



CITY COUNCIL MEETING
Monday, April 6th, 2026 - 7:00 P.M.
CITY COUNCIL CHAMBERS
110 N. POPLAR ST., WEST BRANCH, IOWA

<https://zoom.us/j/5814699699>

or dial in phone number 1-312-626-6799 with Meeting ID 581 469 9699.

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda. /Move to action. *(This is the time to approve the agenda as presented or amend the agenda (such as tabling items). Amendments or changes to the agenda require a motion, second and a full council vote.*
6. Approve Consent Agenda/Move to action.
 - a. Approve Minutes from the March 16, 2026 City Council meeting.
 - b. Approval of Cedars Edge Class “C” Retail Alcohol License Renewal.
 - c. Approval of February City Financials.
 - d. Approve Claims for April 6, 2026.
7. Presentations/Communications/Open Forum
 - a. DVIP/RVAP - Sexual Assault Awareness Month for April 2026.
 - b. Linda Beck – Introduction and candidate for Cedar County Board of Adjustments
8. Public Hearings/Non-Consent Agenda
 - a. **Public Hearing** – Ordinance Amendments to the Historic Preservation Commission in order to enter a Certification Agreement by and between Iowa State Historic Preservation Officer and the City of West Branch./ Move to Action.
 - b. **Public Hearing** – Proposed amendment to the West Branch Zoning Code regarding Accessory Dwelling Units and Permitted Obstructions in required yards./ Move to Action.
 - c. **Second Reading of Ordinance 836** – Section 65.02 of the Code of Ordinances of the City of West Branch adding a stop sign intersection. / Move to Action.
 - d. **First Reading of Ordinance 834** Amendment to Chapter 25 Historic Preservation Commission./ Move to Action.
 - e. **First Reading of Ordinance 835** Adoption of Chapter 29, Historic Preservation District Boundaries and Regulations./ Move to Action.
 - f. **Resolution 2026-28** Approval to enter into a Certification Agreement by and between Iowa State Historic Preservation Officer and the City of West Branch./ Move to Action.
 - g. **First Reading of Ordinance 838** Amendment to Chapter 165, Section 11, Zoning Regulations. / Move to Action.
 - h. **First Reading of Ordinance 839** Amendment to Chapter 165, Section 51, Zoning Regulations./ Move to Action.
 - i. **First Reading of Ordinance 837** Amendment to Chapter 17, Section 4, City Council./ Move to Action.
 - j. **Resolution 2026-29** Amending the Procedural Rules for the West Branch City Council./ Move to Action.
 - k. **Resolution 2026-30** Approving Pay Estimate Number 9 in the amount of \$14,512.13 to Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project./ Move to Action.
 - l. **Resolution 2026-31** Support of the Application of Parkside Partners, LLC for funding via the Workforce Housing Tax Credit Program and pledging City monies for the same./ Move to Action.
 - m. **Resolution 2026-32** Setting a Public Hearing Date and Bid Date for the West Main Steet Overlay Project./ Move to Action.
 - n. **Resolution 2026-33** Approving a Salary Adjustment for Finance Officer Heidi Van Auken./ Move to Action.
9. Discussion
10. City Administrator Report
 - a. Presentation of the 2026 Program of the Year Award
11. City Attorney Report
12. City Engineer Report
13. City Staff Reports
14. Comments from Mayor and Council Members
 - a. Potential Solar Options for various City Properties
15. Motion to adjourn.

Mayor: Roger Laughlin • **Council Members:** Colton Miller, Chantry Noel, Tom Dean, Jerry Sexton, Mike Horihan

City Administrator Adam Kofoed • **City Clerk** Alycia Friis • **Finance Officer** Heidi Van Auken • **Fire Chief** Kevin Stoolman • **Police Chief** Greg Hall • **Public Works Director** Matt Goodale • **Library Director** Jessica Schafer

Parks & Recreation Director Erin Laughlin

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

**West Branch, Iowa
Council Chambers**

**City Council
Regular Meeting**

**March 16, 2026
7:00 p.m.**

Council person Miller called the West Branch City Council regular meeting to order at 7:02 p.m.

Roll call: Council members present; Colton Miller , Mike Horihan, and Chantry Noel.

