CITY COUNCIL MEETING
Monday, March 2nd, 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 17, 2026 City Council meeting.
    b. Approval of a Block Party Request - 427 Green St.
    c. Approve January Financial Report
    d. Approve Claims for March 2, 2026.
7. Presentations/Communications/Open Forum
8. Discussion
    a. Lexus Nexus Vendor discussion. / Move to Action.
    b. Red Lion Solar Energy Proposal discussion. / Move to Action.
9. Public Hearings/Non-Consent Agenda
    a. **Public Hearing** – Hearing on proposal to enter into a Sewer Revenue Loan and Distribution Agreement. / Move to Action.
    b. **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.
    c. **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.
    d. Resolution 2026-18 Approving the Application for the purpose of receiving benefits from the Washington County Riverboat Foundation./ Move to Action.
    e. **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.
    f. **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.
    g. **Resolution 2026-21** Approving the Deputy City Clerk Job Description./ Move to Action
    h. **Resolution 2026-22** Approving the Finance Officer Job Description./ Move to Action.
    i. **Resolution 2026-23** Approving the City Administrator Job Description./ Move to Action.
10. City Administrator Report
    a. Submission for an outstanding project award utilizing the Heritage Hill development.
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 **City Council** **February 17, 2026**
Council Chambers **Regular Meeting** **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, Police Chief Greg Hall, Parks and Rec Director Erin Laughlin
Attending by Zoom: Finance Officer Heidi Van Auken

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 2, 2026 City Council meeting.
Approve Minutes from the February 9, 2026 City Council Budget Workshop.
Approve renewal of Liquor License for Casey's
Approve renewal of Liquor License for ELDR LLC, Little Lights
Approve Special Event Permit for Sand Volleyball Tournament at Beranek Park
Approve Claims for February 17, 2026.

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	356.44
GRAND FUND TOTAL	124,133.31

Discussion about the Special Event Permit for the Sand Volleyball Tournament that is scheduled for August 2026, by the Council, Mayor, Directors present at the meeting and the event coordinator, Abby Christoffel. Items that had been a concern in previous years, such as the late end time of the event and it being outside of the assigned hours of the park, noise control with the late time frame, underage drinking, etc. were addressed by the council, directors and event organizer. It was shared that there have been several changes to the event that has addressed some of these issues, with the main discussion around the end time. It was requested to have a time of 8:00am on Saturday to 2:00am on Sunday. The current code states that all city parks are to be lights out and "closed" by 10:00pm, with the exception being when an exception is made and voted on by the city council. The council suggested a compromise that they were comfortable with of midnight on Saturday. This was discussed and unanimously agreed upon to go to a vote. A motion of this item on the consent agenda to be amended to reflect a time of 8:00am on Saturday to 12:00am on Sunday, made by Miller, 2nd by Dean. AYES: Miller, Dean, Noel, Horihan, Sexton. NAYS: None. Motion carried.
Motion by Miller, second by Dean to approve the Consent agenda. AYES: Miller, Dean, Sexton, Horihan, Noel. NAYS: None. Motion carried.

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM – NONE

PUBLIC HEARING / NON-CONSENT AGENDA

Public Hearing – Amendment #9 to the Amended and Restated Urban Renewal Plan./ Move to Action.
Mayor Laughlin called the Public Hearing to order at 7:34pm. With no questions or comments, the Public Hearing was closed by the mayor at 7:35pm.

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.
Motion by Miller, second by Dean to approve Resolution 2026-13. AYES: Miller, Dean, Noel, Horihan, Sexton. NAYS: Motion carried.

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.
Motion by Miller, second by Sexton to approve Resolution 2026-14. AYES: Miller, Sexton, Dean, Horihan, Noel. NAYS: None. Motion carried.

Resolution 2026-15 setting a Public Hearing on a proposed Certification Agreement with the Iowa State Historic Preservation Officer./ Move to Action.
One of the U of I students that are working on the Historic Preservation comprehensive plan, shared that there is an Ordinance change that would be needed to then enter into a agreement to be a part of the Iowa Historic Preservation Officer in order to allow West Branch to have further resources such as grant funds and being recognized on the Historic Preservation website.
Motion by Dean, second by Miller to approve Resolution 2026-15. AYES: Dean, Miller, Horihan, Sexton, Noel. NAYS: None. Motion carried.

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.
Motion by Miller, second by Dean to approve Resolution 2026-16. AYES: Miller, Dean, Noel, Horihan, Sexton. NAYS: None. Motion carried.

DISCUSSION/MOVE TO ACTION – None
CITY ADMINISTRATOR REPORT –
Upcoming Events- Evening of Honors is February 27th at 6:30pm at the High School; Sweets to Success will be at Little Lights on April 10th and the U or I presentations will be Thursday May 7th.
CITY ATTORNEY REPORT – None
CITY ENGINEER REPORT – None
STAFF REPORTS- None
COMMENTS FROM MAYOR AND COUNCIL MEMBERS –
Wednesday evening at 5:00pm will be the next meeting to look at the job description for a new Fire Chief. The mayor would like to look at having a discussion about the regular Council meetings moving from 7:00pm to 6:00pm in the future.

ADJOURNMENT
Motion to adjourn by Miller, second by Dean. Motion carried on a voice vote. City Council meeting adjourned at 7:44 p.m.

_____
Roger Laughlin, Mayor

ATTEST:

_____
Alycia Friis, City Clerk

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	March 2, 2026

AGENDA ITEM:	Request for a Block Party Permit for 427 Green St., West Branch
PREPARED BY:	Alycia Friis, City Clerk
DATE:	February 23, 2026

SUMMARY:

The date of the Block Party would be 5/24/2026 from Noon to 8:00pm. This would require the street to be shut off in front of 427 Green Street. Starting at 5th Street about ½ way to 4th Street and only blocking off the driveway for 427 Green Street for a Graduation Party.

CITY OF
WEST BRANCH
IOWA

BLOCK PARTY PERMIT APPLICATION

A block party is defined as an event open to a specific/defined neighborhood or area; where no admission fee is charged for attendance; where alcoholic beverages are not sold or where no entrance fee or admission is charged for service of alcoholic beverages; where a street closure, if necessary, shall not exceed six (6) hours; where the use of portable restroom facilities is not necessary.

Any and all requests for temporary street closings require approval by the West Branch City Council.

Name: Marcy Willier

Address: 427 Green St

City: WB State: IA Zip: 52358

Email: marcy@urbanacres.com Home Phone: _____

Business Phone: _____ Cell Phone: 319-936-5899

Street(s) requested to be temporarily closed for block party, including termination points:
Green St. in front of 427 Green St. - starting at 5th St. and about 1/2 way to 4th St. - only blocking my drive. - it's for a graduation party, to be able to set tables + chairs up.

(example: Main Street between N. 1st St. and N. 2nd St.)

Date(s) Requested for Block Party
5/24/26

Alternate Date(s) Requested
0

Start Time of Block Party | closure request
noon

End Time of Block Party
8pm

Will there be outdoor, live or amplified music? Y (N) not planned as of now

If "yes", please be aware of noise provisions in West Branch Code of Ordinances, Chapter 40.03(2).

Have all neighbors within the enclosed area and/or impacted area been notified of the temporary street closure for the event? Y (N) not yet, waiting for approval

City Barricade Requirements

A $50 refundable deposit is required for the use of barricades. All block parties within the City of West Branch are required to use barricades provided by the City of West Branch. The West Branch Public Works Department will deliver barricades on the weekday prior to the block party at the address provided. Please return the barricades to the same address to be picked up the first work day following the block party. The barricade deposit shall be refunded at the sole discretion of the City of West Branch. Submit a check for $50, made payable to the City of West Branch and mail it to: City of West Branch, PO Box 218, West Branch, IA 52358 or drop it off at the City Office at 110 N. Poplar Street, West Branch, IA.

I Agree:

I have been advised of the requirements for a Block Party Permit and agree to meet all requirements established by the City of West Branch. Furthermore, I understand that if all requirements are not met, the Block Party Permit can be cancelled by the City of West Branch at any time, including at the start of or during the event. In the event that an organization is the applicant, I hereby certify, that I have the legal authority to represent the applicant and/or the participants, and that I have read the above requirements, understand the provisions, and freely and voluntarily sign it. I further understand that the City Council of the City of West Branch had the authority to grant or deny for this event.

I further voluntarily assume all risk of loss, damage, or injury that may be sustained by me or my guests while participating in, traveling from, or observing any of the events that are part of the block party, and I hearby release the City of West Branch and all its offices, elected officials, employees, and other agents from any and all liability associated with the block party.

All picnic tables, inflatables, etc. must be placed on ONE side of the street within the approved temporary street closing area in the event that emergency vehicle access is needed.

Signature: Marcy Williams

Date: 2/23/26

For Office Use Only:

Date Application Received: _____ City Council Meeting Date: _____

City Council Action: ☐ Approved ☐ Denied

Date Applicant Notified: _____

Date Public Works Notified: _____ Date WBPD Notified: _____

Date WBFD Notified: _____

Barricade Fee $50.00 (refundable) Paid: _____ Date Refunded: _____

09/04/2018

CITY OF WEST BRANCH IOWA

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	March 2, 2026

AGENDA ITEM:	January Monthly Financial Report
PREPARED BY:	Heidi Van Auken
DATE:	February 23, 2026

SUMMARY:

Monthly Financial Report: This report includes revenue, investments, expenditures, and balances for the month of January 2026.

		BANK TO BOOK RECONCILIATION		
		1/31/2026		
BANK BALANCE @ _____				
	CASH - FIDELITY BANK & TRUST			$ 10,938,562.03
	CASH - FIDELITY BANK & TRUST - PERPETUAL CARE FUND			$ 38,190.60
	SUB TOTAL			**$ 10,976,752.63**
ADD:	CD'S:	Bank/CD #	Maturity Date	
	ENLOW BUILDING CD	LIBERTY SAVINGS-10447	7/13/2026	$ 12,123.25
	CEMETERY PERPETUAL CARE	HILLS BANK-30282503	2/11/2026	$ 108,714.22
	LIBRARY-HANSEN DONATION CD	GREENSTATE-1041 (Old 1037)	8/4/2026	$ 64,499.95
	LIBRARY-KROUTH PRINCIPAL CD	GREENSTATE-1042 (Old 1038)	6/2/2026	$ 59,396.82
	LIBRARY-KROUTH INTEREST CD	GREENSTATE-1043 (Old 1039)	6/2/2026	$ 27,844.73
	GEN FUND-STREETSCAPE-ACCIONA DONATION CD	GREENSTATE-1044 (Old 1040)	12/7/2026	$ 8,057.79
	SAVINGS ACCOUNTS			
	GENERAL FUND SAVINGS	GREENSTATE-0001		$ 5.00
	LIBRARY - KROUTH INTEREST	FIDELITY-SAVINGS ACCOUNT		$ 8,529.80
	LIBRARY - M GRAY SAVINGS	FIDELITY-SAVINGS ACCOUNT		$ 16,367.59
	TOTAL CD'S & SAVINGS ACCOUNTS			**$ 305,539.15**
	SUB TOTAL			**$ 11,282,291.78**
PLUS	O/S DEPOSITS			$ -
PLUS	ADJUSTMENTS			$ -
LESS:	O/S CREDIT CARD			$ -
LESS:	O/S CHECKS			$ 5,761.63
	ENDING BOOK BALANCE			**$ 11,276,530.15**

CLERK'S REPORT FOR THE MONTH OF JANUARY 2026

DESCRIPTION	CHECKING	INVESTMENT	BEGINNING BALANCE	RECEIPTS	TRANSFER IN	DISBURSED	TRANSFER OUT	NET CHANGE LIABILITIES	CLERK'S BALANCE
GENERAL									
*(001) GENERAL OPERATING FUND	$ 3,107,325.49	$ 5.00	$ 3,107,330.49	$ 38,401.55		$ 172,147.06		$ 34.51	$ 2,973,619.49
** FIRE APPARATUS RESERVE	$ 214,059.29	$ -	$ 214,059.29						$ 214,059.29
POLICE APPARATUS RESERVE	$ 150,727.05	$ -	$ 150,727.05						$ 150,727.05
PARK & RECREATION RESERVE	$ 17,340.39	$ -	$ 17,340.39						$ 17,340.39
PUBLIC WORKS RESERVE	$ 14,660.00	$ -	$ 14,660.00						$ 14,660.00
CEMETERY BLDG/EQUIP INVESTMENT	$ -	$ -	$ -						$ -
SIGNS-ACCIONA DTN INVESTMENT	$ -	$ 8,057.79	$ 8,057.79						$ 8,057.79
PARK EQUIPMENT/RESERVE	$ 24,246.00	$ -	$ 24,246.00						$ 24,246.00
(022) CIVIC CENTER	$ 57,821.78	$ -	$ 57,821.78	$ 890.00		$ 1,087.67			$ 57,624.11
(027) MEMORIAL GARDEN PROJECT	$ 414.00	$ -	$ 414.00						$ 414.00
(028) SPLASH PAD RESERVE	$ 100.00	$ -	$ 100.00						$ 100.00
(031) LIBRARY	$ 31,289.82	$ 101,483.75	$ 132,773.57	$ 172.93		$ 18,684.25			$ 114,262.25
(036) TORT LIABILITY	$ (17,285.67)	$ -	$ (17,285.67)	$ 377.09					$ (16,908.58)
SPECIAL REVENUE									
(110) ROAD USE TAX	$ 304,472.59	$ -	$ 304,472.59	$ 28,890.10		$ 26,364.78		$ 4.43	$ 307,002.34
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	$ 557,131.99	$ -	$ 557,131.99	$ 5,533.22		$ 40,255.06			$ 522,410.15
(119) EMERGENCY TAX FUND	$ 7,019.38	$ -	$ 7,019.38						$ 7,019.38
(121) LOCAL OPTION SALES TAX	$ 659,840.92	$ -	$ 659,840.92	$ 33,327.51					$ 693,168.43
(125) TIF	$ 293,876.93	$ -	$ 293,876.93	$ 309.07					$ 294,186.00
(126) TIF LMI MEADOWS PT 4	$ 131,615.25	$ -	$ 131,615.25						$ 131,615.25
(160) REVOLVING LOAN FUND	$ 137,082.45	$ -	$ 137,082.45						$ 137,082.45
DEBT SERVICE									
(226) DEBT SERVICE	$ 392,532.20	$ -	$ 392,532.20	$ 1,125.90					$ 393,658.10
CAPITAL PROJECTS									
(300) CAPITAL IMPROVEMENT RESERVE	$ 390,366.52	$ -	$ 390,366.52	$ 380.87					$ 390,747.39
(304) W MAIN ST STORMWATER IMP	$ 10,000.00	$ -	$ 10,000.00						$ 10,000.00
(308) PARK IMP - PEDERSEN VALLEY	$ 14,827.20	$ -	$ 14,827.20						$ 14,827.20
(312) DOWNTOWN EAST REDEVELOPMENT	$ 172,412.82	$ -	$ 172,412.82						$ 172,412.82
(321) WIDENING WAPSI CREEK @ BERANEK PARK	$ (530,186.78)	$ -	$ (530,186.78)			$ 23,030.99			$ (553,217.77)
(324) WW TREATMT FAC IMP 2021	$ (24,857.81)	$ -	$ (24,857.81)	$ 367,753.20					$ 342,895.39
(326) ROUNDABOUT MAIN & CEDAR	$ 94,198.22	$ -	$ 94,198.22						$ 94,198.22
(327) SPONSORED WATER QUALITY IMPE 2021	$ (20,000.00)	$ -	$ (20,000.00)						$ (20,000.00)
(329) EASTSIDE WATER MAINS PH1	$ 320,331.70	$ -	$ 320,331.70						$ 320,331.70
(331) CEDAR JOHNSON RD RECONSTRUCT	$ 958,717.79	$ -	$ 958,717.79			$ 17,066.75			$ 941,651.04
(332) W MAIN ST IMPROVEMENT	$ 546,302.20	$ -	$ 546,302.20			$ 8,520.75			$ 537,781.45
PERMANENT									
(500) CEMETERY PERPETUAL FUND	$ 38,610.60	$ 108,714.22	$ 147,324.82						$ 147,324.82
(501) KROUTH PRINCIPAL FUND	$ (0.00)	$ 59,433.66	$ 59,433.66						$ 59,433.66
(502) KROUTH INTEREST FUND	$ -	$ 27,844.73	$ 27,844.73						$ 27,844.73
ENTERPRISE									
(600) WATER FUND	$ 536,880.05	$ -	$ 536,880.05	$ 70,862.38		$ 46,232.12	$ 10,321.27	$ 5.69	$ 551,194.73
(603) WATER SINKING FUND	$ 62,647.73	$ -	$ 62,647.73	$ -	$ 10,321.27				$ 72,969.00
(610) SEWER FUND	$ 904,163.86	$ -	$ 904,163.86	$ 100,527.57		$ 31,182.14	$ 53,438.89	$ 5.69	$ 920,076.09
(611) SEWER FUND SPECIAL	$ 884,151.37	$ -	$ 884,151.37	$ -	$ 53,438.89				$ 937,590.26
(740) STORM WATER UTILITY	$ 258,872.46	$ -	$ 258,872.46	$ 6,523.73		$ 1,271.04		$ 0.38	$ 264,125.53
TOTAL	$ 10,701,707.79	$ 305,539.15	$ 11,007,246.94	$ 655,075.12	$ 63,760.16	$ 385,842.61	$ 63,760.16	$ 50.70	$ 11,276,530.15
O/S CHECKS			$69,222.95						$5,761.63
ADJUSTMENTS			$0.00						$0.00
O/S DEPOSIT			$0.00						$0.00
O/S CREDIT CARD			$0.00						$0.00
BANK STATEMENT BALANCE			$11,076,469.89						$11,282,291.78

