callouts, including nights and weekends, evening meetings, and weekend events is required.

Residency within a reasonable response time to the Tiffin Fire Department's response area will be required.

Essential Physical Abilities

Ability to perform strenuous physical tasks for extended periods, including lifting, carrying, and operating heavy firefighting and EMS equipment.

Must be able to wear and operate a self-contained breathing apparatus (SCBA) and other protective gear weighing over 50 pounds.

Capable of working in extreme environmental conditions, including heat, cold, smoke, and wet or hazardous environments.

Ability to climb ladders, crawl in confined spaces, and perform rescue operations under physically demanding and stressful conditions.

Must maintain physical fitness and stamina necessary to respond to emergency incidents and lead by example.

Ability to stand, walk, bend, kneel, and reach for extended periods during emergency response and training activities.

Must have sufficient visual and auditory acuity to perform inspections, operate equipment, and communicate effectively in emergency situations.

How to apply: Submit cover letter, resume and professional references by Friday December 5, 2025, to Doug Boldt, City Administrator, 300 Railroad Street, Tiffin, IA, 52340 or to dboldt@tiffin-iowa.org, subject 'Fire Chief Position'. For more information call 319-545-2572 ext. 2. EOE

Fire Chief	City of Tiffin Job Code:
City of Tiffin Dept/Division: Fire Department	Adopted: November 4, 2025
AFSCME Salary Grade: \$90,000 - \$100,000	Manager Level: Managerial
FLSA Status: Exempt; Full-time, permanent	Reports to Position: City Administrator
Physical Demand Rating: Moderate to high	City Overtime Status: Exempt
Work Environment: Varies	Pre-employment Testing: Drug and health screening after contingent offer
Position Testing: Knowledge and skills test. Standard Word, Excel; Job Fit Assessment	Personal Protective Equipment: Required and provided



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: March 16, 2026

AGENDA ITEM:	Resolution 2026-27 - Approving 28E Agreements between the City of West Branch, Iowa and the Boards of Trustees of Cass, Gower, Graham, Iowa, Scott and Springdale Townships for the purposes of fire protection and aid and assistance for other emergencies or disasters relating to life and property, or hazardous materials.
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PREPARED BY:	City Clerk, Alycia Friis
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DATE:	March 12, 2026
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SUMMARY:

The West Branch Fire Department annually approves a 28E Agreement with the surrounding townships to provide fire protection, aid and assistance for other emergencies and disasters relating to life, property and hazardous materials.

The financial provisions of the Agreement for the townships are as follows for FY27 (July 1, 2026- June 30, 2027)

Cass Township	\$6,127.00
Gower Township	\$40,156.00
Graham Township	\$20,468.00
Iowa Township	\$10,823.00
Scott Township	\$82,388.00
Springdale Township	\$38,779.00

RESOLUTION 2026-27

RESOLUTION APPROVING 28E AGREEMENTS BETWEEN THE CITY OF WEST BRANCH, IOWA AND THE BOARDS OF TRUSTEES OF CASS, GOWER, GRAHAM, IOWA, SCOTT AND SPRINGDALE TOWNSHIPS FOR THE PURPOSES OF FIRE PROTECTION AND AID AND ASSISTANCE FOR OTHER EMERGENCIES OR DISASTERS RELATING TO LIFE AND PROPERTY, OR HAZARDOUS MATERIALS.

WHEREAS, it is in the best interest of the City of West Branch and Cass, Gower, Graham, Iowa, Scott and Springdale Townships to have a joint agreement for the purpose of providing fire protection and aid and assistance for other emergencies or disasters relating to life and property, or hazardous materials; and

WHEREAS, the City Council finds it in the best interest of the residents of West Branch to have updated agreements in place to provide these services to the various townships; and

WHEREAS, it is now necessary to approve said agreements.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the aforementioned 28E Agreements are hereby approved. Further, the Mayor and City Clerk are directed to execute the agreements on behalf of the City.

Passed and approved this 20th day of March, 2026.

Colton Miller, Council Person Appointed by
the Mayor.

ATTEST:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: March 16, 2026

AGENDA ITEM: First Reading Ordinance 836 – Amending Section 65.02 of the Code of Ordinances of the City of West Branch, adding a Stop Sign Intersection.
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PREPARED BY: City Clerk, Alycia Friis
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DATE: March 11, 2026

SUMMARY: West Branch Code of Ordinance update:

(Adding the following to this section)

99. Orange Street at its intersection with Cedar-Johnson Road.

With the completion of the Cedar-Johnson Road project, it is time to add a stop sign where Orange Street meets the new Cedar-Johnson Road.

ORDINANCE NO. 836

AN ORDINANCE SECTION 65.02 OF THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH ADDING A STOP SIGN INTERSECTION.

WHEREAS, the Police Chief recommends adding on Orange Street at its intersection with Cedar-Johnson Road.

NOW, THEREFORE, BE IT ORDAINED:

1. Amendment. Section 65.02 is hereby amended by adding subsection (99) which reads as follows:

“99. Orange Street at its intersection with Cedar-Johnson Road.”

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.

Approved and adopted this 20th of April, 2026.

First reading: March 16, 2026

Second reading: April 6, 2026

Third Reading: April 20, 2026

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: March 16, 2026

AGENDA ITEM: Discussion – W Main Street, Road Project Work

PREPARED BY: Dave Schechinger, City Engineer

DATE: March 11, 2026

BACKGROUND:

The City has been looking at repairing the road from the roundabout located on Herbert Hoover Highway that meets Cedar-Johnson Road, connecting to Main Street and running through to the Pedersen Street Bridge area.

Engineer, Dave Schechinger shared some information with the Council at the last meeting to get some figures in front of them.

Requesting a further discussion on the route of the project with an added turn lane versus the road repair with the widening shoulder and no turn lane in order to move forward with the project.

86 responses



[View in Sheets](#)



Summary

Question

Individual

Should the City construct a turn lane before other projects?



[Copy chart](#)

85 responses