City Staff present: City Clerk Alycia Friis, Parks & Rec Director Erin Laughlin, City Engineer V&K representative, Leland.

Attending by Zoom: Library Director Jessie Shaffer

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve Minutes from the March 2, 2026 City Council meeting.

Approve New Special Event Permit Form

Approve a Special Event Permit for Heartland Fiero’s Car Show.

Approve Claims for March 16, 2026.

EXPENDITURES	3/16/2026		
CEDAR COUNTY RECORDER		RECORDING FEES	29.00
HD SUPPLY, INC.		BLDG & CLEANING SUPPLIES- TH	229.04
MOPPY MO'S LLC		CLEANING SERVICES - POLICE	840.00
STEEN, CATHERINE		MILE REIMB-STEEN	<u>122.10</u>
TOTAL			1,220.14
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	3/13/2026		61,479.79
PAID BETWEEN MEETINGS			
ALLIANT ENERGY		ALLIANT ENERGY	19,667.30
AMAZON.COM		VARIOUS ITEMS - CITY, TH, LIBRARY	526.16
AT & T MOBILITY		WIRELESS SERVICE	256.98
CEDAR CO SHERIFF'S OFFICE		PATROL RESERVES - XMAS PAST	490.00
CJ COOPER & ASSOCIATES		CLEARINGHOUSE QUERY - PW	45.00
COMMERCIAL RECREATION SPEC		CUBBY PARK SHADES - P&R	6,698.00
DOG WASTE DEPOT		DOG WASTE BAGS	759.95
KANOPY		ON DEMAND VIDEO SERVICE	9.00
KIRKWOOD COMM. COLLEGE		BLS PROVIDER FEE - POLICE	2,430.00
LEAF CAPITAL FUNDING		COPIER LEASE - LIBRARY	142.02
LIBERTY COMMUNICATIONS		LIBERTY COMMUNICATIONS	1,582.87
LRS HOLDINGS		TRASH & RECYCLING FEB 2026	20,100.50
LYNCH'S EXCAVATING		WATER MAIN BREAK	3,773.60
MENARDS		SHOP SUPPLIES	364.56
VARIOUS VENDORS		UB REFUND	42.87
MUNICIPAL SUPPLY		METERS & RADIOS	4,365.00
OVERDRIVE INC		DIGITAL & AUDIO BOOKS	104.82
PYRAMID SERVICES		CHAIN SAW REPAIR PARTS - PW	38.92
STATE INDUSTRIAL PRODUCTS		CHEMICALS	265.62
VEENSTRA & KIMM		CHANNEL WIDENING FLOOR IMPROVE	11,223.50
WEST BRANCH REPAIRS		EXPLORER BREAKPADS - PD	798.01
WEX BANK		VEHICLE FUEL	1,240.20
SISCO		HEALTH CLAIMS 3-2-2026	3,519.54
SISCO		HEALTH CLAIMS 3-9-2026	590.15
TOTAL			79,034.57
GRAND TOTAL EXPENDITURES			141,734.50
FUND TOTALS			
001 GENERAL FUND		57,957.83	
022 CIVIC CENTER		1,201.56	
031 LIBRARY		6,541.72	
110 ROAD USE TAX		8,655.79	
112 TRUST AND AGENCY		14,923.15	
308 PARK IMP - PEDERSEN VALLEY		6,698.00	
321 WIDENING WAPSI CREEK		6,446.50	
332 W MAIN ST IMPROVE		4,256.00	
600 WATER FUND		21,924.20	
610 SEWER FUND		12,652.32	
740 STORM WATER UTILITY		<u>477.43</u>	

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 2026-24 Approving the Final Proposed Budget for FY27 and Ordering a Notice of Public Hearing for April 20, 2026./ Move to Action.

Motion by Noel, second by Horihan to approve Resolution 2026-24. AYES: Noel, Horihan, Miller. NAYS: Motion carried.

Resolution 2026-25 Approving the proposed 1 year enrollment into the Lexis Nexis system./ Move to Action.

Motion by Noel, second by Horihan to approve Resolution 2026-25. AYES: Noel, Horihan, Miller. NAYS: Motion carried.