CITY OF WEST BRANCH
MTD TREASURERS REPORT
AS OF: JANUARY 31ST, 2026

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	3,536,421.01	38,401.55	172,147.06	3,402,675.50	0.00	34.51	3,402,710.01
022-CIVIC CENTER	57,821.78	890.00	1,087.67	57,624.11	0.00	0.00	57,624.11
027-MEMORIAL GARDEN PROJECT	414.00	0.00	0.00	414.00	0.00	0.00	414.00
028-SPLASH PAD RESERVE	100.00	0.00	0.00	100.00	0.00	0.00	100.00
031-LIBRARY	132,773.57	172.93	18,684.25	114,262.25	0.00	0.00	114,262.25
036-TORT LIABILITY	(17,285.67)	377.09	0.00	(16,908.58)	0.00	0.00	(16,908.58)
110-ROAD USE TAX	304,472.59	28,890.10	26,364.78	306,997.91	0.00	4.43	307,002.34
112-TRUST AND AGENCY	557,131.99	5,533.22	40,255.06	522,410.15	0.00	0.00	522,410.15
119-EMERGENCY TAX FUND	7,019.38	0.00	0.00	7,019.38	0.00	0.00	7,019.38
121-OPTION TAX	659,840.92	33,327.51	0.00	693,168.43	0.00	0.00	693,168.43
125-T I F	293,876.93	309.07	0.00	294,186.00	0.00	0.00	294,186.00
126-TIF LMI MEADOWS PT 4	131,615.25	0.00	0.00	131,615.25	0.00	0.00	131,615.25
160-REVOLVING LOAN FUND	137,082.45	0.00	0.00	137,082.45	0.00	0.00	137,082.45
226-GO DEBT SERVICE	392,532.20	1,125.90	0.00	393,658.10	0.00	0.00	393,658.10
300-CAPITAL IMPROV. RESERVE	390,366.52	380.87	0.00	390,747.39	0.00	0.00	390,747.39
304-W MAIN ST STORMWATER IMP	10,000.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00
308-PARK IMP - PEDERSEN VALLE	14,827.20	0.00	0.00	14,827.20	0.00	0.00	14,827.20
312-DOWNTOWN EAST REDEVELOPME	172,412.82	0.00	0.00	172,412.82	0.00	0.00	172,412.82
321-WIDENING WAPSI CREEK @ BE	(530,186.78)	0.00	23,030.99	(553,217.77)	0.00	0.00	(553,217.77)
324-WW TREATMT FAC IMP 2021	(24,857.81)	367,753.20	0.00	342,895.39	0.00	0.00	342,895.39
326-ROUNDABOUT MAIN & CEDAR-J	94,198.22	0.00	0.00	94,198.22	0.00	0.00	94,198.22
327-SPONS WATER QUAL IMP 2021	(20,000.00)	0.00	0.00	(20,000.00)	0.00	0.00	(20,000.00)
329-EASTSIDE WATER MAIN PH1	320,331.70	0.00	0.00	320,331.70	0.00	0.00	320,331.70
331-CEDAR JOHNSON RD RECONS	958,717.79	0.00	17,066.75	941,651.04	0.00	0.00	941,651.04
332-W MAIN ST IMPROVE	546,302.20	0.00	8,520.75	537,781.45	0.00	0.00	537,781.45
500-CEMETERY PERPETUAL FUND	147,324.82	0.00	0.00	147,324.82	0.00	0.00	147,324.82
501-KROUTH PRINCIPAL FUND	59,433.66	0.00	0.00	59,433.66	0.00	0.00	59,433.66
502-KROUTH INTEREST FUND	27,844.73	0.00	0.00	27,844.73	0.00	0.00	27,844.73
600-WATER FUND	536,880.05	70,862.38	56,553.39	551,189.04	0.00	5.69	551,194.73
603-WATER SINKING FUND	62,647.73	10,321.27	0.00	72,969.00	0.00	0.00	72,969.00
610-SEWER FUND	904,163.86	100,527.57	84,621.03	920,070.40	0.00	5.69	920,076.09
611-SEWER FUND SPECIAL	884,151.37	53,438.89	0.00	937,590.26	0.00	0.00	937,590.26
740-STORM WATER UTILITY	258,872.46	6,523.73	1,271.04	264,125.15	0.00	0.38	264,125.53
GRAND TOTAL	11,007,246.94	718,835.28	449,602.77	11,276,479.45	0.00	50.70	11,276,530.15

*** END OF REPORT ***

CITY OF WEST BRANCH
YTD TREASURERS REPORT
AS OF: JANUARY 31ST, 2026

FUND	BEGINNING CASH BALANCE	Y-T-D REVENUES	Y-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	3,220,597.35	1,312,944.11	1,130,865.96	3,402,675.50	0.00	34.51	3,402,710.01
022-CIVIC CENTER	61,098.15	4,015.00	7,489.04	57,624.11	0.00	0.00	57,624.11
027-MEMORIAL GARDEN PROJECT	414.00	0.00	0.00	414.00	0.00	0.00	414.00
028-SPLASH PAD RESERVE	100.00	0.00	0.00	100.00	0.00	0.00	100.00
031-LIBRARY	215,963.28	21,089.63	122,790.66	114,262.25	0.00	0.00	114,262.25
036-TORT LIABILITY	1,577.05	66,118.98	84,604.61	(16,908.58)	0.00	0.00	(16,908.58)
110-ROAD USE TAX	284,973.83	209,324.88	187,300.80	306,997.91	0.00	4.43	307,002.34
112-TRUST AND AGENCY	535,294.96	244,197.88	257,082.69	522,410.15	0.00	0.00	522,410.15
119-EMERGENCY TAX FUND	7,019.38	0.00	0.00	7,019.38	0.00	0.00	7,019.38
121-OPTION TAX	497,744.44	195,423.99	0.00	693,168.43	0.00	0.00	693,168.43
125-T I F	43,717.03	282,417.97	31,949.00	294,186.00	0.00	0.00	294,186.00
126-TIF LMI MEADOWS PT 4	83,542.25	48,073.00	0.00	131,615.25	0.00	0.00	131,615.25
160-REVOLVING LOAN FUND	137,082.45	0.00	0.00	137,082.45	0.00	0.00	137,082.45
226-GO DEBT SERVICE	301,593.80	183,875.55	91,811.25	393,658.10	0.00	0.00	393,658.10
300-CAPITAL IMPROV. RESERVE	315,593.26	75,154.13	0.00	390,747.39	0.00	0.00	390,747.39
304-W MAIN ST STORMWATER IMP	10,000.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00
308-PARK IMP - PEDERSEN VALLE	14,827.20	0.00	0.00	14,827.20	0.00	0.00	14,827.20
312-DOWNTOWN EAST REDEVELOPME	172,412.82	0.00	0.00	172,412.82	0.00	0.00	172,412.82
321-WIDENING WAPSI CREEK @ BE	12,835.10	0.00	566,052.87	(553,217.77)	0.00	0.00	(553,217.77)
324-WW TREATMT FAC IMP 2021	80,000.00	367,753.20	104,857.81	342,895.39	0.00	0.00	342,895.39
326-ROUNDABOUT MAIN & CEDAR-J	156,500.72	0.00	62,302.50	94,198.22	0.00	0.00	94,198.22
327-SPONS WATER QUAL IMP 2021	(20,000.00)	0.00	0.00	(20,000.00)	0.00	0.00	(20,000.00)
329-EASTSIDE WATER MAIN PH1	320,331.70	0.00	0.00	320,331.70	0.00	0.00	320,331.70
331-CEDAR JOHNSON RD RECONS	(457,812.03)	3,529,500.00	2,130,036.93	941,651.04	0.00	0.00	941,651.04
332-W MAIN ST IMPROVE	41,500.00	520,774.70	24,493.25	537,781.45	0.00	0.00	537,781.45
500-CEMETERY PERPETUAL FUND	143,818.44	3,506.38	0.00	147,324.82	0.00	0.00	147,324.82
501-KROUTH PRINCIPAL FUND	58,176.59	1,257.07	0.00	59,433.66	0.00	0.00	59,433.66
502-KROUTH INTEREST FUND	27,257.36	587.37	0.00	27,844.73	0.00	0.00	27,844.73
600-WATER FUND	486,610.52	537,470.92	472,892.40	551,189.04	0.00	5.69	551,194.73
603-WATER SINKING FUND	13,396.12	72,248.89	12,676.01	72,969.00	0.00	0.00	72,969.00
610-SEWER FUND	861,793.27	668,087.93	609,810.80	920,070.40	0.00	5.69	920,076.09
611-SEWER FUND SPECIAL	646,290.72	374,072.23	82,772.69	937,590.26	0.00	0.00	937,590.26
740-STORM WATER UTILITY	239,492.60	43,949.51	19,316.96	264,125.15	0.00	0.38	264,125.53
GRAND TOTAL	8,513,742.36	8,761,843.32	5,999,106.23	11,276,479.45	0.00	50.70	11,276,530.15

*** END OF REPORT ***

PROGRAM EXPENDITURES FOR THE MONTH OF JANUARY 2026

58.33%

FUNCTIONS	BUDGET EXP	MTD EXP	YTD EXP	REMAINING BALANCE	PERCENT OF EXPENSES
PUBLIC SAFETY					
POLICE DEPARTMENT					
GENERAL FUND	$ 635,858.00	$ 54,930.70	$ 311,530.13	$ 324,327.87	48.99%
TORT LIABILITY	$ 17,000.00	$ -	$ 13,233.25	$ 3,766.75	77.84%
TRUST & AGENCY	$ 156,982.00	$ 17,213.55	$ 96,756.80	$ 60,225.20	61.64%
FIRE DEPARTMENT					
GENERAL FUND	$ 319,400.00	$ 2,987.34	$ 84,157.65	$ 235,242.35	26.35%
TORT LIABILITY	$ 40,000.00	$ -	$ 30,340.39	$ 9,659.61	75.85%
TRUST & AGENCY	$ 71,280.00	$ 4,182.63	$ 35,182.27	$ 36,097.73	49.36%
BUILDING INSPECTIONS					
GENERAL FUND	$ 59,193.00	$ 4,269.57	$ 27,535.33	$ 31,657.67	46.52%
TRUST & AGENCY	$ 18,820.00	$ 1,013.59	$ 6,249.24	$ 12,570.76	33.21%
ANIMAL CONTROL	$ 4,050.00	$ -	$ -	$ 4,050.00	0.00%
TOTAL PUBLIC SAFETY	**$ 1,322,583.00**	**$ 84,597.38**	**$ 604,985.06**	**$ 717,597.94**	**45.74%**
PUBLIC WORKS					
ROADS & STREETS					
GENERAL FUND	$ 50,750.00	$ 8,000.00	$ 56,592.00	$ (5,842.00)	111.51%
TORT LIABILITY	$ 22,000.00	$ -	$ 16,645.40	$ 5,354.60	75.66%
ROAD USE TAX FUND	$ 340,002.00	$ 26,364.78	$ 187,300.80	$ 152,701.20	55.09%
TRUST & AGENCY	$ 78,418.00	$ 4,577.33	$ 31,576.86	$ 46,841.14	40.27%
STREET LIGHTING - GENERAL FUND	$ 45,000.00	$ 3,549.33	$ 23,377.58	$ 21,622.42	51.95%
SOLID WASTE - GENERAL FUND	$ 333,562.00	$ 39,838.00	$ 155,270.82	$ 178,291.18	46.55%
TOTAL PUBLIC WORKS	**$ 869,732.00**	**$ 82,329.44**	**$ 470,763.46**	**$ 398,968.54**	**54.13%**
TOTAL HEALTH & SOCIAL SERVICES	**$ -**	**$ -**	**$ -**	**$ -**	**#DIV/0!**
CULTURE & RECREATION					
LIBRARY					
GENERAL FUND	$ 209,621.00	$ 18,684.25	$ 122,790.66	$ 86,830.34	58.58%
TORT LIABILITY	$ 10,000.00	$ -	$ 7,323.78	$ 2,676.22	73.24%
TRUST & AGENCY	$ 43,518.00	$ 4,405.39	$ 26,148.09	$ 17,369.91	60.09%
PARKS & RECREATION					
GENERAL FUND	$ 267,669.00	$ 11,430.23	$ 124,717.53	$ 142,951.47	46.59%
TORT LIABILITY	$ 10,000.00	$ -	$ 6,408.92	$ 3,591.08	64.09%
TRUST & AGENCY	$ 43,280.00	$ 3,356.66	$ 21,401.03	$ 21,878.97	49.45%
CEMETERY					

FUNCTIONS	BUDGET EXP	MTD EXP	YTD EXP	REMAINING BALANCE	PERCENT OF EXPENSES
GENERAL FUND	$ 141,908.00	$ 8,037.44	$ 83,619.53	$ 58,288.47	58.93%
TORT LIABILITY	$ 5,000.00	$ -	$ 2,247.09	$ 2,752.91	44.94%
TRUST & AGENCY	$ 34,225.00	$ 1,526.36	$ 9,891.45	$ 24,333.55	28.90%
CIVIC CENTER					
GENERAL FUND	$ 17,900.00	$ 1,087.67	$ 7,489.04	$ 10,410.96	41.84%
TRUST & AGENCY	$ -	$ -	$ -	$ -	#DIV/0!
COMMUNITY & CULTURAL DEV.	$ 30,000.00	$ 625.56	$ 12,117.49	$ 17,882.51	40.39%
LOCAL CABLE ACCESS	$ 22,741.00	$ 216.85	$ 15,656.25	$ 7,084.75	68.85%
HISTORIC PRESERVATION	$ 2,000.00	$ -	$ -	$ 2,000.00	0.00%
TOTAL CULTURE & RECREATION	**$ 837,862.00**	**$ 49,370.41**	**$ 439,810.86**	**$ 398,051.14**	**52.49%**
COMMUNITY & ECONOMIC DEV.					
ECONOMIC DEVELOPMENT	$ 92,500.00	$ 17,500.00	$ 55,366.90	$ 37,133.10	59.86%
PLANNING & ZONING	$ 14,000.00	$ 2,559.00	$ 28,165.06	$ (14,165.06)	201.18%
TIF DEBT SERVICE	$ 170,779.00	$ -	$ 31,949.00	$ 138,830.00	18.71%
TIF LMI MEADOWS PT 4	$ 30,000.00	$ -	$ -	$ 30,000.00	0.00%
TOTAL COMMUNITY & E.D.	**$ 307,279.00**	**$ 20,059.00**	**$ 115,480.96**	**$ 191,798.04**	**37.58%**
GENERAL GOVERNMENT					
MAYOR & COUNCIL					
GENERAL FUND	$ 19,000.00	$ 435.19	$ 17,332.01	$ 1,667.99	91.22%
TRUST & AGENCY	$ 3,248.00	$ 47.39	$ 1,291.64	$ 1,956.36	39.77%
CLERK & TREASURER					
GENERAL FUND	$ 239,898.00	$ 14,763.95	$ 121,080.78	$ 118,817.22	50.47%
TORT LIABILITY	$ 13,000.00	$ -	$ 8,405.78	$ 4,594.22	64.66%
TRUST & AGENCY	$ 58,192.00	$ 3,932.16	$ 28,585.31	$ 29,606.69	49.12%
LEGAL SERVICES	$ 27,000.00	$ 3,003.90	$ 14,346.90	$ 12,653.10	53.14%
TOTAL GENERAL GOVERNMENT	**$ 360,338.00**	**$ 22,182.59**	**$ 191,042.42**	**$ 169,295.58**	**53.02%**
GO DEBT SERVICE	**$ 789,653.00**	**$ -**	**$ 91,811.25**	**$ 697,841.75**	**11.63%**
CAPITAL PROJECTS					
(308) PARK IMPROVEMENTS	$ 14,827.00	$ -	$ -	$ 14,827.00	0.00%
(321) WIDENING WAPSI CREEK	$ 1,000,000.00	$ 23,030.99	$ 566,052.87	$ 433,947.13	56.61%
(324) WW TREATMENT FACILITY 2021	$ 1,100,000.00	$ -	$ 104,857.81	$ 995,142.19	9.53%
(326) ROUNDABOUT MAIN & CEDAR	$ -	$ -	$ 62,302.50	$ (62,302.50)	#DIV/0!
(331) CEDAR JOHNSON RD RECON	$ 4,000,000.00	$ 17,066.75	$ 2,130,036.93	$ 1,869,963.07	53.25%
(332) W MAIN ST IMPROVEMENT	$ 100,000.00	$ 8,520.75	$ 24,493.25	$ 75,506.75	24.49%