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

Chief Stoolman shared that after multiple meetings and looking at other job descriptions like Tipton, the full job description for the West Branch Fire Chief is complete and now ready to post.

Motion by Noel, second by Horihan to approve Resolution 2026-26. AYES: Noel, Horihan, Miller. NAYS: None. Motion carried.

Resolution 2026-27 Approve 28E Agreements between the City of West Branch, Iowa and the Boards of Trustees of Cass, Gower, Graham, Iowa Scott and Springdale Townships for the Purpose of Fire Protection and Aid and Assistance for other emergencies or disasters relating to Life and Property or Hazardous Materials./ Move to Action.

Motion by Noel, second by Horihan to approve Resolution 2026-27. AYES: Noel, Horihan, Miller. NAYS: None. Motion carried.

First Reading of Ordinance 836 – Section 65.02 of the Code of Ordinances of the City of West Branch adding a stop sign intersection./ Move to Action.

Motion by Noel, second by Horihan to approve the First Reading of Ordinance 836. AYES: Noel, Horihan, Miller. NAYS: None. Motion carried.

DISCUSSION-

- a. Main Street Reconstruction Project (From the roundabout to Pederson Bridge). Leland with V&K Engineering, answered questions from the Council members on the project. He stated that in looking at accident reports throughout the intersections in town, it was shared that the Dawson Street and Main Street intersection had the highest number of accidents. All have resulted in only property damage. With the congestion that is currently seen in the morning and afternoon at this intersection each weekday, the main concern of one council person, was that if we decide in the future to add a turn lane in this area after completing the Main Street reconstruction project, how much more would it cost to add the turn lane then versus adding it into the project now and constructing during this street and shoulder widening project. It was shared that it would roughly be the same \$232,000.00 amount that was shared at the last meeting on 3/2/26, if we add the turn lane in front of the High School now with the street reconstruction project, or if we add it down the road, with the exception of standard inflation added in. There was some discussion about the survey that was posted on the City Facebook page last week asking the community to vote on “Should the City construct a turn lane before other projects?”, along with the results of that survey showing 85 votes with a result of 68.2% sharing a No vote and 31.8% sharing a Yes vote. With the vagueness of the survey request and low number of responses in comparison to the , it was requested from Council members that this survey be redone with more communication to the community that it is out there and with more depth into the project and future expansion before considering the results for a true community voice.

CITY ADMINISTRATOR REPORT – None

CITY ATTORNEY REPORT - None

CITY ENGINEER REPORT - None

STAFF REPORTS- None

COMMENTS FROM MAYOR AND COUNCIL MEMBERS –

Council person Miller brought up the topic of moving the regular council meetings to 6:00 pm, instead of 7:00pm. This was first brought up 2 meetings prior by the Mayor and has not been addressed again. There will be a discussion item added to the April 6th meeting agenda for this topic. Council person Horihan shared what a great job the Public Works department has done with the snow removal this season and wanted to share gratitude to their work, which was agreed up on with the other council members present.

ADJOURNMENT

Motion to adjourn by Noel, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 7:26 p.m.

Colton Miller, Council person appointed by the Mayor

ATTEST:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 6, 2026

AGENDA ITEM: Approve a Class C Retail Alcohol license for Cedar's Edge Golf Course Inc, 3 Ember Ln, West Branch.

PREPARED BY: City Clerk, Alycia Friis
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DATE: April 1, 2026

BACKGROUND:

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



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 6, 2026

AGENDA ITEM: February Monthly Financial Report

PREPARED BY: Heidi Van Auken

DATE: March 24, 2026

SUMMARY:

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

BANK TO BOOK RECONCILIATION			
2/28/2026			
BANK BALANCE @ _____			
	CASH - FIDELITY BANK & TRUST		\$ 10,665,087.14
	CASH - FIDELITY BANK & TRUST - PERPETUAL CARE FUND		\$ 38,190.60
	SUB TOTAL		\$ 10,703,277.74
ADD:	CD'S:	Bank/CD #	Maturity Date
	ENLOW BUILDING CD	LIBERTY SAVINGS-10447	7/13/2026 \$ 12,123.25
	CEMETERY PERPETUAL CARE	HILLS BANK-30282503	2/11/2026 \$ 109,659.59
	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		\$ 306,484.52
	SUB TOTAL		\$ 11,009,762.26
PLUS	O/S DEPOSITS		\$ -
PLUS	ADJUSTMENTS		\$ -
LESS:	O/S CREDIT CARD		\$ -
LESS:	O/S CHECKS		\$ 7,942.46
	ENDING BOOK BALANCE		\$ 11,001,819.80