FUNCTIONS	BUDGET EXP	MTD EXP	YTD EXP	REMAINING BALANCE	PERCENT OF EXPENSES
TOTAL CAPITAL PROJECTS	**$ 6,214,827.00**	**$ 48,618.49**	**$ 2,887,743.36**	**$ 3,327,083.64**	**46.47%**
BUSINESS TYPE ACTIVITIES					
WATER FUND	$ 637,280.00	$ 46,232.12	$ 400,643.51	$ 236,636.49	62.87%
WATER SINKING FUND	$ 135,040.00	$ -	$ 12,676.01	$ 122,363.99	9.39%
SEWER FUND	$ 515,250.00	$ 31,182.14	$ 235,738.57	$ 279,511.43	45.75%
SEWER FUND SPECIAL	$ 641,280.00	$ -	$ 82,772.69	$ 558,507.31	12.91%
STORM WATER UTILITY	$ 39,905.00	$ 1,271.04	$ 19,316.96	$ 20,588.04	48.41%
TOTAL BUSINESS TYPE ACTIVITIES	**$ 1,968,755.00**	**$ 78,685.30**	**$ 751,147.74**	**$ 1,217,607.26**	**38.15%**
NON-DEPARTMENTAL TRANSFERS					
GENERAL FUND	$ 194,298.00	$ -	$ -	$ 194,298.00	0.00%
EMERGENCY TAX FUND	$ 7,020.00	$ -	$ -	$ 7,020.00	0.00%
LOCAL OPTION SALES TAX	$ 61,403.00	$ -	$ -	$ 61,403.00	0.00%
TIF	$ 292,778.00	$ -	$ -	$ 292,778.00	0.00%
(326) ROUNDABOUT PROJECT	$ 156,501.00	$ -		$ 156,501.00	0.00%
(329) EAST SIDE WATER MAINS PH1	$ 320,332.00	$ -	$ -	$ 320,332.00	0.00%
WATER FUND	$ 209,640.00	$ 10,321.27	$ 72,248.89	$ 137,391.11	34.46%
SEWER FUND	$ 710,823.00	$ 53,438.89	$ 374,072.23	$ 336,750.77	52.63%
STORM WATER UTILITY	$ 100,000.00	$ -	$ -	$ 100,000.00	0.00%
TOTAL NON-DEPARMENTAL TRANSFERS	**$ 2,052,795.00**	**$ 63,760.16**	**$ 446,321.12**	**$ 1,606,473.88**	**21.74%**
TOTAL FOR ALL FUNCTIONS	**$ 14,723,824.00**	**$ 449,602.77**	**$ 5,999,106.23**	**$ 8,724,717.77**	**40.74%**

EXPENDITURES BY ACTIVITY (UNAUDITED)
AS OF: JANUARY 31ST, 2026

001-GENERAL FUND

58.33% OF FISCAL YEAR

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL NON-PROGRAM	2,052,795.00	63,760.16	446,321.12	21.74	1,606,473.88
TOTAL PUBLIC SAFETY	1,322,583.00	84,597.38	604,985.06	45.74	717,597.94
TOTAL PUBLIC WORKS	869,732.00	82,329.44	470,763.46	54.13	398,968.54
TOTAL HEALTH & SOCIAL SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	837,862.00	49,370.41	439,810.86	52.49	398,051.14
TOTAL COMMUNITY & ECON DEVELOP	307,279.00	20,059.00	115,480.96	37.58	191,798.04
TOTAL GENERAL GOVERNMENT	360,338.00	22,182.59	191,042.42	53.02	169,295.58
TOTAL DEBT SERVICE	789,653.00	0.00	91,811.25	11.63	697,841.75
TOTAL CAPITAL PROJECTS	6,214,827.00	48,618.49	2,887,743.36	46.47	3,327,083.64
TOTAL BUSINESS TYPE/ENTERPRISE	1,968,755.00	78,685.30	751,147.74	38.15	1,217,607.26
TOTAL EXPENDITURES	14,723,824.00	449,602.77	5,999,106.23	40.74	8,724,717.77

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	March 2, 2026

AGENDA ITEM:	Claims for March 2, 2026
PREPARED BY:	Jessica Brown, Deputy City Clerk
DATE:	March 2, 2026

SUMMARY:

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

EXPENDITURES	**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	119.92
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	16,567.77
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	695.83
GRAND FUND TOTAL		**122,893.84**

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	IOWA LAW ENFORCEMENT ACADEMY	BEHAVIORAL HEALTH FOR LAW	100.00
			BLOOD BORNE PATHOGENS	100.00
			DE-ESCALATION & USE OF FOR	50.00
			ETHICS ONLINE COURSE	50.00
			HAZARDOUS MATERIALS - PD	100.00
			TOTAL:	400.00
BUILDING INSPECTIONS	GENERAL FUND	GOERDT INSPECTION & CONSULTATION SERVI	BLDG INSPECTIONS	1,092.00
			TOTAL:	1,092.00
CLERK & TREASURER	GENERAL FUND	VAN AUKEN, HEIDI	MILEAGE REIMBURSEMENT	119.92
		STERICYCLE, INC.	SHREDDING SERVICES	98.98
			TOTAL:	218.90
NON-DEPARTMENTAL	GENERAL FUND	MISCELLANEOUS V RMK DEVELOPMENT	RMK DEVELOPMENT:REIMBURSEM	350.00
			TOTAL:	350.00
LIBRARY	LIBRARY	AMAZON.COM.CA.,INC.	YOUTH PROGRAM SUPPLIES - L	12.34
			WINTER READING PRIZES - LI	254.78
			BOOKS - LIBRARY	48.40
			ENVELOPES	12.95
			BOOKS	135.03
			YOUTH PROGRAM SUPPLIES - L	9.99
			TOTAL:	473.49

========== FUND TOTALS ==========

001	GENERAL FUND	2,060.90
031	LIBRARY	473.49
	GRAND TOTAL:	2,534.39

TOTAL PAGES: 1

LexisNexis®

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

RED LION
RENEWABLES

Adam Kofoed
City of West Branch
West Branch, IA

February 26, 2026

RE: Solar Proposal – City of West Branch

Adam,

We are excited to help the City of West Branch reduce its energy costs by integrating solar in similar fashion as we have with Williamsburg, Wapello, Lisbon, Perry, and other counties, schools, and municipalities throughout the state. After our meeting and site walks, we may be able to reduce your energy costs by approximately **$37,000/yr** in energy costs and **$3,700,000** over the next 30 years with **$0** upfront costs through a customized Red Lion Renewables power purchase agreement (PPA) in similar fashion as we have with 50 other communities and schools throughout Iowa. Not only will you be reducing current energy costs and adding predictability to your energy budget, you will be doing so in a fiscally responsible manner and hedging against future utility rate increases.

Of the eighteen (18) meters evaluated for solar. Adding **674 kW** of solar at ten (10) facilities throughout the city producing a combined **828,000 kWhr/yr** may reduce your Alliant Energy costs by up to **$148,000/yr** and offset an average **86-99%** of the annual electricity historically consumed by those facilities. We've confirmed the consolidated meter usage and have increased the size of that array accordingly. We've also looked at a combined roof option at the water plant. See inside this proposal for more details.

Traditional financing could take 10-30 years or more to payback from energy alone on a 30+year asset without tax credits available to others and not accounting for maintenance, insurance, and production risk as long as you have cash available. However, we propose a better solution.

Red Lion Renewables proposes to finance, own, and operate the solar project through our standard power purchase agreement (PPA) just like the ones we have for Perry, Dallas Center, Perry Schools, Polk County, and other Iowa counties, cities, and school districts that would save **$37,000/year initially** in energy costs and over **$3,700,000** over the 30 year life of the array without **$0 out of pocket** capital spend.

With the recent "big beautiful bill" changes, we have a short window to gain such savings. We suggest moving forward with review quickly and further analysis of demand data. Let's get started toward predictable fiscally responsible energy that inspires the next generation to become problem solvers.

Sincerely,

Terry Dvorak, CEO

RED LION RENEWABLES

Financing Solar

Several finance options are available to Customers for solar projects. Red Lion Renewables' innovative power purchase agreements (PPAs) provide Customers a no-down, low-cost option to traditional financing.

Power Purchase Agreement (PPA) Relationship Map

Through our PPA, the Customer simply agrees to purchase the electricity produced by the solar array located on their property. Red Lion Renewables and Investors fund the project. Red Lion Renewables develops and constructs the array, maintains it, insures it, takes on production risk, and is the long-term owner. Investors receive tax benefits and are short-term owners.

Compared to Traditional Financing

Traditional means, such as loans, bonds, or leases, don't allow schools, churches, or cities to take advantage of available tax incentives. However, by utilizing a Red Lion Renewables PPA, Customers indirectly benefit from federal and state tax incentives and can gain solar-produced electricity at a lower rate than fossil-fueled electricity. With no upfront costs required, lower electricity rates, and long-term predictability, the Customer gains more control over its energy costs for years to come.

	Loan / Bond	Lease	PPA
Down Payment / Upfront Costs	Yes	Yes	**No**
Maintenance	Yes	Yes	**No**
Insurance	Yes	Yes	**No**
Production Risk	Yes	Yes	**No**
Warranty Risk	Yes	Yes	**No**
End of Term Options	No	No	**Yes**

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West Branch - Solar Layout Options

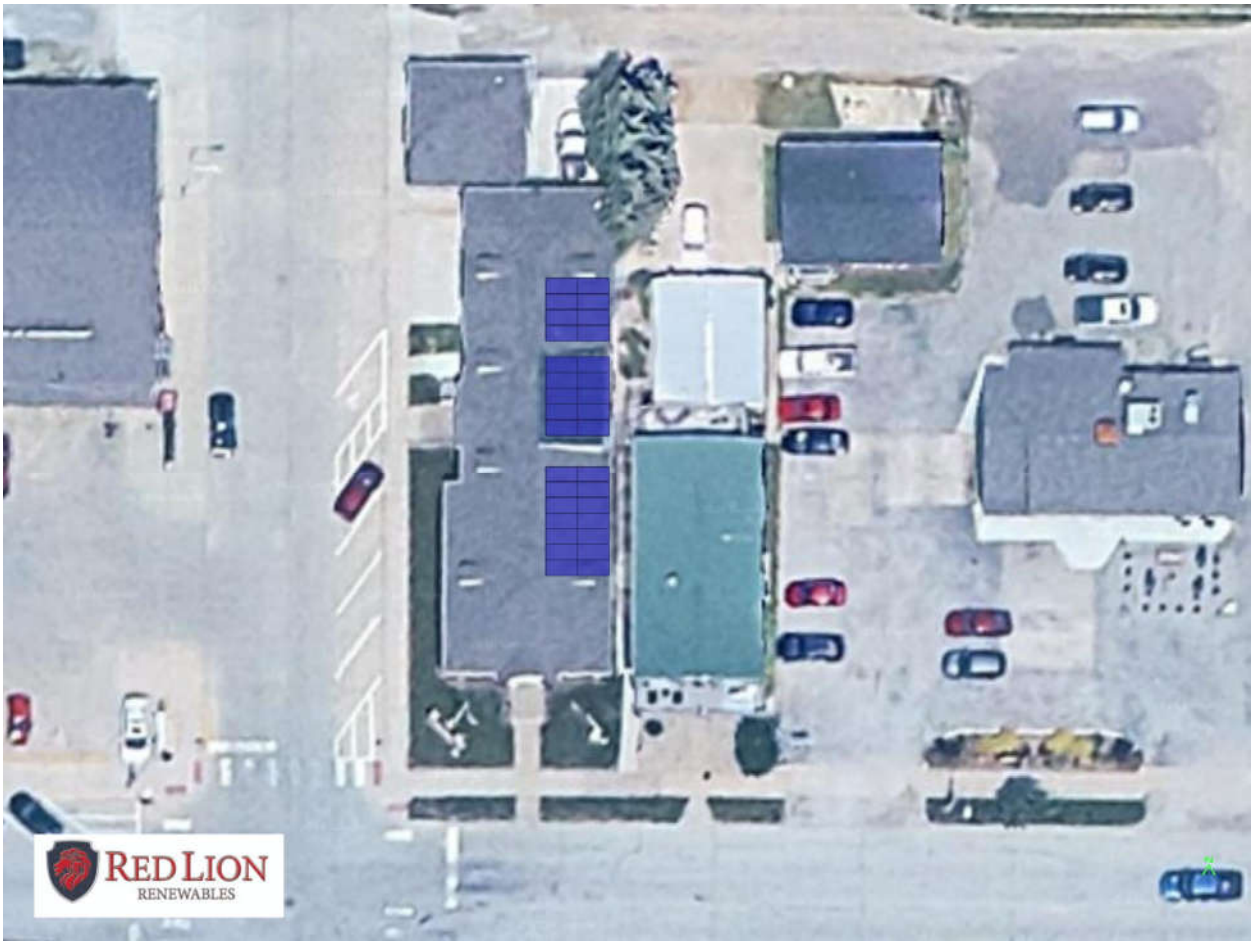
City Offices

- The City Offices meter could be offset with a fixed rooftop array as shown below.

City of West Branch	City Offices
Solar	
Solar Array Size (kW-DC)	12
Solar Annual Production (kWh)	13,398
Current Annual Usage (kWh)	15,565
Electrical Usage Offset	86.1%

City Hall

- The City Hall meter could be partially offset with a fixed rooftop array as shown below.
- Aesthetics should be considered for this building.



City of West Branch	City Hall
Solar	
Solar Array Size (kW-DC)	19
Solar Annual Production (kWh)	20,416
Current Annual Usage (kWh)	20,680
Electrical Usage Offset	98.7%

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Library

- The Library meter could be offset with a fixed rooftop array as shown below.
- LED light upgrades and possible reduction in solar array size once determined to be considered.
- Roof replacement should be considered before installing solar array.

City of West Branch	Library
Solar	
Solar Array Size (kW-DC)	33
Solar Annual Production (kWh)	36,366
Current Annual Usage (kWh)	35,749
Electrical Usage Offset	101.7%

Fire Department

- The Fire Department meter could be offset with a fixed rooftop array as shown below.

City of West Branch	Fire Dept
Solar	
Solar Array Size (kW-DC)	41
Solar Annual Production (kWh)	44,660
Current Annual Usage (kWh)	45,600
Electrical Usage Offset	97.9%

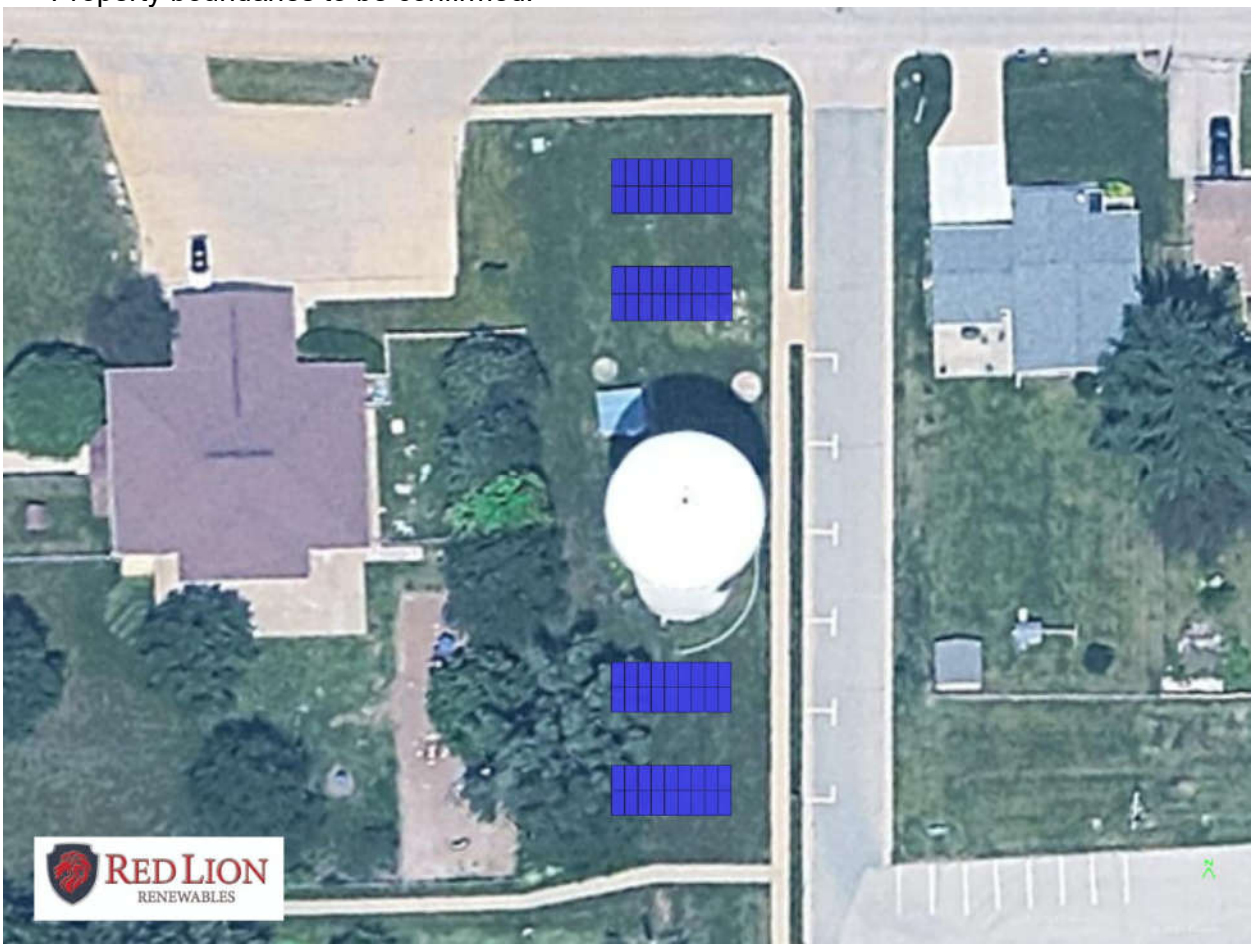
Street Shop

- The Street Shop meter can be offset with a rooftop solar array as shown below.

City of West Branch	Street Shop?
Solar	
Solar Array Size (kW-DC)	10
Solar Annual Production (kWh)	11,484
Current Annual Usage (kWh)	11,440
Electrical Usage Offset	100.4%

North Water Tower

- The North Water Tower meter can be partially offset with a ground mount solar array as shown below. A fence may be required at this location.
- Property boundaries to be confirmed.



City of West Branch	North Water Tower
Solar	
Solar Array Size (kW-DC)	42
Solar Annual Production (kWh)	57,002
Current Annual Usage (kWh)	274,100
Electrical Usage Offset	20.8%

Well 4 Pumps

- The Well 4 Pumps meter can be offset with a ground mount solar array as shown below.

City of West Branch	Well 4
Solar	
Solar Array Size (kW-DC)	26
Solar Annual Production (kWh)	34,835
Current Annual Usage (kWh)	34,962
Electrical Usage Offset	99.6%

South Water Tower

- The South Water Tower meter can be offset with a ground mount solar array as shown below.

City of West Branch	South Water Tower
Solar	
Solar Array Size (kW-DC)	6
Solar Annual Production (kWh)	7,917
Current Annual Usage (kWh)	7,893
Electrical Usage Offset	100.3%

Cubby Park

- The Cubby Park meter can be offset with a rooftop solar array as shown below.

City of West Branch	Cubby Park 301 Scott Dr
Solar	
Solar Array Size (kW-DC)	6
Solar Annual Production (kWh)	7,917
Current Annual Usage (kWh)	9,100
Electrical Usage Offset	87.0%

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WWTP

- The WWTP meter can be offset with ground mount solar arrays as shown below.
- The gravel road would be treated for dust control by the City.
- If dust control not feasible, the array would move to the north side of the lagoons.

City of West Branch	WWTP
Solar	
Solar Array Size (kW-DC)	290
Solar Annual Production (kWh)	395,850
Current Annual Usage (kWh)	397,650
Electrical Usage Offset	99.5%

Financial Option Summary

City of West Branch	City Offices	City Hall	Library	Fire Dept	Street Shop	North Water Tower	Well 4	South Water Tower	Cubby Park 301 Scott Dr	WWTP	Total Solar
Solar											
Solar Array Size (kW-DC)	12	19	33	41	10	232	26	6	6	290	674
Solar Annual Production (kWh)	13,398	20,416	36,366	44,660	11,484	255,200	34,835	7,917	7,917	395,850	828,043
Current Annual Usage (kWh)	15,565	20,680	35,749	45,600	11,440	274,100	34,962	7,893	9,100	397,650	852,739
Electrical Usage Offset	86.1%	98.7%	101.7%	97.9%	100.4%	93.1%	99.6%	100.3%	87.0%	99.5%	97.1%
Current Annual Energy Cost ($)	$3,032	$4,692	$7,093	$8,782	$2,712	$47,150	$6,579	$1,632	$2,375	$71,535	$ 155,582
Average Blended Electrical Rate ($/kWh)	$0.195	$0.227	$0.198	$0.193	$0.237	$0.172	$0.188	$0.207	$0.261	$0.180	$0.182
Savings/Revenue											
Effective Offset Rate	$0.179	$0.215	$0.192	$0.187	$0.216	$0.171	$0.181	$0.176	$0.235	$0.179	$0.180
Energy offset	**$2,403**	**$4,395**	**$6,971**	**$8,366**	**$2,482**	**$43,675**	**$6,316**	**$1,396**	**$1,857**	**$70,972**	**$148,834**
Cash Purchase Option											
Installed Cost/Budget (Solar)	$29,476	$44,915	$80,005	$98,252	$25,265	$561,440	$61,758	$14,036	$14,036	$701,800	$ 1,630,983
Simple Payback year	12.3	10.2	11.5	11.7	10.2	12.9	9.8	10.1	7.6	9.9	11.0
PPA - no money down option											
PPA Price - 20-year, 2.5% annual escalator	**$0.1350**	**$0.1350**	**$0.1350**	**$0.1350**	**$0.1350**	**$0.1350**	**$0.1350**	**$0.1350**	**$0.1350**	**$0.1350**	**$0.1350**
Year 1 PPA energy payments	($1,809)	($2,756)	($4,909)	($6,029)	($1,550)	($34,452)	($4,703)	($1,069)	($1,069)	($53,440)	($111,786)
Annual Savings / Net Revenue	**$595**	**$1,639**	**$2,062**	**$2,337**	**$931**	**$9,223**	**$1,613**	**$327**	**$789**	**$17,533**	**$37,049**
30-yr Life Savings - end term buy											**$ 3,730,226**

Notes:

Effective offset rate based on current Alliant rates and currently required net metering.

Expected system life beyond 30 years.

Pricing based on full portfolio of sites to gain economies of scale. Pricing may adjust with a smaller scope of sites.

Water Plant, Downtown Lights, and Lift Station removed for lack of space for solar array or planned operational changes.

LED assessment to be performed at City Hall and Library for potential reduction in size.

Library roofing life should be considered prior to solar installation.

Fences should be considered around North Water Tower and Well 4.

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Williamsburg Solar Project

- Solar on 5 Facilities
  - Library
  - Recreation Center
  - Family Aquatic Center
  - Fire Station
  - Lift Station
- 74% energy offset
- 303 kW-dc
- 400,000 kWh/yr
- 4,500 Tons coal avoided
- 140,000 Equivalent trees planted
- $3,300/yr, $264,000 lifetime savings
- Financed through a Red Lion Renewables power purchased agreement (PPA).

Environmental Benefits

CO2 Emission Saved
13,486,000 lbs

Equivalent Trees Planted
140,000

Light Bulbs Powered
3,030

Investors and donors welcome. Contact Terry with Red Lion Renewables for more information.
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Mt. Vernon Solar Project

Mount Vernon
IOWA

- Reliable and Clean Solar Energy
- 3 Solar Units
  - Police Station
  - Recreation Center Roof
  - Recreation Center Carport
- Financed through a Red Lion Renewables power purchased agreement (PPA) with no upfront cost to Mt. Vernon.
- 288 kW-dc
- 351,000 kWh/yr
- 99% Energy offset
- $5,000/yr, $865,000+ lifetime savings

Environmental Benefits

CO2 Emission Saved
335,000 lbs/yr

Equivalent Trees Planted
50,200

Light Bulbs Powered
2,880

Thank you to the Mt. Vernon for making a difference!

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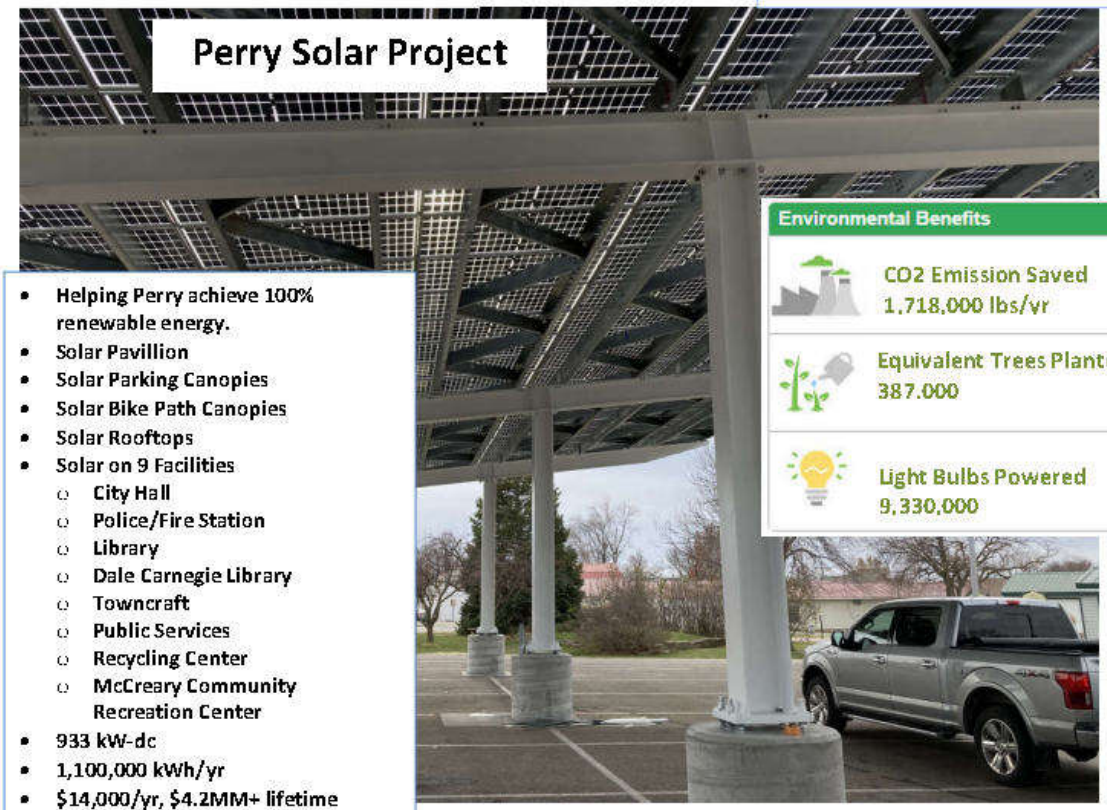
PERRY IA
CULTURE & COMMUNITY THRIVE HERE.

Perry Solar Project



- Helping Perry achieve 100% renewable energy.
- Solar Pavillion
- Solar Parking Canopies
- Solar Bike Path Canopies
- Solar Rooftops
- Solar on 9 Facilities
  - City Hall
  - Police/Fire Station
  - Library
  - Dale Carnegie Library
  - Towncraft
  - Public Services
  - Recycling Center
  - McCreary Community Recreation Center
- 933 kW-dc
- 1,100,000 kWh/yr
- $14,000/yr, $4.2MM+ lifetime savings
- Financed through a Red Lion Renewables power purchased agreement (PPA).

Environmental Benefits

CO2 Emission Saved
1,718,000 lbs/yr

Equivalent Trees Planted
387,000

Light Bulbs Powered
9,330,000

Thank you to the community of Perry for making a difference!

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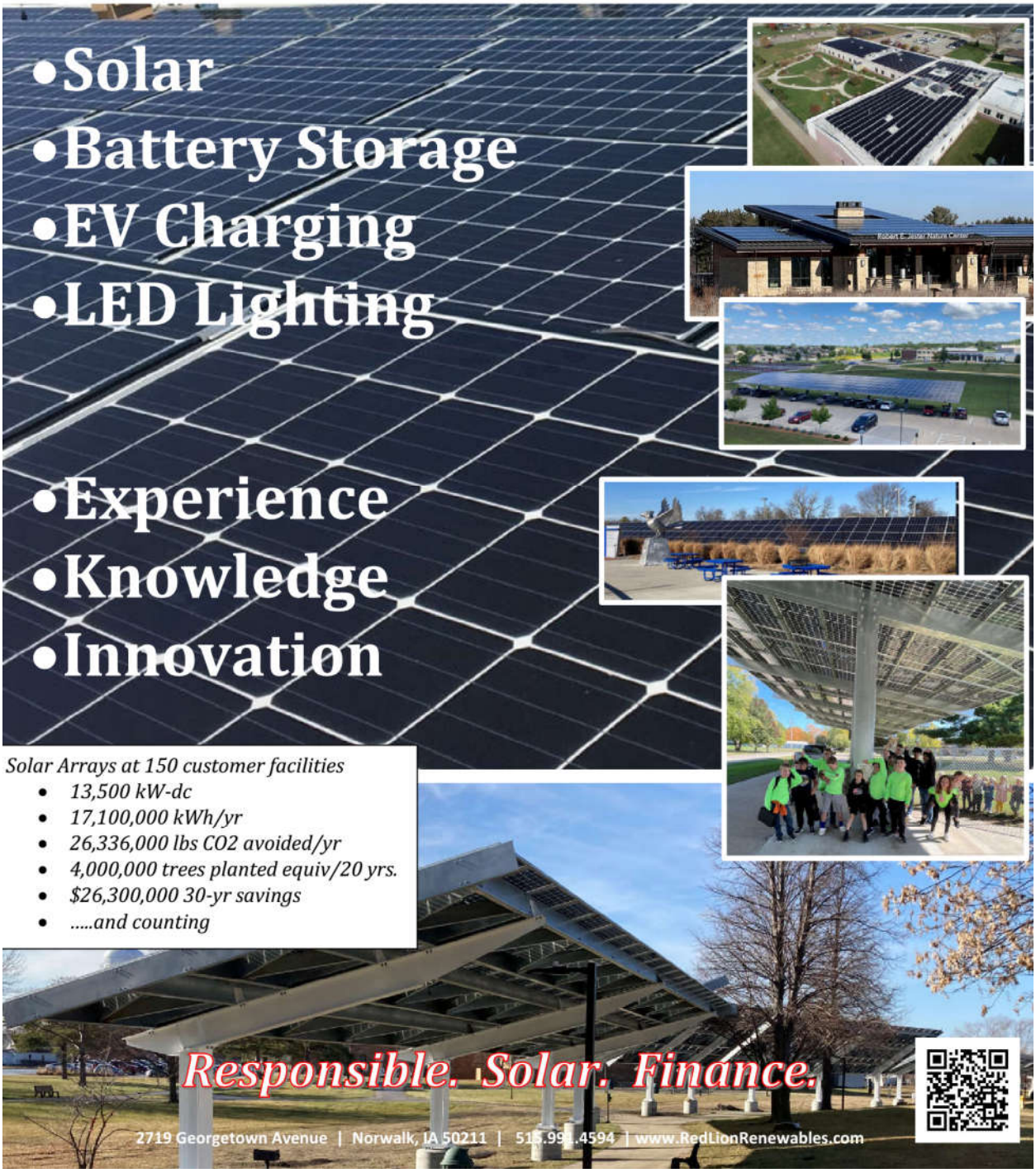
Making Solar Savings Possible



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Solar Savings Challenge

How much can you save?
What impact will you make?
What will your children be inspired to do?