CLERK'S REPORT FOR THE MONTH OF FEBRUARY 2026

DESCRIPTION	CHECKING	INVESTMENT	BEGINNING BALANCE	RECEIPTS	TRANSFER IN	DISBURSED	TRANSFER OUT	NET CHANGE LIABILITIES	CLERK'S BALANCE
GENERAL									
*(001) GENERAL OPERATING FUND	\$ 2,973,614.49	\$ 5.00	\$ 2,973,619.49	\$ 59,200.02		\$ 150,051.45		\$ (34.51)	\$ 2,882,733.55
** 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	\$ 57,624.11	\$ -	\$ 57,624.11	\$ 830.00		\$ 1,070.61			\$ 57,383.50
(027) MEMORIAL GARDEN PROJECT	\$ 414.00	\$ -	\$ 414.00						\$ 414.00
(028) SPLASH PAD RESERVE	\$ 100.00	\$ -	\$ 100.00						\$ 100.00
(031) LIBRARY	\$ 12,778.50	\$ 101,483.75	\$ 114,262.25	\$ 344.10		\$ 13,310.19			\$ 101,296.16
(036) TORT LIABILITY	\$ (16,908.58)	\$ -	\$ (16,908.58)	\$ 325.13					\$ (16,583.45)
SPECIAL REVENUE									
(110) ROAD USE TAX	\$ 307,002.34	\$ -	\$ 307,002.34	\$ 22,788.16		\$ 8,942.01		\$ (3,754.43)	\$ 317,094.06
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	\$ 522,410.15	\$ -	\$ 522,410.15	\$ 2,471.13		\$ 31,949.27			\$ 492,932.01
(119) EMERGENCY TAX FUND	\$ 7,019.38	\$ -	\$ 7,019.38						\$ 7,019.38
(121) LOCAL OPTION SALES TAX	\$ 693,168.43	\$ -	\$ 693,168.43	\$ 22,494.61					\$ 715,663.04
(125) TIF	\$ 294,186.00	\$ -	\$ 294,186.00	\$ 1,423.67					\$ 295,609.67
(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	\$ 393,658.10	\$ -	\$ 393,658.10	\$ 1,136.26					\$ 394,794.36
CAPITAL PROJECTS									
(300) CAPITAL IMPROVEMENT RESERVE	\$ 390,747.39	\$ -	\$ 390,747.39	\$ 369.35					\$ 391,116.74
(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	\$ (553,217.77)	\$ -	\$ (553,217.77)			\$ 7,210.80			\$ (560,428.57)
(322) SPLASH PAD	\$ -	\$ -	\$ -						\$ -
(324) WW TREATMT FAC IMP 2021	\$ 342,895.39	\$ -	\$ 342,895.39			\$ 262,895.39			\$ 80,000.00
(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	\$ 941,651.04	\$ -	\$ 941,651.04			\$ 3,394.18			\$ 938,256.86
(332) W MAIN ST IMPROVEMENT	\$ 537,781.45	\$ -	\$ 537,781.45			\$ 7,930.00			\$ 529,851.45
PERMANENT									
(500) CEMETERY PERPETUAL FUND	\$ 38,610.60	\$ 108,714.22	\$ 147,324.82	\$ 1,065.37					\$ 148,390.19
(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	\$ 551,194.73	\$ -	\$ 551,194.73	\$ 69,552.25		\$ 31,462.02	\$ 10,321.27	\$ (5.69)	\$ 578,958.00
(603) WATER SINKING FUND	\$ 72,969.00	\$ -	\$ 72,969.00	\$ -	\$ 10,321.27				\$ 83,290.27
(610) SEWER FUND	\$ 920,076.09	\$ -	\$ 920,076.09	\$ 90,521.06		\$ 30,415.02	\$ 50,628.86	\$ (5.69)	\$ 929,547.58
(611) SEWER FUND SPECIAL	\$ 937,590.26	\$ -	\$ 937,590.26	\$ -	\$ 50,628.86				\$ 988,219.12
(740) STORM WATER UTILITY	\$ 264,125.53	\$ -	\$ 264,125.53	\$ 6,163.27		\$ 963.09		\$ (0.38)	\$ 269,325.33
TOTAL	\$ 10,970,991.00	\$ 305,539.15	\$ 11,276,530.15	\$ 278,684.38	\$ 60,950.13	\$ 549,594.03	\$ 60,950.13	\$ (3,800.70)	\$ 11,001,819.80
O/S CHECKS			\$5,761.63						\$7,942.46
ADJUSTMENTS			\$0.00						\$0.00
O/S DEPOSIT			\$0.00						\$0.00
O/S CREDIT CARD			\$0.00						\$0.00
BANK STATEMENT BALANCE			\$11,282,291.78						\$11,009,762.26