	# Sites	kW-dc	kWh/yr	Annual Savings	Lifetime Savings	Environmental Impact
School District						
Albia	7	200	236,000	$3,600	**$442,000**	33,000 trees
Keokuk	6	603	739,000	32,600	**$2,887,000**	103,000 trees
Knoxville	11	1,232	1,583,000	$8,500	**$370,000**	550,000 trees
Mediapolis	3	300	366,000	$7,600	**$600,000**	128,000 trees
Notre Dame	1	276	377,000	$6,500	**$612,000**	176,000 trees
Pekin	3	233	304,000	$12,000	**$640,000**	150,000 trees
Perry	5	185	253,000	$11,100	**$1,200,000**	36,000 trees
Sigourney	3	275	321,000	$12,000	**$385,000**	160,000 trees
Wapello	4	678	840,000	$16,000	**$1,460,000**	197,000 trees
W Burlington	4	576	707,000	$8,500	**$1,680,000**	350,000 trees
City						
Dallas Center	9	430	577,000	$ 8,800	**$ 120,000**	82,000 trees
Ft Madison	8	439	579,000	$ 20,000	**$ 2,400,000**	136,000 trees
Knoxville	8	1,630	2,108,000	$ 8,000	**$ 1,560,000**	740,000 trees
Lisbon	4	108	139,000	$ 8,000	**$ 350,000**	60,000 trees
Mt Vernon	3	315	383,000	$ 6,500	**$ 865,000**	65,000 trees
Palo	3	232	350,000	$ 15,300	**$ 650,000**	120,000 trees
Perry	10	1,809	2,223,000	$ 20,800	**$ 5,220,000**	780,000 trees
Wapello	9	437	564,000	$ 14,000	**$ 1,630,000**	198,000 trees
Williamsburg	5	303	400,000	$ 3,300	**$ 264,000**	140,000 trees
County						
Hamilton	6	177	242,000	$ 3,500	**$ 311,000**	68,000 trees
Lee	5	155	205,000	$ 2,000	**$ 758,000**	58,000 trees
Louisa	5	374	502,000	$ 6,000	**$ 1,140,000**	141,000 trees
Polk	11	374	470,000	$ 3,800	**$ 1,000,000**	165,000 trees
Pottawattamie	6	130	171,700	$ 3,500	**$ 316,000**	60,000 trees
Story	5	49	67,000	$ 3,000	**$ 250,000**	24,000 trees
Wapello	1	22	30,000	$ 600	**$ 57,000**	8,000 trees
Warren	3	57	78,000	$ 800	**$ 139,000**	11,000 trees
Other	16	2,100	2,641,000	$53,000	**$ 1,424,000**	742,000 trees
Total	**164**	**13,699**	**17,455,700**	**$299,300**	**$28,730,000**	**5,481,000 trees**

Environmental impact as equivalent number of trees planted.

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	March 2, 2026

AGENDA ITEM:	Public Hearing – Hearing on proposal to enter into a Sewer Revenue Loan and Distribution Agreement./ Move to Action
PREPARED BY:	Alycia Friis, City Clerk
DATE:	February 25, 2026

SUMMARY:

A public hearing is required to enter into an agreement to borrow funds.

The City is proposing to accept the 0% interest loan of up to $719,000.00 for the remainder of the Municipal Sanitary Sewer System for the City of West Branch. This is for the Sewer Project that was just completed in 2025.

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	March 2, 2026

AGENDA ITEM:	**Resolution 2026-06** – Approving an agreement with the Iowa DOT, for maintenance and repair of primary roads in municipalities./ Move to Action.
PREPARED BY:	Alycia Friis, City Clerk
DATE:	January 15, 2026

BACKGROUND:

The Iowa DOT has prepared the attached agreement for the City of West Branch which includes a 5-year term from July 1, 2026 through June 30, 2031.

The agreement spells out what repair work and maintenance of the Freeways, Primary Highways, and City Streets crossing the Freeway Rights of Way, would be the responsibility of City of West Branch staff and what the Iowa DOT staff would be responsible for.

RESOLUTION 2026 - 06

RESOLUTION 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

WHEREAS, the City of West Branch and the Iowa Department of Transportation wish to outline the responsibilities for maintenance and repair of the primary roads within the corporate limits of the City of West Branch; and

WHEREAS, the City of West Branch and the Iowa Department of Transportation have worked cooperatively in the past with a similar agreement; and

WHEREAS, the previous agreements have expired; and

WHEREAS, the Iowa Department of Transportation has provided the City with an agreement which would start on July 1, 2026 and continue through June 30, 2031; and

WHEREAS, the agreement requires the approval of the West Branch City Council.

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

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

_____

Roger Laughlin, Mayor

ATTEST:

_____

Alycia A Friis, City Clerk

Form 810034wd
05-11

Agreement for Maintenance and Repair of Primary Roads in Municipalities

This Agreement made and entered into by and between the Municipality of West Branch , Cedar County, Iowa, hereinafter referred to as the Municipality, and the Iowa Department of Transportation, Ames, Iowa, hereinafter referred to as the Department.

AGREEMENT:

In accord with Provisions of Chapter 28E, Sections 306.3, 306.4, 313.3-5, 313.21-.23, 313.27, 313.36, 314.5, 321.348 and 384.76 of the Code of Iowa and the Iowa Administrative Rules 761 – Chapter 150 (IAC) the Municipality and Department enter into the following agreement regarding maintenance, repair and minor reconstruction of the primary roads within the boundaries of the Municipality.

I. The Department shall maintain and repair:

A. Freeways (functionally classified and constructed)

1. Maintain highway features including ramps and repairs to bridges.
2. Provide bridge inspection.
3. Highway lighting.

B. Primary Highways – Urban Cross-Section (curbed) (See Sec. II.A)

1. Pavement: Maintain and repair pavement and subgrade from face of curb to face of curb (excluding parking lanes, drainage structures, intakes, manholes, public or private utilities, sanitary sewers and storm sewers).
2. Traffic Services: Provide primary road signing for moving traffic, pavement marking for traffic lanes, guardrail, and stop signs at intersecting streets.
3. Drainage: Maintain surface drainage within the limits of pavement maintenance described in I.B.1 above.
4. Snow and Ice Removal: Plow traffic lanes of pavement and bridges and treat pursuant to the Department's policy.
5. Vehicular Bridges: Structural maintenance and painting as necessary.
6. Provide bridge inspection.

C. Primary Highways – Rural Cross-Section (uncurbed) (See II.B)

1. Maintain, to Department standards for rural roads, excluding tree removal, sidewalks, and repairs due to utility construction and maintenance.

D. City Streets Crossing Freeway Rights of Way (See II.C)

1. Roadsides within the limits of the freeway fence.
2. Surface drainage of right of way.
3. Traffic signs and pavement markings required for freeway operation.
4. Guardrail at piers and bridge approaches.
5. Bridges including deck repair, structural repair, berm slope protection and painting.
6. Pavement expansion relief joints and leveling of bridge approach panels.

II. The Municipality shall maintain and repair:

A. Primary Highways – Urban Cross-Section (curbed) (See Sec. I.B)

1. Pavement: Maintain and repair pavement in parking lanes, intersections beyond the limits of state pavement maintenance; curbs used to contain drainage; and repairs to all pavement due to utility construction, maintenance and repair.
2. Traffic Services: Paint parking stalls, stop lines and crosswalks. Maintain, repair and provide energy to traffic signals and street lighting.
3. Drainage: Maintain storm sewers, manholes, intakes, catch basins and culverts used for collection and disposal of surface drainage.

4. Snow and ice removal: Remove snow windrowed by state plowing operations, remove snow and ice from all areas outside the traffic lanes and load or haul snow which the Municipality considers necessary. Remove snow and ice from sidewalks on bridges used for pedestrian traffic.

5. Maintain sidewalks, retaining walls and all areas between curb and right-of-way line. This includes the removal of trees as necessary and the trimming of tree branches as necessary.

6. Clean, sweep and wash streets when considered necessary by the Municipality.

7. Maintain and repair pedestrian overpasses and underpasses including snow removal, painting and structural repairs.

B. Primary Highways – Rural Cross-Section (uncurbed) (See Sec. I.C)

1. Maintain and repair highway facilities due to utility construction and maintenance.

2. Removal of trees as necessary and the trimming of tree branches as necessary.

3. Maintain sidewalks.

C. City Streets Crossing Freeway Rights of Way (See I.D)

1. All pavement, subgrade and shoulder maintenance on cross streets except expansion relief joints and bridge approach panel leveling.

2. Mark traffic lanes on the cross street.

3. Remove snow on the cross street, including bridges over the freeway.

4. Clean and sweep bridge decks on streets crossing over freeway.

5. Maintain all roadside areas outside the freeway fence.

6. Maintain pedestrian overpasses and underpasses including snow removal, painting, lighting and structural repair.

III. The Municipality further agrees:

A. That all traffic control devices placed by the Municipality on primary roads within the Municipal boundaries shall conform to the "Manual on Uniform Traffic Control Devices for Streets and Highways."

B. To prevent encroachment or obstruction within the right of way, the erection of any private signs on the right of way, or on private property which may overhang the right of way and which could obstruct the view of any portion of the road or the traffic signs or traffic control devices contrary to Section 318.11 of the Code of Iowa.

C. To comply with all current statutes and regulations pertaining to overlength and overweight vehicles using the primary roads, and to issue special permits for overlength and overweight vehicles only with approval of the Department.

D. To comply with the current Utility Accommodation Policy of the Department.

E. To comply with the access control policy of the Department by obtaining prior approval of the Department for any changes to existing entrances or for the construction of new entrances.

IV. Drainage district assessments levied against the primary road within the Municipality shall be shared equally by the Department and the Municipality.

V. Major construction initiated by the Department and all construction initiated by the Municipality shall be covered by separate agreements.

VI. The Department and the Municipality may by a separate annual Supplemental Agreement, reallocate any of the responsibilities covered in Section I of this agreement.

VII. This Agreement shall be in effect for a five year period from July 1, **2026** to June 30, **2031**

IN WITNESS WHEREOF, The Parties hereto have set their hands, for the purposes herein expressed, on the dates indicated below.

City of West Branch, Iowa
MUNICIPALITY

By _____

Date _____

IOWA DEPARTMENT OF TRANSPORTATION

BY _____
District Engineer

Date _____

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	March 2, 2026

AGENDA ITEM:	Resolution 2026-17 – Authorizing and Approving a Loan and Disbursement Agreement and providing for the issuance and securing the payment of Sewer Revenue Bonds, Series 2026./ Move to Action
PREPARED BY:	Alycia Friis, City Clerk
DATE:	February 25, 2026

SUMMARY:

The City is proposing to accept the 0% interest loan of up to $719,000.00 for the remainder of the Municipal Sanitary Sewer System for the City of West Branch. This is for the Sewer Project that was just completed in 2025.

This Resolution is in follow up to the Public Hearing and authorizes the city to move forward with this loan and distribution of funds.

RESOLUTION NO. 2026-17

Resolution authorizing and approving a Loan and Disbursement Agreement, and providing for the issuance and securing the payment of $719,000 Sewer Revenue Bonds, Series 2026

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"), 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 (as defined herein) 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, an agency and public instrumentality of the State of Iowa, as lender (the "Lender"), has agreed to provide financing for the Project by providing a 0% interest loan (the "Loan") to the City for the Project; and

WHEREAS, pursuant to Section 384.24A of the Code of Iowa, the City has heretofore proposed to contract indebtedness and enter into a certain Sewer Revenue 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 constructing the Project to the benefit of the Utility, and has published notice of the proposed action and has held a hearing thereon on March 2, 2026; and

WHEREAS, it is necessary at this time for the City Council to approve the Agreement with the Lender and to authorize the issuance of Sewer Revenue Bonds, Series 2026 (the "Bonds") in evidence thereof in the principal amount of $719,000 to pay the costs of the Project; and

WHEREAS, upon completion of the Project, the Lender intends to forgive the Loan, subject to the terms of the Agreement;

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

Section 1. It is hereby determined that the City shall enter into the Agreement with the Lender. The Agreement shall be in substantially the form as has been placed on file with the City and shall provide for the Loan to the City in the amount of $719,000, for the purpose as set forth in the preamble hereof.

The Mayor and City Clerk are hereby authorized and directed to sign the Agreement on behalf of the City, and the Agreement is hereby approved.

Section 2. The Bonds are hereby authorized to be issued in evidence of the obligation of the City under the Agreement, in the aggregate principal amount of $719,000, to be dated the date of delivery to or upon the direction of the Lender. The Bonds shall not bear interest.

The Bonds may be in the denomination of $1,000 each or any integral multiple thereof and, at the request of the Lender, shall be initially issued as a single bond in the denomination of $719,000 and numbered R-1.

The City Clerk is hereby designated as the Registrar and Paying Agent for the Bonds and may be hereinafter referred to as the "Registrar" or the "Paying Agent."

Payment of the principal of the Bonds and premium, if any, shall be payable at the office of the Paying Agent to the registered owners thereof appearing on the registration books of the City. All such payments, except full redemption, shall be made to the registered owners appearing on the registration books at the close of business on the fifteenth day of the month next preceding the payment date. Final payment of principal shall only be made upon surrender of the Bond or Bonds to the Paying Agent.

If applicable pursuant to the Agreement, in addition to the payment of principal of the Bonds, the City also agrees to pay the Initiation Fee (defined in the Agreement) in accordance with the terms of the Agreement.

The Bonds shall be executed on behalf of the City with the official manual or facsimile signature of the Mayor and attested with the official manual or facsimile signature of the City Clerk, and shall be fully registered bonds without interest coupons. The issuance of the Bonds and the amount of the Loan advanced thereunder shall be recorded in the office of the City Treasurer, and the certificate on the back of each Bond shall be executed with the official manual or facsimile signature of the City Treasurer. In case any officer whose signature or the facsimile of whose signature appears on the Bonds shall cease to be such officer before the delivery of such Bonds, such signature or such facsimile signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

The Bonds shall be fully registered as to principal in the name of the owners on the registration books of the City kept by the Registrar. Each Bond shall be transferable without cost to the registered owner thereof only upon the registration books of the City upon presentation to the Registrar, together with either a written instrument of transfer satisfactory to the Registrar or

the assignment form thereon completed and duly executed by the registered owner or the duly authorized attorney for such registered owner.

The record and identity of the owners of the Bonds shall be kept confidential as provided by Section 22.7 of the Code of Iowa.

The Bonds are subject to optional redemption by the City at a price of par (i) on any date with the prior written consent of the Lender, or (ii) in the event that all or substantially all of the Project is damaged or destroyed. Any optional redemption of the Bonds by the City may be made from any funds regardless of source, in whole or from time to time in part, in inverse order of maturity upon not less than thirty (30) days' notice of redemption by facsimile, e-mail, certified or registered mail to the Lender (or any other registered owner of the Bonds). The Bonds are also subject to mandatory redemption as set forth in Section 5 of the Agreement.

All of the Bonds, together with the Outstanding Bond and any additional obligations as may be hereafter issued and outstanding from time to time ranking on a parity therewith under the conditions set forth herein (which additional obligations are hereinafter sometimes referred to as "Parity Obligations"), shall be payable solely from the Net Revenues of the Utility and the Sinking Fund hereinafter referred to, both of which are hereby pledged to the payment of the Bonds. The Bonds shall be a valid claim of the owners thereof only against said Net Revenues and Sinking Fund. None of the Bonds shall be a general obligation of the City, nor payable in any manner by taxation, and under no circumstances shall the City or the Utility be in any manner liable by reason of the failure of the Net Revenues of the Utility to be sufficient for the payment in whole or in part of the Bonds.

Section 3. The Bonds shall be executed as herein provided as soon after the adoption of this resolution as may be possible and thereupon they shall be delivered to the Registrar for registration and delivery to the Lender, upon receipt of the loan proceeds (the "Loan Proceeds"), and all action heretofore taken in connection with the Agreement is hereby ratified and confirmed in all respects.

Section 4. The Bonds shall be in substantially the following form:

(Form of Bond)

UNITED STATES OF AMERICA
STATE OF IOWA
CEDAR AND JOHNSON COUNTIES
CITY OF WEST BRANCH

SEWER REVENUE BOND, SERIES 2026

No. R-1 $719,000

RATE	MATURITY DATE	BOND DATE
0%	June 1, 2042	March 20, 2026

The City of West Branch (the "City"), in Cedar and Johnson Counties, State of Iowa, for value received, promises to pay from the source and as hereinafter provided, on the maturity date of this Bond, to

IOWA FINANCE AUTHORITY

or registered assigns, the principal sum of

SEVEN HUNDRED NINETEEN THOUSAND DOLLARS

Principal shall be due and payable in installments in the amounts shown on the Principal Payment Schedule, attached hereto as Exhibit A, on June 1, 2027, and annually thereafter on June 1 in each year until the principal is fully paid, except that the final installments of the entire balance of principal, if not sooner paid, shall become due and payable on June 1, 2042. This Bond shall not bear interest.

The City Clerk shall act as Registrar and Paying Agent and may be hereinafter referred to as the "Registrar" or the "Paying Agent."

Payment of the principal of this Bond and premium, if any, shall be payable at the office of the Paying Agent to the registered owners thereof appearing on the registration books of the City at the addresses shown on such registration books. All such payments, except full redemption, shall be made to the registered owners appearing on the registration books at the close of business on the fifteenth day of the month next preceding the payment date. Final payment of principal shall only be made upon surrender of this Bond to the Paying Agent.

This Bond is one of a series of bonds (the "Bonds") issued by the City to evidence its obligation under a certain Loan and Disbursement Agreement, dated the date hereof (the "Agreement") entered into by the City for the purpose of providing funds to pay a portion of the cost of constructing a certain water resource restoration project (the "Project") to the benefit of the Municipal Sanitary Sewer System (the "Utility") of the City.

The Bonds are issued pursuant to and in strict compliance with the provisions of Sections 384.24A and 384.83 of the Code of Iowa, 2025, and all other laws amendatory thereof and supplemental thereto, and in conformity with a resolution of the City Council authorizing and approving the Agreement and providing for the issuance and securing the payment of the Bonds (the "Resolution"), and reference is hereby made to the Resolution and the Agreement for a more complete statement as to the source of payment of the Bonds and the rights of the owners of the Bonds.

The Bonds shall be subject to optional redemption by the City at a price of par (i) on any date with the prior written consent of the Iowa Finance Authority, or (ii) in the event that all or substantially all of the Project is damaged or destroyed. Any optional redemption of the Bonds by the City may be made from any funds regardless of source, in whole or from time to time in part, in inverse order of maturity upon not less than thirty (30) days' notice of redemption by e-mail, facsimile, certified or registered mail to the Iowa Finance Authority (or any other registered owner of the Bonds). The Bonds are also subject to mandatory redemption as set forth in Section 5 of the Agreement.

The Bonds are not general obligations of the City but, together with the City's outstanding Sewer Revenue Bond, SRF Series 2022, dated July 8, 2022, and any additional obligations as may be hereafter issued and outstanding from time to time ranking on a parity therewith under the conditions set forth in the Resolution, are payable solely and only out of the future Net Revenues (as defined in the Resolution) of the Utility of the City, a sufficient portion of which has been ordered set aside and pledged for that purpose. This Bond is not payable in any manner by taxation, and under no circumstances shall the City be in any manner liable by reason of the failure of the said Net Revenues to be sufficient for the payment of this Bond.

This Bond is fully negotiable but shall be fully registered as to both principal in the name of the owner on the books of the City in the office of the Registrar, after which no transfer shall be valid unless made on said books and then only upon presentation of this Bond to the Registrar, together with either a written instrument of transfer satisfactory to the Registrar or the assignment form hereon completed and duly executed by the registered owner or the duly authorized attorney for such registered owner.

The City, the Registrar and the Paying Agent may deem and treat the registered owner hereof as the absolute owner for the purpose of receiving payment of or on account of principal hereof, premium, if any, and for all other purposes, and the City, the Registrar and the Paying Agent shall not be affected by any notice to the contrary.

And It Is Hereby Certified, Recited and Declared that all acts, conditions and things required to exist, happen and be performed precedent to and in the issuance of the Bonds have existed, have happened and have been performed in due time, form and manner, as required by law, and that the issuance of the Bonds does not exceed or violate any constitutional or statutory limitation or provision.

IN TESTIMONY WHEREOF, the City of West Branch, Iowa, has caused this Bond to be executed by its Mayor and attested by its City Clerk, all as of the Bond Date.

CITY OF WEST BRANCH, IOWA

By (Do Not Sign) _____
Mayor

Attest:

(Do Not Sign) _____
City Clerk

(On the back of each Bond the following certificate shall be executed with the duly authorized signature of the City Treasurer)

STATE OF IOWA
CEDAR AND JOHNSON COUNTIES SS: CITY TREASURER'S
CERTIFICATE
CITY OF WEST BRANCH

The original issuance of the Bonds, of which this Bond is a part, was duly and properly recorded in my office as of the Bond Date.

(Do Not Sign) _____
City Treasurer

ABBREVIATIONS

The following abbreviations, when used in this Bond, shall be construed as though they were written out in full according to applicable laws or regulations:

TEN COM	-	as tenants in common	UTMA _____ (Custodian)
TEN ENT	-	as tenants by the entireties	As Custodian for _____ (Minor)
JT TEN	-	as joint tenants with right of survivorship and not as tenants in common	under Uniform Transfers to Minors Act _____ (State)

Additional abbreviations may also be used though not in the list above.

ASSIGNMENT

For valuable consideration, receipt of which is hereby acknowledged, the undersigned assigns this Bond to

_____

(Please print or type name and address of Assignee)

_____

PLEASE INSERT SOCIAL SECURITY OR OTHER IDENTIFYING NUMBER OF ASSIGNEE

and does hereby irrevocably appoint _____, Attorney, to transfer this Bond on the books kept for registration thereof with full power of substitution.

Dated: _____

Signature guaranteed:

_____

_____

_____

_____

NOTICE: The signature to this Assignment must correspond with the name of the registered owner as it appears on this Bond in every particular, without alteration or enlargement or any change whatever.

EXHIBIT A

PRINCIPAL PAYMENT SCHEDULE

Date June 1	Amount	Date June 1	Amount
2027	$45,000	2035	$45,000
2028	$45,000	2036	$45,000
2029	$45,000	2037	$45,000
2030	$45,000	2038	$45,000
2031	$45,000	2039	$45,000
2032	$45,000	2040	$45,000
2033	$45,000	2041	$45,000
2034	$45,000	2042	$44,000

Section 5. The Loan Proceeds shall be held by the Lender and disbursed for costs of the Project, as referred to in the preamble hereof. The City will keep a detailed, segregated accounting of the expenditure of the Loan Proceeds.

Section 6. So long as the Bonds, the Outstanding Bond or any Parity Obligations are outstanding, the City shall continue to maintain the Utility in good condition, and the Utility shall continue to be operated in an efficient manner and at a reasonable cost as a revenue producing undertaking. The City shall establish, impose, adjust and provide for the collection of rates to be charged to customers of the Utility, including the City, to produce gross revenues (hereinafter sometimes referred to as the "Gross Revenues") at least sufficient to pay the expenses of operation and maintenance of the Utility, which shall include salaries, wages, cost of maintenance and operation, materials, supplies, insurance and all other items normally included under recognized accounting practices (but does not include allowances for depreciation in the valuation of physical property) (which such expenses are hereinafter sometimes referred to as the "Operating Expenses") and to leave a balance of net revenues (herein referred to as the "Net Revenues") equal to at least 110% of the principal of and interest on all of the Bonds, the Outstanding Bond and any other Parity Obligations due in such fiscal year, as the same become due.

Section 7. The provisions, covenants, undertakings and stipulations for the operation of the Utility and for the collection, application and use of the Gross Revenues and income from such operation, as set forth in the Outstanding Bond Resolution shall inure and appertain to the Bonds to the same extent and with like force and effect as if herein set out in full, except only insofar as the same may be inconsistent with this resolution.

Nothing in this resolution shall be construed to impair the rights vested in the Outstanding Bond. The amounts herein required to be paid into the various funds hereafter named shall be inclusive of said payments required with respect to the Outstanding Bond. The provisions of the Outstanding Bond Resolution and the provisions of this resolution are to be construed whenever possible so that the same will not be in conflict. In the event such construction is not possible, the provisions of the resolution first adopted shall prevail until such time as the obligations authorized by such resolution have been paid or otherwise satisfied as therein provided, at which time the provisions of this resolution shall again prevail.

Section 8. From and after the issuance of the Bonds, the Gross Revenues of the Utility shall continue to be set aside into the City's Sewer Revenue Fund ("Sewer Revenue Fund") created under the Outstanding Bond Resolution. The Sewer Revenue Fund shall be used in maintaining and operating the Utility, and after payment of the Operating Expenses shall, to the extent provided in this resolution and the Outstanding Bond Resolution, be used to pay the principal of and interest on the Bonds, the Outstanding Bond and any Parity Obligations, and to create and maintain the several separate funds hereinafter described.

Section 9. The provisions in and by the Outstanding Bond Resolution, whereby there has been created and is to be maintained a Sewer Revenue Bond Sinking Fund (herein referred to as the "Sinking Fund"), and for the payment into said fund from the Net Revenues of the Utility such portion thereof as will be sufficient to pay the interest on and principal of the Outstanding Bond, are all hereby ratified and confirmed, and all such provisions shall inure and constitute the security for the payment of the principal of the Bonds hereby authorized as may be outstanding

from time to time; provided, however that on the first day of each month of each year, the minimum amount to be set aside, in addition to the amounts required to be set aside in the Outstanding Bond Resolution, and paid into the Sinking Fund shall be not less than as follows:

> Commencing on June 1, 2026, and continuing to final maturity, an amount equal to 1/12th of the installment of principal coming due on such Bonds on the next succeeding principal payment date until the full amount of such installment is on deposit in the Sinking Fund.

Money in the Sinking Fund shall be used solely for the purpose of paying principal of and interest on the Bonds, the Outstanding Bond and any Parity Obligations as the same shall become due and payable. Whenever Parity Obligations are issued under the conditions and restrictions hereinafter set forth, provision shall be made for additional payments to be made into the Sinking Fund for the purpose of paying the interest on and principal of such Parity Obligations.

If at any time there should be a failure to pay into the Sinking Fund the full amount above stipulated, then an amount equivalent to the deficiency shall be paid into the Sinking Fund from the Net Revenues of the Utility as soon as available, and the same shall be in addition to the amount otherwise required to be so set apart and paid into the Sinking Fund.

No further payments need be made into the Sinking Fund when and so long as the amount therein is sufficient to retire all of the Bonds, the Outstanding Bond and any Parity Obligations then outstanding which are payable from the Sinking Fund and to pay all interest to become due thereon prior to such retirement, or if provision for such payment has been made.

All of such payments required to be made into the Sinking Fund shall be made in equal monthly installments on the first day of each month, except that when the first day of any month shall be a Sunday or legal holiday, then such payments shall be made on the next succeeding secular day.

Section 10. The provisions in and by the Outstanding Bond Resolution whereby there has been created and is to be maintained a special fund to be known and designated as the Surplus Fund into which there shall be set apart and paid all of the Net Revenues remaining after first making the required payments into the Sinking Fund are all hereby ratified and confirmed. All money credited to the Surplus Fund shall be transferred and credited to the Sinking Fund whenever necessary to prevent or remedy a default in the payment of the principal of or interest on the Bonds, the Outstanding Bond and any Parity Obligations.

As long as the Sinking Fund has the full amounts required to be deposited therein by the Outstanding Bond Resolution and this resolution, any balance in the Surplus Fund may be expended by the City in such manner as the Council, or such other duly constituted body as may then be charged with the operation of the Utility, may from time to time direct.

Section 11. All money held in any fund or account created or to be maintained under the terms of this resolution shall be deposited in lawful depositories of the City or invested in accordance with Chapters 12B and 12C of the Code of Iowa and continuously held and secured as provided by the laws of the State of Iowa relating to the depositing, securing, holding and investing of public funds. All interest received by the City as a result of investments under this section shall

be considered to constitute Gross Revenues of the Utility and shall be deposited in or transferred to the Sewer Revenue Fund and used solely and only for the purposes specified herein for such funds.

Section 12. The City hereby covenants and agrees with the owner or owners of the Bonds, the Outstanding Bond and any Parity Obligations, or any of them, that from time to time may be outstanding, that it will faithfully and punctually perform all duties with reference to the Utility required and provided by the Constitution and laws of the State of Iowa, that it will segregate the Gross Revenues of the Utility and make application thereof in accordance with the provisions of this resolution and that it will not sell, lease or in any manner dispose of the Utility or any part thereof, including any and all extensions and additions that may be made thereto, until all of the Bonds, the Outstanding Bond and any Parity Obligations shall have been paid in full, both principal and interest, or unless and until provision shall have been made for the payment of the Bonds, the Outstanding Bond and any Parity Obligations and interest thereon in full; provided, however, that the City may dispose of any property which in the judgment of the Council, or such duly constituted body as may then be charged with the operation of the Utility, is no longer useful or profitable in the operation of the Utility nor essential to the continued operation thereof and when the sale thereof will not operate to reduce the revenues to be derived from the operation of the Utility.

Section 13. Upon a breach or default of a term of the Bonds, the Outstanding Bond or any Parity Obligations, the Outstanding Bond Resolution and this resolution, a proceeding may be brought in law or in equity by suit, action or mandamus to enforce and compel performance of the duties required under the terms of this resolution and Division V of Chapter 384 of the Code of Iowa or an action may be brought to obtain the appointment of a receiver to take possession of and operate the Utility and to perform the duties required by this resolution and Division V of Chapter 384 of the Code of Iowa.

Section 14. The Bonds, the Outstanding Bond or any Parity Obligations shall not be entitled to priority or preference one over the other in the application of the Net Revenues of the Utility regardless of the time or times of the issuance of such Bonds, the Outstanding Bond or Parity Obligations, it being the intention of the City that there shall be no priority among the Bonds, the Outstanding Bond or any Parity Obligations, regardless of the fact that they may have been actually issued and delivered at different times. The City hereby reserves the right and privilege of issuing additional Parity Obligations.

Section 15. The City agrees that so long as the Bonds, the Outstanding Bond or any Parity Obligations remain outstanding, it will maintain insurance for the benefit of the owners of the Bonds, the Outstanding Bond and any Parity Obligations on the insurable portions of the Utility of a kind and in an amount which usually would be carried by private companies or municipalities engaged in a similar type of business. The proceeds of any insurance, except public liability insurance, shall be used to repair or replace the part or parts of the Utility damaged or destroyed. The City will keep proper books of record and account, separate from all other records and accounts, showing the complete and correct entries of all transactions relating to the Utility, and the owners of the Bonds, the Outstanding Bond or any Parity Obligations shall have the right at all reasonable times to inspect the Utility and all records, accounts and data of the City relating thereto.

Section 16. The provisions of this resolution shall constitute a contract between the City and the owners of the Bonds and any Parity Obligations as may from time to time be outstanding, and after the issuance of the Bonds, no change, variation or alteration of any kind of the provisions of this resolution shall be made which will adversely affect the owners of the Bonds or any Parity Obligations until all of the Bonds, the Outstanding Bond and any Parity Obligations and the interest thereon shall have been paid in full, except as hereinafter provided.

The owners of a majority in principal amount of the Bonds and any Parity Obligations at any time outstanding (not including in any case any obligations which may then be held or owned by or for the account of the City, but including such obligations as may be issued for the purpose of refunding any of the Bonds, the Outstanding Bond or Parity Obligations if such obligations shall not then be owned by the City) shall have the right from time to time to consent to and approve the adoption by the City of a resolution or resolutions modifying or amending any of the terms or provisions contained in this resolution; provided, however, that this resolution may not be so modified or amended in such manner as to:

(a) Make any change in the maturity or redemption terms of the Bonds or Parity Obligations.

(b) Make any change in the rate of interest borne by any of the Bonds or Parity Obligations.

(c) Reduce the amount of the principal payable on any Bonds or Parity Obligations.

(d) Modify the terms of payment of principal of or interest on the Bonds or Parity Obligations, or any of them, or impose any conditions with respect to such payment.

(e) Affect the rights of the owners of less than all of the Bonds or Parity Obligations then outstanding.

(f) Reduce the percentage of the principal amount of the Bonds or Parity Obligations, the consent of the owners of which shall be required to effect a further modification.

Whenever the City shall propose to amend or modify this resolution under the provisions of this section, it shall cause notice of the proposed amendment to be (1) filed with the Lender and (2) mailed by certified mail to each registered owner of any Bond or Parity Obligation as shown by the records of the Registrar. Such notice shall set forth the nature of the proposed amendment and shall state that a copy of the proposed amendatory resolution is on file in the office of the City Clerk.

Whenever at any time within one year from the date of the mailing of said notice, there shall be filed with the City Clerk an instrument or instruments executed by the owners of at least a majority in aggregate principal amount of the Bonds and any Parity Obligations outstanding at the time of the adoption of such amendatory resolution specifically consenting to the adoption thereof as herein provided, no owner of any Bonds or Parity Obligations shall have any right or interest to object to the adoption of such amendatory resolution or to object to any of the terms or

provisions therein contained or to the operation thereof or to enjoin or restrain the City from taking any action pursuant to the provisions thereof.

Any consent given by the owners of a Bond or Parity Obligation pursuant to the provisions of this section shall be irrevocable for a period of six (6) months from the date of such consent and shall be conclusive and binding upon all future owners of the same Bond or Parity Obligation during such period. Such consent may be revoked at any time after six (6) months from the date of such consent by the owner who gave such consent or by a successor in title, but such revocation shall not be effective if the owners of a majority in aggregate principal amount of the Bonds and Parity Obligations outstanding as in this section defined shall have, prior to the attempted revocation, consented to and approved the amendatory resolution referred to in such revocation.

The fact and date of the execution of any instrument under the provisions of this section may be proved by the certificate of any officer in any jurisdiction, who by the laws thereof is authorized to take acknowledgments of deeds within such jurisdiction, that the persons signing such instrument acknowledged before such officer the execution thereof, or may be proved by an affidavit of a witness to such execution sworn to before such officer.

Section 17. Upon completion of the Project and receipt by the Lender of a certificate of completion from the City, the Lender intends to forgive the Loan, subject to and in compliance with the terms of the Agreement.