CITY OF WEST BRANCH
 MTD TREASURERS REPORT
 AS OF: FEBRUARY 28TH, 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	3,402,710.01	59,200.02	150,051.45	3,311,858.58	0.00	(34.51)	3,311,824.07
022-CIVIC CENTER	57,624.11	830.00	1,070.61	57,383.50	0.00	0.00	57,383.50
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	114,262.25	344.10	13,310.19	101,296.16	0.00	0.00	101,296.16
036-TORT LIABILITY	(16,908.58)	325.13	0.00	(16,583.45)	0.00	0.00	(16,583.45)
110-ROAD USE TAX	307,002.34	22,788.16	8,942.01	320,848.49	0.00	(3,754.43)	317,094.06
112-TRUST AND AGENCY	522,410.15	2,471.13	31,949.27	492,932.01	0.00	0.00	492,932.01
119-EMERGENCY TAX FUND	7,019.38	0.00	0.00	7,019.38	0.00	0.00	7,019.38
121-OPTION TAX	693,168.43	22,494.61	0.00	715,663.04	0.00	0.00	715,663.04
125-T I F	294,186.00	1,423.67	0.00	295,609.67	0.00	0.00	295,609.67
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	393,658.10	1,136.26	0.00	394,794.36	0.00	0.00	394,794.36
300-CAPITAL IMPROV. RESERVE	390,747.39	369.35	0.00	391,116.74	0.00	0.00	391,116.74
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	(553,217.77)	0.00	7,210.80	(560,428.57)	0.00	0.00	(560,428.57)
324-WW TREATMT FAC IMP 2021	342,895.39	0.00	262,895.39	80,000.00	0.00	0.00	80,000.00
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	941,651.04	0.00	3,394.18	938,256.86	0.00	0.00	938,256.86
332-W MAIN ST IMPROVE	537,781.45	0.00	7,930.00	529,851.45	0.00	0.00	529,851.45
500-CEMETERY PERPETUAL FUND	147,324.82	1,065.37	0.00	148,390.19	0.00	0.00	148,390.19
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	551,194.73	69,552.25	41,783.29	578,963.69	0.00	(5.69)	578,958.00
603-WATER SINKING FUND	72,969.00	10,321.27	0.00	83,290.27	0.00	0.00	83,290.27
610-SEWER FUND	920,076.09	90,521.06	81,043.88	929,553.27	0.00	(5.69)	929,547.58
611-SEWER FUND SPECIAL	937,590.26	50,628.86	0.00	988,219.12	0.00	0.00	988,219.12
740-STORM WATER UTILITY	264,125.53	6,163.27	963.09	269,325.71	0.00	(0.38)	269,325.33
GRAND TOTAL	11,276,530.15	339,634.51	610,544.16	11,005,620.50	0.00	(3,800.70)	11,001,819.80