Section 18. If any section, paragraph, clause or provision of this resolution shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this resolution.

Section 19. All resolutions and orders or parts thereof in conflict with the provisions of this resolution are, to the extent of such conflict, hereby repealed.

Section 20. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved March 2, 2026.

_____
Mayor

Attest:

_____
City Clerk

• • • •

On motion and vote, the meeting adjourned.

_____
Mayor

Attest:

_____
City Clerk

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	March 2, 2026

AGENDA ITEM:	**Resolution 2026-18** – Approving the Application for the Purpose of Receiving Benefits from the Washington County Riverboat Foundation./ Move to Action.
PREPARED BY:	Alycia Friis, City Clerk
DATE:	February 26, 2026

BACKGROUND:

The City Clerk and Parks and Rec Director have been working with Marla Quinn from the ECIA to initiate some grants in conjunction with the trail project to run along side of HHH and in the right of way just in front of the WB High School.

We are now ready to submit a grant request to the Washington County Riverboat Foundation to potentially secure the funds needed to build the trail.

RESOLUTION NO. 2026 - 18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST BRANCH, IOWA APPROVING THE APPLICATION(S) FOR THE PURPOSE OF RECEIVING BENEFITS FROM THE WASHINGTON COUNTY RIVERBOAT FOUNDATION.

WHERAS, the Washington County Riverboat Foundation has grant funds available that target Community Development and Beautification, Economic Development, Arts and Education, Human and Social Needs, and

WHEREAS, the Washington County Riverboat Foundation has a grant application cycle that ends March 15, 2026 and

WHEREAS, the City of West Branch is supportive of these targets for improvements to the community and County, and

WHEREAS, one or more applications from the City of West Branch, and/or from organizations with projects that will take place on municipal property, will be submitted to the Washington County Riverboat Foundation by the March 15, 2026 deadline,

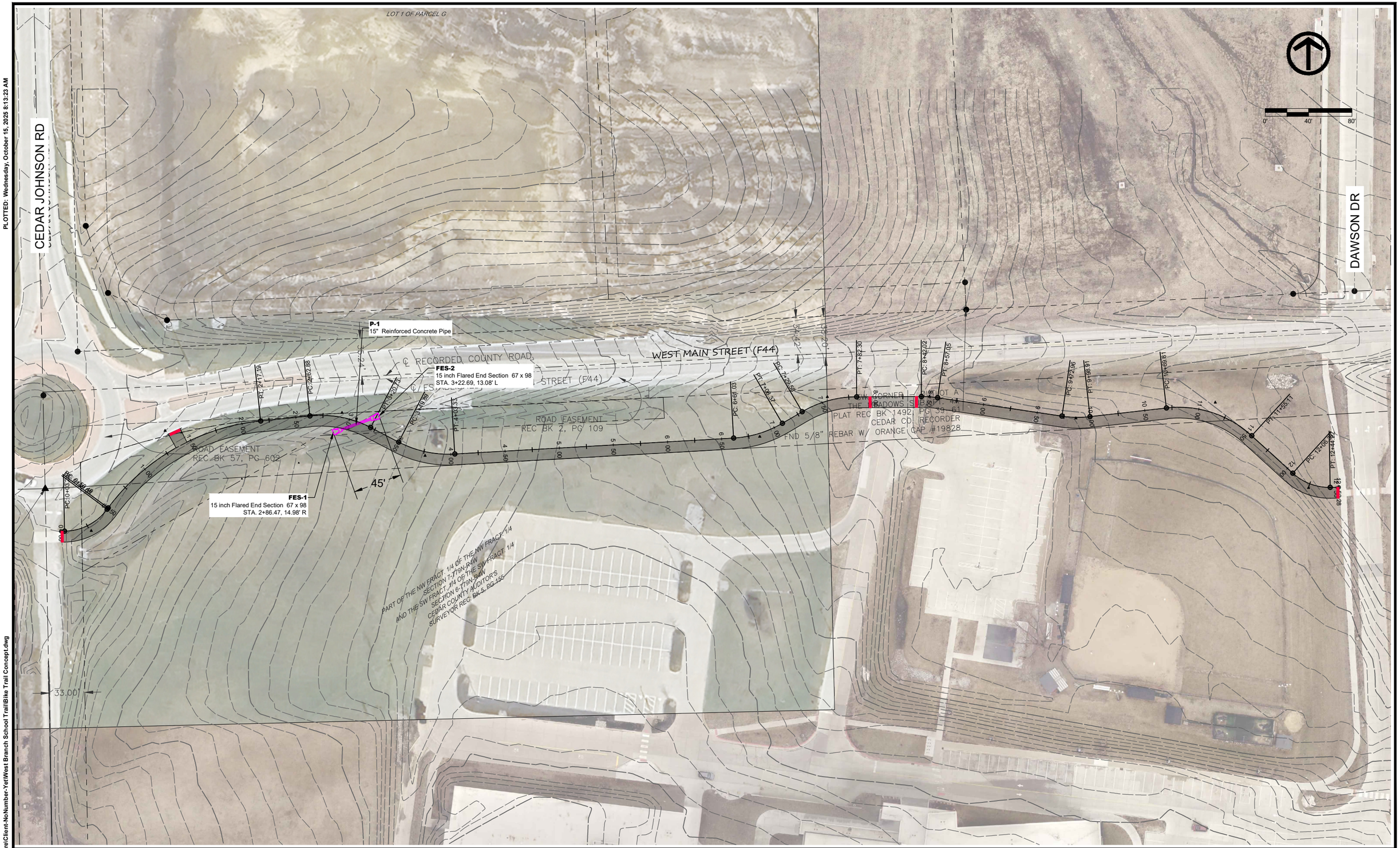
NOW THEREFORE BE IT RESOLVED by the City Council of the City of West Branch, Iowa that the City of West Branch authorizes the following grant applications to be submitted to the Washington County Riverboat Foundation for the March, 2026 application cycle:

1. Connection Trail in front of the West Branch High School, to connect to the Johnson County Trail and to connect the trail to the Federal Park in West Branch.

Passed and adopted this 2nd day of March, 2026.

_____
Roger Laughlin, Mayor

ATTEST: _____
Alycia A Friis, City Clerk



DATE	REVISIONS

SCALE	AS NOTED
DRAWN	ILENSTRA
CHECKED	LBELDING
APPROVED	LBELDING
DATE	10-13-2025
ISSUED FOR	CONCEPT

VEENSTRA & KIMM INC.
A Kleinfelder Company

HIGH SCHOOL BIKE TRAIL
CITY OF WEST BRANCH

2600 University Parkway, Suite 1 • Coralville, Iowa 52241
319-466-1000 • 319-466-1008(FAX) • 1-800-241-8000

PLAN OVERVIEW

SHEET NO.
D.01

PROJECT 368329

BIKE TRAIL CONCEPT - WEST BRANCH IOWA
DAWSON DRIVE TO ROUNDABOUT
10/15/2025

ENGINEER'S ESTIMATE OF COST

No.	Item Code	Description	Unit	Unit Price	Quantity	Extended Price
1.1	2101-0850002	CLEARING AND GRUBBING/EROSION CONTROL	UNIT	$2,500.00	1	$2,500.00
1.2	2102-0425046	SELECT BACKFILL	CY	$40.00	385	$15,400.00
1.3	2102-2710070	EXCAVATION, CL 10, RDWY+BORROW	CY	$15.00	575	$8,625.00
1.4	2105-8425005	TOPSOIL, STRIP, SALVAGE, SPREAD/FURNISH	CY	$25.00	600	$15,000.00
1.5	2416-0100015	APRONS, CONCRETE, 15 IN. DIA.	EACH	$3,500.00	2	$7,000.00
1.6	2416-1160015	CULVERT, CONCRETE ENTRANCE PIPE, 15 IN. DIA.	LF	$95.00	45	$4,275.00
1.7	2115-0100000	MODIFIED SUBBASE	CY	$55.00	235	$12,925.00
1.8	2511-0302600	RECREATIONAL TRAIL, PORTLAND CEMENT CONCRETE, 6 IN.	SY	$70.00	1410	$98,700.00
1.9	2511-7528101	DETECTABLE WARNINGS	SF	$50.00	100	$5,000.00
1.10	2526-8285000	CONSTRUCTION STAKING	LS	$3,000.00	1	$3,000.00
1.11	2527-9263109	PAINTED PAVEMENT MARKING, WATERBORNE OR SOLVENT-BASED	STA	$75.00	1	$75.00
1.12	2533-4980005	MOBILIZATION	LS	$17,500.00	1	$17,500.00
1.13	2601-2636015	NATIVE GRASS SEEDING	ACRE	$3,500.00	0.65	$2,275.00

Construction Subtotal		$192,275.00
Contingency	15%	$28,800.00
Construction Total		$221,075.00
Engineering Design	18%	$39,750.00
		$260,825.00
Add 10% for Glow Trail		$26,080.00
Total Project		**$286,905.00**

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

January 2, 2025

Re: Herbert Hoover Highway Trail Connection

To Whom it May Concern:

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

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

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

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

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

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

Best regards,

Bradley Freidhof

Brad Freidhof
Interim Director

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	March 2, 2026

AGENDA ITEM:	**Resolution 2026-19** – Approving the Matching Funds from the City of WB for the Purpose of Receiving Benefits from the Washington County Riverboat Foundation./ Move to Action.
PREPARED BY:	Alycia Friis, City Clerk
DATE:	February 26, 2026

BACKGROUND:

The City Clerk and Parks and Rec Director have been working with Marla Quinn from the ECIA to initiate some grants in conjunction with the trail project to run along side of HHH and in the right of way just in front of the WB High School.

We are now asking the Council to approve the 20% matching funds that would be utilized with the grant funds to secure total funding for the trail build.

RESOLUTION NO. 2026 - 19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST BRANCH, IOWA APPROVING THE MATCHING FUNDS FOR AN APPLICATION FOR THE PURPOSE OF RECEIVING BENEFITS FROM THE WASHINGTON COUNTY RIVERBOAT FOUNDATION.

WHERAS, the Washington County Riverboat Foundation has grant funds available that target Community Development and Beautification, Economic Development, Arts and Education, Human and Social Needs, and

WHEREAS, the Washington County Riverboat Foundation has a grant application cycle that ends March 15, 2026 and

WHEREAS, the City of West Branch is supportive of these targets for improvements to the community and County, and

WHEREAS, one or more applications from the City of West Branch, and/or from organizations with projects that will take place on municipal property, will be submitted to the Washington County Riverboat Foundation by the March 15, 2026 deadline and require matching funds in combination of the application, and

WHEREAS, the City Administrator, Parks and Recreation Director and Finance Officer have looked at the current budget to ensure that the city would be able to utilize a total of 20% of the total project balance, from the budget to ensure matching funds from the City.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of West Branch, Iowa that the City of West Branch authorizes the commitment of a matching funds total of 20% of the overall trail project from the City of West Branch in conjunction to the grant application to be submitted to the Washington County Riverboat Foundation for the March, 2026 application cycle:

1. Connection Trail on the right of way, in front of the West Branch High School, to connect to the Johnson County Trail and to connect the trail to the Federal Park trail in West Branch.

Passed and adopted this 2nd day of March, 2026.

_____
Roger Laughlin, Mayor

ATTEST: _____
Alycia A Friis, City Clerk

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	March 2, 2026

AGENDA ITEM:	**Resolution 2026-20** – Approving the City Administrator to request the $20,749.00 from the WB Schools for the prupose of grant funding and building the trail in the right of way, in front of the High School property./ Move to Action.
PREPARED BY:	Alycia Friis, City Clerk
DATE:	February 26, 2026

BACKGROUND:

The City Clerk and Parks and Rec Director have been working with Marla Quinn from the ECIA to initiate some grants in conjunction with the trail project to run along side of HHH and in the right of way just in front of the WB High School.

This resolution would allow city administration to request the funds from WB schools to utilize as matching funds in conjunction with the Cities funds as matching funds for the grant request.

RESOLUTION NO. 2026 - 20

A RESOLUTION APPROVING THE CITY ADMINISTRATOR 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.

WHERAS, the City of West Branch gave the West Branch School District a check in the amount of $20,749.00 to pay for the right-of-way purchase of property in front of the West Branch High School area, and

WHEREAS, the West Branch Schools and the City of West Branch had an agreement that the City paid the School District for the right-of-way, with the understanding that those funds would be retained and later used as the School's matching contribution when the City advanced the trail project, and

WHEREAS, an application from the City of West Branch will be submitted to the Washington County Riverboat Foundation by the March 15, 2026 deadline and require matching funds in combination of the application, and

WHEREAS, the City Administrator, Parks and Recreation Director and Finance Officer have looked at the current budget to ensure that the city would be able to utilize a total of 20% of the total project balance, from the budget to ensure matching funds from the City and to then incorporate the $20,749.00 from the School in these matching funds.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of West Branch, Iowa that the City Council gives directive to the City Administrator to request the $20,749.00 in funds from the West Branch Schools to be utilized with the upcoming grant request submission to the Washington County Riverboat Foundation for the March, 2026 application cycle.

Passed and adopted this 2nd day of March, 2026.

_____
Roger Laughlin, Mayor

ATTEST:

_____
Alycia A Friis, City Clerk

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	March 2, 2026

AGENDA ITEM:	**Resolution 2025-21** – Approving the Deputy City Clerk job description. / Move to action
PREPARED BY:	Adam Kofoed, City Administrator
DATE:	February 26, 2026

REQUESTED COUNCIL ACTION

- Approve the revised Deputy City Clerk job description (attached)

BACKGROUND:

In continuing the move to align the city office responsibilities, staff reviewed and modified the job description to reflect the current needs and responsibilities of the role, ensuring alignment with best practices and the evolving demands of municipal operations.

SUMMARY OF PROPOSED CHANGES

The updated job description includes:

- Clearer delineation of duties related to the Deputy City Clerk position from other positions within the City Office.

RESOLUTION 2026-21

RESOLUTION APPROVING THE DEPUTY CITY CLERK JOB DESCRIPTION

WHEREAS, the City Council of the City of West Branch, Iowa has a need to evaluate and define the job duties associated with the Deputy City Clerk position.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of West Branch, Cedar County, Iowa, adopts the Deputy City Clerk job description attached as Exhibit A.

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

_____
Roger Laughlin, Mayor

ATTEST:

_____
Alycia A Friis, City Clerk

CITY OF WEST BRANCH IOWA

Identification:

Position Title:	UTILITY BILLING / DEPUTY CLERK
Department:	ADMINISTRATION
Immediate Supervisor:	CITY ADMINISTRATOR
Classification:	FULL-TIME, HOURLY

Job Summary

Performs all monthly utility billing duties for water, sewer, trash, recycling, etc., cashiering and preparing bank deposits and responds to resident inquiries on billing questions.

Performs a variety of administrative duties under the supervision and general direction of City Administrator and/or City Clerk. Administrative duties include but are not limited to; answering phones, assisting customers at front counter, ordering office supplies, organize and maintain city records, sell trash tags, yard waste bags, and dog park tags. Is responsible for cemetery interment sales, burial record keeping and annual state reporting. Enter information in the work order system. Attends City Council, other night meetings and takes meeting minutes as needed. Primary for social media and public communications in coordination with department supervisors and city administrator. Secondary to city clerk on licenses, special event permits, and electronic documents for city website. Assists the City Administrator, City Clerk and Finance Officer with a variety of administrative duties as needed.

Essential Job Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. These job functions would include, but are not limited to, these areas:

Utility Billing

1. Create and mail monthly utility bills.
2. Create new and update resident/business utility accounts.
3. Request & coordinate delivery of trash and recycling carts for new residents.
4. Cashiering of all utility payments.
5. Prepare monthly water service disconnect list.
6. Retrieve meter reads for monthly billing and new accounts.
7. Send late notices.
8. Create ACH file and upload to bank.
9. Monitor past due and final utility accounts and collect bad debts.
10. Reconcile utility billing monthly.
11. Change utility rates (as required).
12. Answer billing questions from residents and explain billing cycle, rates, etc.
13. Promote and encourage participation in city services (EasyPay, e-Bill, online payments etc.)

Deputy Clerk

1. Answer phones and respond to email inquiries.
2. Provide front desk support to walk-in customers and answer or direct questions.
3. Attend City Council meetings and is back-up for City Clerk when absent.
4. Maintain cemetery and burial records for the city's municipal cemetery.
5. Enter vendor invoices into system
6. Process claims from Financial Officer
7. Issue dog park tags.

8. Sell trash stickers and yard waste bags.
9. Assist with building permits.
10. Miscellaneous cashiering for various city services.
11. Collecting and processing permits of various sources
12. Monitor Town Hall reservation system and issue keys to the facility.
13. Track and order office supplies.
14. Add content to the city website and social media sites (news, events, videos, etc.).Primary staff member for social media and public communications in coordination with appropriate departments.
15. Secondary to the City Clerk position.
16. Provide notary services to the public and for official city business.
17. Assist in gathering information for the city's annual audit.
18. Proof reads correspondence and written materials as requested.
19. Assist City Administrator, City Clerk and Finance Officer with various administrative tasks or projects.
20. Attend clerk training seminars in order to obtain additional training opportunities.
21. Attend other city meetings as needed.
22. Perform other duties as assigned.

Physical and Environmental Conditions

Ability to transport self from building to building and attend various functions of the City and its supporting agencies within or outside of the City. On rare occasions, be able to move up to 40 pounds of banker boxes.

Minimum Education, Experience and Certification

A two-year AA degree in related field, or an equivalent combination of education or administrative office experience is required.

Knowledge, Skills and Abilities

General knowledge of local government and its functions or administrative background is preferred. Willing to attend regular training seminars to further knowledge of city government practices, rules and requirements. Knowledge of basic mathematical calculations and accounting functions.

Proficient in computer software applications (Word, Excel, Google, email, etc.) and other technology (website content, social media, etc.). Excellent written and verbal communication is required, with an emphasis of grammar, spelling, punctuation and formatting. Able to organize and maintain both paper and electronic files. Strong interpersonal skills with handling complaints in person and over the telephone.
Self-motivated to meet deadlines on a variety of duties and utilize good time management skills and the ability to multi-task.

Able to follow oral and written directives, work cohesively with fellow employees, work independently with little supervision and work with the public under stressful conditions. Desire to attend meetings that relate to job duties and become familiar with the West Branch Code of Ordinances to properly answer questions and provide guidance to residents.

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: December, 5.2025 Subject to approval by the City Council.

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	March 2, 2026

AGENDA ITEM:	**Resolution 2025-22** – Approving the Finance Officer job description. / Move to action
PREPARED BY:	Adam Kofoed, City Administrator
DATE:	February 26, 2026

REQUESTED COUNCIL ACTION

- Approve the revised Finance Officer job description (attached)

BACKGROUND:

In continuing the move to align the city office responsibilities, staff reviewed and modified the job description to reflect the current needs and responsibilities of the role, ensuring alignment with best practices and the evolving demands of municipal operations.

SUMMARY OF PROPOSED CHANGES

The updated job description includes:

- Clearer delineation of duties related to the Finance Officer position from other positions within the City Office.

RESOLUTION 2026-22

RESOLUTION APPROVING THE FINANCE OFFICER JOB DESCRIPTION

WHEREAS, the City Council of the City of West Branch, Iowa has a need to evaluate and define the job duties associated with the Finance Officer position.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of West Branch, Cedar County, Iowa, adopts the Finance Officer job description attached as Exhibit A.

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

_____
Roger Laughlin, Mayor

ATTEST:

_____
Alycia A Friis, City Clerk

CITY OF WEST BRANCH IOWA

Identification

Position Title:	FINANCE OFFICER / TREASURER
Department:	ADMINISTRATION
Immediate Supervisor:	CITY ADMINISTRATOR
Classification:	FULL-TIME, EXEMPT

Job Summary**:**

Perform under the direction of the City Administrator, the City Treasurer/Finance Officer manages the custody, recording, and disbursement of City funds while ensuring compliance with Chapter 19 of the City Code, which grants their individual authority. Responsibilities include maintaining accurate records of receipts, expenditures, and special assessments, depositing funds in Council-approved banks, and reconciling financial statements with both depository records and the City Clerk's books. The role also involves overseeing debt service by tracking outstanding bonds and payments, certifying monthly financial balances to the City Council, and performing additional duties as assigned by ordinance or resolution.

Essential Job Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. These job functions would include, but are not limited to, these areas:

1. Develop the annual proposed budget by assisting the City Administrator with assembling the department directors' proposed department budgets which proposals shall include projection of revenues, proposed expenditures and salary requirements. Jointly with the City Administrator, the Finance Officer shall submit the annual budget on prescribed forms to the City Council.
2. Prepare, monitor, amend and maintain the City Budget. Publish and file adopted documents required with proper governmental agencies. This includes but is not limited to monitoring fiscal year end, and upcoming fiscal year budgets.
3. Prepare financial reports including any annual state required reports; including but not limited to the Debt Obligation Report, Street Finance Report, and Annual Finance Report (AFR), and all other reports required by law and assigned.
4. Oversees accounts payable activities and reconciliation of monthly funds.
5. Prepare documents for audits and assist auditor with completion.
6. Maintain list of investments, reserves, bonds and payment schedules.
7. Monitor federal/state grant funds as required by law.
8. Posts required information on the City website.
9. Provide support to the City Administrator as requested.
10. Perform special projects as designated by the City Administrator.
11. Attend clerk/finance training seminars in order to obtain additional training opportunities.
12. Attend other city meetings as needed.

Physical and Environmental Conditions

Ability to transport self to/from building and attend various functions of the City and its supporting agencies within or outside of the City. On rare occasions, be able to move up to 40 pounds of banker boxes.

Minimum Education, Experience, and Certification:

Degree in Accounting, Finance, Public Administration, or other related program of study required with at least three years of responsible accounting, budgeting, or finance in an office environment preferred. Additional training in accounting and public administration or any combination of experience and training that provides the required knowledge, skills, and abilities.

Knowledge, Skills, and Abilities:

Knowledge of principles and practices of municipal accounting including General Ledger, taxation and revenue management, ability to compile and analyze financial reports. Clerical methods, forms techniques and record maintenance. Ability to establish and maintain effective working relationships with co-workers and the public. Ability to effectively operate office equipment including computers and have the ability to become proficiently acquainted with the necessary financial software used by the City.

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 classified in this position. The City of West Branch is an equal opportunity employer. All qualified candidates are encouraged to apply, regardless of race, creed or gender.

Job Description Proposed by City Administrator: June 17, 2025 Subject to approval by the City Council.

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	March 2, 2026

AGENDA ITEM:	**Resolution 2025-23** – Approving the City Administrator job description. / Move to action
PREPARED BY:	Adam Kofoed, City Administrator
DATE:	February 26, 2026

REQUESTED COUNCIL ACTION

- Approve the revised City Administrator job description (attached)

BACKGROUND:

In continuing the move to align the city office responsibilities, staff reviewed and modified the job description to reflect the current needs and responsibilities of the role, ensuring alignment with best practices and the evolving demands of municipal operations.

SUMMARY OF PROPOSED CHANGES

The updated job description includes:

- Clearer delineation of duties related to the City Administrator position from other positions within the City Office.

RESOLUTION 2026-23

RESOLUTION APPROVING THE CITY ADMINISTRATOR JOB DESCRIPTION

WHEREAS, the City Council of the City of West Branch, Iowa has a need to evaluate and define the job duties associated with the City Administrator position.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of West Branch, Cedar County, Iowa, adopts the City Administrator job description attached as Exhibit A.

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

_____
Roger Laughlin, Mayor

ATTEST:

_____
Alycia A Friis, City Clerk

CITY OF WEST BRANCH IOWA

Identification:

Position Title:	CITY ADMINISTRATOR
Department:	ADMINISTRATION
Immediate Supervisor:	MAYOR
Classification:	FULL-TIME, EXEMPT

Job Summary

The City Administrator is a contractual position that oversees the daily operations of the City and carries out the decisions of the City Council and the Mayor. The City Administrator supervises, monitors, and coordinates the activities and functions of the office including but not limited to finance, economic development, planning and zoning, and human resources.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Duties and Responsibilities

1. Provide leadership and direction concerning all business conducted by the City Council.
2. Advise, assist, and consult with the City Attorney on all City legal matters.
3. Attend City Council meetings to inform and gather information on City activities.
4. Represent the City as directed by the Council, in all negotiations and relations with employees, contractors, consultants, other governmental agencies and civic organizations in which the City may have and interest.
5. Responsible for all communications concerning the city. This position is the face of the City to the public and the media.
6. Provide administrative support and assistance to the Mayor and perform duties in the coordination of all municipal activities as directed by the Mayor and Council.
7. Manage all City projects and provide the City Council with regular updates. Strategize and execute short- and long-term goals for the City and its Departments.
8. Provide guidance and leadership in developing and executing the following formal plans.
    a. Comprehensive Plan.
    b. Capital Improvement Plan.
    c. Council five-year plan.
9. Supervise and direct all departments and employees of the City, specifically including but not limited to Police, Public Works, Parks and Recreation, and the Clerk's Office.
10. Serve as the Mayor's liaison to the Council; attends all meetings of the Council; briefs the Council on pending agenda items, personnel, and other City issues; responds to inquiries and provides Council Members with information on the status of City operations and projects; provides analysis as needed to assist the Mayor and Council to make informed policy decisions;
11. The Administrator serves as the central figure to maintain accountability and ensure that consistent information flow is achieved between the departments, the Council, and the Mayor.

Budget / Finance

1. Responsible for all accounting and procedures such as budget control and finance, insurance, capital improvement planning and projects and implementation of funding sources.

2. Assure the business affairs of the City are conducted using modern and efficient accounting methods and advise the Council on the financial and operational conditions of the City. Make recommendations concerning the future needs of the City.
3. Prepare the annual budget with the assistance of the Mayor, Council, Finance Officer, and department heads in the manner prescribed by law.
4. Review and/or approve all City financial reports required by the City or State code as prepared by the Finance Officer.
5. Complete or supervise the completion of various state and federal reports and forms.
6. Approve and make recommendations on expenditures, planning, and budgeting. Supervise the preparation and maintenance of fiscal records and their review and control.
7. Administer the financing of the five-year capital improvement plan in conjunction with the City's independent financial advisor, bond counsel, and the City Council.
8. Develop five-year financial projections and risk assessments for major projects to help the Council make informed financial decisions.
9. Assist Finance Officer in reporting financial information to the City Council.
10. Supervise the safe custody of all City funds; working closely with the Finance Officer to ensure an accurate record of funds, receipts, disbursements, special assessments, debt service obligations, and investments.
11. Review the operation of all departments to assure that all federal and state guidelines are being met.

Seek out potential grants, complete grant application, and manage a third-party grant writing process.

Economic Development

1. Supervise community and economic development programs approved by the City Council including Main Street, CCEDCO, ECIA, ICAD, and other consultants that are hired by the City Council.
2. Lead Economic Development initiatives for the City of West Branch:
    a. Build partnerships with county and state Economic Development officials.
    b. Develop a clear understanding of the needs of the community, strengths, and weaknesses.
    c. Able to articulate the vision for the City of West Branch.
    d. Establish business relationships with our financial advisor and our bond counsel.
    e. Act as a liaison with West Branch Main Street.
3. Responsible for TIF certification, and the urban renewal report.
4. Build relationships with business community and play a leadership role in economic development.
5. Develop a good understanding of TIF and other rebate tools used in economic development projects.
6. Actively seek investment opportunities, building stronger ties with state and regional development bodies, and advocating for incentive programs such as urban renewal, grants, and tax increment financing for economic growth.
7. Promote the City of West Branch.
8. City representative for the Planning and Zoning Commission.
9. Work directly with all potential developers in housing and economic development.

Code Enforcement / Zoning Officer

1. Provide for the enforcement and regulation of ordinances, resolutions, and laws and ensures the provision of services as expected and to initiate municipal infractions for all Code violations.
2. Assist the City Council and the Planning & Zoning Commission in the carrying out of the Comprehensive Plan.

General Administration /Supervision

1. Supervise day-to-day activities of City departments and implement City policy as directed by ordinance and the Council.
2. Delegate certain responsibilities to department heads, particularly in project management, while retaining accountability.
3. Assists the Clerk in developing the agenda and packet information for the City Council and other Boards and Commissions.

4. Coordinate and direct the work of the City Attorney, City Engineer, Financial Advisor, and Building Inspector.
5. Assure that all business affairs of the City are conducted by approved methods and in an efficient manner.
6. Maintain accurate and current records of all affairs of the departments in a form acceptable to the Council. Copies of such records shall be available for public inspection except as otherwise prohibited by law.
7. Provide constant updates to Mayor and Council of City activities and progress towards Council goals and objectives.
8. Implement, coordinate, and administer contracts and policies of the City Council.
9. Implement and oversees internal control policies and procedures.
10. Supervise the coordination of the City's annual audit.
11. Interact with citizens, candidates, management, and staff on a variety of complex and sensitive issues.
12. Respond to inquiries and complaints voiced through citizens and elected officials; refer to appropriate departments and assure follow through.

Human Resources Management

1. Manage all aspect of employee relations and HR management including but not limited to: OSHA, drug testing, and FMLA.
2. Make decisions regarding the hiring and firing of all personnel under his/her oversight, subject to Council approval.
3. Responsible for hiring and firing of staff except for department supervisors, library personnel, and positions outlined in the Code of Ordinances.
4. Conduct performance evaluations for all direct reports at least annually.
5. Will conduct biannual audits of department activities, inventory, and other report findings to the Council, ensuring adherence to long-term strategic plans and City ordinances.
6. Develop and implement a salary pay scale for current and future employees of the City of West Branch. Make recommendations to Council for salary adjustments.
7. Review all employees time sheets and approve any overtime.
8. Update and maintain job descriptions for all City positions.
9. Develop and maintain an up-to-date employee handbook.
10. Develop and maintain personnel policies.
11. Manage all confidential personnel records.
12. Responsible for the investigation of harassment and discrimination claims of misconduct.
13. Coach, mentor and lead City employees.
14. Support and promote staff training and continuing education.
15. Conduct staff meetings on a regular basis. Place strong emphasis on communications with staff.

Other Duties & responsibilities

1. Provide oversight for the construction, improvement, repair, maintenance and management of City property and accountability for the physical facilities of the City. Allow the Public Works Director to lead these efforts while providing needed guidance and support.
2. Supervise the management of building structures and land under the jurisdiction of the Council and be charged with the care and preservation of all City-owned equipment, tools, machinery, appliances, supplies, and commodities. Provide the Public Works Director needed guidance and support to carry out these responsibilities.
3. Supervise the purchase of all materials, supplies and equipment for the City within the guidelines of the cities purchasing policy.
4. Assist in the preparation of special studies or projects such as revisions of the City Code and zoning ordinances or other projects directed by the City Council.
5. Research methods of improving municipal operations including development of new or innovative programs.
6. Recruit and track membership of Boards and Commissions.
7. Review City contracts annually.
8. Assist staff as needed, capable of staffing City Hall in the absence of other employees.

9. Other duties as directed by the Council or as included in the City Code.

Physical and Environmental Conditions

Ability to transport self from building to building and attend various functions of the City and its supporting agencies within or outside of the City. On rare occasions, be able to move up to 40 pounds of banker boxes.

Minimum Education, Experience and Certification

Bachelor's degree preferred in public administration, business management and\or three to five years' experience working in a municipal or administrative legal environment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Requirements

1. Federal, State, and local laws, codes and regulations regulating the City financial and environmental operations.
2. Municipal budgeting, accounting and public finance administration and practices.
3. Organization and management practices and policies.
4. Annexation processes, TIF, Commercial & Residential Development
5. Modern practices and principles of Public Administration.
6. Strong office technical skills.
7. Human Resources Management.
8. Strategic planning, development and implementation.
9. Communicating effectively with City Council, Mayor, Department Directors, City Employees, City Attorney, contractors, media and citizens.
10. Strong written and oral communication skills.
11. Ability to plan and execute.
12. Proven ability to establish relationships\partnerships.
13. Open minded, ability to receive input, listen and be open to change.
14. Desire to mentor, lead and coach
15. Ability to make well-informed decisions.

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: September 18, 2025
Subject to approval by the City Council.

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	March 2, 2026

AGENDA ITEM:	Heritage Hill Redevelopment Award Applications
PREPARED BY:	Adam Kofoed, City Administrator
DATE:	February 25, 2026

BACKGROUND:
The Heritage Hill Redevelopment represents one of the most transformative community development initiatives undertaken by the City of West Branch in recent decades. The project converted a long-standing industrial site into a planned residential neighborhood aligned with the City's comprehensive plan, historic character, and long-term economic development goals.

The redevelopment addressed environmental concerns, land use compatibility, floodplain considerations, infrastructure modernization, and housing demand — while strengthening partnerships between the City, private developers, state agencies, and residents.

Given the scope, impact, and collaborative nature of this project, staff is recommending submission of Heritage Hill for consideration under the following professional and statewide award programs:

1. Iowa City/County Management Association (IaCMA) – Program of the Year Award
2. International City/County Management Association (ICMA) – Local Government Excellence / Good Governance Award
3. Iowa League of Cities – All-Star Community Award

Purpose of Award Submissions

- Submitting Heritage Hill for award consideration would:
- Highlight West Branch's leadership in redevelopment and long-term planning
- Recognize effective collaboration between council, staff, and community stakeholders
- Showcase fiscal responsibility and strategic infrastructure investment
- Elevate the City's reputation at the state and national level
- Increase community pride and external visibility for economic development efforts