*** END OF REPORT ***

CITY OF WEST BRANCH
 YTD TREASURERS REPORT
 AS OF: FEBRUARY 28TH, 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	1,372,144.13	1,280,917.41	3,311,824.07	0.00	0.00	3,311,824.07
022-CIVIC CENTER	61,098.15	4,845.00	8,559.65	57,383.50	0.00	0.00	57,383.50
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	21,433.73	136,100.85	101,296.16	0.00	0.00	101,296.16
036-TORT LIABILITY	1,577.05	66,444.11	84,604.61	(16,583.45)	0.00	0.00	(16,583.45)
110-ROAD USE TAX	284,973.83	232,113.04	196,242.81	320,844.06	0.00	(3,750.00)	317,094.06
112-TRUST AND AGENCY	535,294.96	246,669.01	289,031.96	492,932.01	0.00	0.00	492,932.01
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	217,918.60	0.00	715,663.04	0.00	0.00	715,663.04
125-T I F	43,717.03	283,841.64	31,949.00	295,609.67	0.00	0.00	295,609.67
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	185,011.81	91,811.25	394,794.36	0.00	0.00	394,794.36
300-CAPITAL IMPROV. RESERVE	315,593.26	75,523.48	0.00	391,116.74	0.00	0.00	391,116.74
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	573,263.67	(560,428.57)	0.00	0.00	(560,428.57)
324-WW TREATMT FAC IMP 2021	80,000.00	367,753.20	367,753.20	80,000.00	0.00	0.00	80,000.00
326-ROUNDAABOUT MAIN & CEDAR-J	156,500.72	0.00	62,302.50	94,198.22	0.00	0.00	94,198.22
327-SPONS WATER QUAL IMP 2021	(20,000.00)	0.00	0.00	(20,000.00)	0.00	0.00	(20,000.00)
329-EASTSIDE WATER MAIN PH1	320,331.70	0.00	0.00	320,331.70	0.00	0.00	320,331.70
331-CEDAR JOHNSON RD RECONS	(457,812.03)	3,529,500.00	2,133,431.11	938,256.86	0.00	0.00	938,256.86
332-W MAIN ST IMPROVE	41,500.00	520,774.70	32,423.25	529,851.45	0.00	0.00	529,851.45
500-CEMETERY PERPETUAL FUND	143,818.44	4,571.75	0.00	148,390.19	0.00	0.00	148,390.19
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	607,023.17	514,675.69	578,958.00	0.00	0.00	578,958.00
603-WATER SINKING FUND	13,396.12	82,570.16	12,676.01	83,290.27	0.00	0.00	83,290.27
610-SEWER FUND	861,793.27	758,608.99	690,854.68	929,547.58	0.00	0.00	929,547.58
611-SEWER FUND SPECIAL	646,290.72	424,701.09	82,772.69	988,219.12	0.00	0.00	988,219.12
740-STORM WATER UTILITY	239,492.60	50,112.78	20,280.05	269,325.33	0.00	0.00	269,325.33
GRAND TOTAL	8,513,742.36	9,101,477.83	6,609,650.39	11,005,569.80	0.00	(3,750.00)	11,001,819.80

*** END OF REPORT ***

PROGRAM EXPENDITURES FOR THE MONTH OF FEBRUARY 2026

66.67%

FUNCTIONS	BUDGET EXP	MTD EXP	YTD EXP	REMAINING BALANCE	PERCENT OF EXPENSES
PUBLIC SAFETY					
POLICE DEPARTMENT					
GENERAL FUND	\$ 635,858.00	\$ 66,280.84	\$ 377,810.97	\$ 258,047.03	59.42%
TORT LIABILITY	\$ 17,000.00	\$ -	\$ 13,233.25	\$ 3,766.75	77.84%
TRUST & AGENCY	\$ 156,982.00	\$ 11,850.11	\$ 108,606.91	\$ 48,375.09	69.18%
FIRE DEPARTMENT					
GENERAL FUND	\$ 319,400.00	\$ 4,898.00	\$ 89,055.65	\$ 230,344.35	27.88%
TORT LIABILITY	\$ 40,000.00	\$ -	\$ 30,340.39	\$ 9,659.61	75.85%
TRUST & AGENCY	\$ 71,280.00	\$ 1,109.07	\$ 36,291.34	\$ 34,988.66	50.91%
BUILDING INSPECTIONS					
GENERAL FUND	\$ 59,193.00	\$ 3,334.51	\$ 30,869.84	\$ 28,323.16	52.15%
TRUST & AGENCY	\$ 18,820.00	\$ 765.97	\$ 7,015.21	\$ 11,804.79	37.28%
ANIMAL CONTROL	\$ 4,050.00	\$ 210.00	\$ 210.00	\$ 3,840.00	5.19%
TOTAL PUBLIC SAFETY	\$ 1,322,583.00	\$ 88,448.50	\$ 693,433.56	\$ 629,149.44	52.43%
PUBLIC WORKS					
ROADS & STREETS					
GENERAL FUND	\$ 50,750.00	\$ -	\$ 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	\$ 8,942.01	\$ 196,242.81	\$ 143,759.19	57.72%
TRUST & AGENCY	\$ 78,418.00	\$ 3,569.67	\$ 35,146.53	\$ 43,271.47	44.82%
STREET LIGHTING - GENERAL FUND	\$ 45,000.00	\$ 3,226.41	\$ 26,603.99	\$ 18,396.01	59.12%
SOLID WASTE - GENERAL FUND	\$ 333,562.00	\$ 20,103.25	\$ 175,374.07	\$ 158,187.93	52.58%
TOTAL PUBLIC WORKS	\$ 869,732.00	\$ 35,841.34	\$ 506,604.80	\$ 363,127.20	58.25%
TOTAL HEALTH & SOCIAL SERVICES	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CULTURE & RECREATION					
LIBRARY					
GENERAL FUND	\$ 209,621.00	\$ 13,310.19	\$ 136,100.85	\$ 73,520.15	64.93%
TORT LIABILITY	\$ 10,000.00	\$ -	\$ 7,323.78	\$ 2,676.22	73.24%
TRUST & AGENCY	\$ 43,518.00	\$ 3,293.03	\$ 29,441.12	\$ 14,076.88	67.65%
PARKS & RECREATION					
GENERAL FUND	\$ 267,669.00	\$ 17,876.29	\$ 142,593.82	\$ 125,075.18	53.27%
TORT LIABILITY	\$ 10,000.00	\$ -	\$ 6,408.92	\$ 3,591.08	64.09%
TRUST & AGENCY	\$ 43,280.00	\$ 4,027.40	\$ 25,428.43	\$ 17,851.57	58.75%
CEMETERY					

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
GENERAL FUND	\$ 141,908.00	\$ 3,799.24	\$ 87,418.77	\$ 54,489.23	61.60%
TORT LIABILITY	\$ 5,000.00	\$ -	\$ 2,247.09	\$ 2,752.91	44.94%
TRUST & AGENCY	\$ 34,225.00	\$ 1,233.85	\$ 11,125.30	\$ 23,099.70	32.51%
CIVIC CENTER					
GENERAL FUND	\$ 17,900.00	\$ 1,070.61	\$ 8,559.65	\$ 9,340.35	47.82%
TRUST & AGENCY	\$ -	\$ -	\$ -	\$ -	#DIV/0!
COMMUNITY & CULTURAL DEV.	\$ 30,000.00	\$ 943.33	\$ 13,060.82	\$ 16,939.18	43.54%
LOCAL CABLE ACCESS	\$ 22,741.00	\$ 216.85	\$ 15,873.10	\$ 6,867.90	69.80%
HISTORIC PRESERVATION	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.00%
TOTAL CULTURE & RECREATION	\$ 837,862.00	\$ 45,770.79	\$ 485,581.65	\$ 352,280.35	57.95%
COMMUNITY & ECONOMIC DEV.					
ECONOMIC DEVELOPMENT	\$ 92,500.00	\$ 12,500.00	\$ 67,866.90	\$ 24,633.10	73.37%
PLANNING & ZONING	\$ 14,000.00	\$ 375.00	\$ 28,540.06	\$ (14,540.06)	203.86%
REVOLVING LOAN FUND	\$ -	\$ -	\$ -	\$ -	#DIV/0!
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	\$ 12,875.00	\$ 128,355.96	\$ 178,923.04	41.77%
GENERAL GOVERNMENT					
MAYOR & COUNCIL					
GENERAL FUND	\$ 19,000.00	\$ 435.19	\$ 17,767.20	\$ 1,232.80	93.51%
TRUST & AGENCY	\$ 3,248.00	\$ 47.39	\$ 1,339.03	\$ 1,908.97	41.23%
CLERK & TREASURER					
GENERAL FUND	\$ 239,898.00	\$ 13,859.74	\$ 134,940.52	\$ 104,957.48	56.25%
TORT LIABILITY	\$ 13,000.00	\$ -	\$ 8,405.78	\$ 4,594.22	64.66%
TRUST & AGENCY	\$ 58,192.00	\$ 6,052.78	\$ 34,638.09	\$ 23,553.91	59.52%
LEGAL SERVICES	\$ 27,000.00	\$ 1,992.80	\$ 16,339.70	\$ 10,660.30	60.52%
TOTAL GENERAL GOVERNMENT	\$ 360,338.00	\$ 22,387.90	\$ 213,430.32	\$ 146,907.68	59.23%
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	\$ 7,210.80	\$ 573,263.67	\$ 426,736.33	57.33%
(324) WW TREATMENT FACILITY 2021	\$ 1,100,000.00	\$ 262,895.39	\$ 367,753.20	\$ 732,246.80	33.43%
(326) ROUNDABOUT MAIN & CEDAR	\$ -	\$ -	\$ 62,302.50	\$ (62,302.50)	#DIV/0!
(331) CEDAR JOHNSON RD RECON	\$ 4,000,000.00	\$ 3,394.18	\$ 2,133,431.11	\$ 1,866,568.89	53.34%

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
(332) W MAIN ST IMPROVEMENT	\$ 100,000.00	\$ 7,930.00	\$ 32,423.25	\$ 67,576.75	32.42%
TOTAL CAPITAL PROJECTS	\$ 6,214,827.00	\$ 281,430.37	\$ 3,169,173.73	\$ 3,045,653.27	50.99%
BUSINESS TYPE ACTIVITIES					
WATER FUND	\$ 637,280.00	\$ 31,462.02	\$ 432,105.53	\$ 205,174.47	67.80%
WATER SINKING FUND	\$ 135,040.00	\$ -	\$ 12,676.01	\$ 122,363.99	9.39%
SEWER FUND	\$ 515,250.00	\$ 30,415.02	\$ 266,153.59	\$ 249,096.41	51.66%
SEWER FUND SPECIAL	\$ 641,280.00	\$ -	\$ 82,772.69	\$ 558,507.31	12.91%
STORM WATER UTILITY	\$ 39,905.00	\$ 963.09	\$ 20,280.05	\$ 19,624.95	50.82%
TOTAL BUSINESS TYPE ACTIVITIES	\$ 1,968,755.00	\$ 62,840.13	\$ 813,987.87	\$ 1,154,767.13	41.35%
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	\$ 82,570.16	\$ 127,069.84	39.39%
SEWER FUND	\$ 710,823.00	\$ 50,628.86	\$ 424,701.09	\$ 286,121.91	59.75%
STORM WATER UTILITY	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0.00%
TOTAL NON-DEPARMENTAL TRANSFERS	\$ 2,052,795.00	\$ 60,950.13	\$ 507,271.25	\$ 1,545,523.75	24.71%
TOTAL FOR ALL FUNCTIONS	\$ 14,723,824.00	\$ 610,544.16	\$ 6,609,650.39	\$ 8,114,173.61	44.89%

CITY OF WEST BRANCH
 EXPENDITURES BY ACTIVITY (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2026

001-GENERAL FUND

66.67% OF FISCAL YEAR

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL NON-PROGRAM	2,052,795.00	60,950.13	507,271.25	24.71	1,545,523.75
TOTAL PUBLIC SAFETY	1,322,583.00	88,448.50	693,433.56	52.43	629,149.44
TOTAL PUBLIC WORKS	869,732.00	35,841.34	506,604.80	58.25	363,127.20
TOTAL HEALTH & SOCIAL SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	837,862.00	45,770.79	485,581.65	57.95	352,280.35
TOTAL COMMUNITY & ECON DEVELOP	307,279.00	12,875.00	128,355.96	41.77	178,923.04
TOTAL GENERAL GOVERNMENT	360,338.00	22,387.90	213,430.32	59.23	146,907.68
TOTAL DEBT SERVICE	789,653.00	0.00	91,811.25	11.63	697,841.75
TOTAL CAPITAL PROJECTS	6,214,827.00	281,430.37	3,169,173.73	50.99	3,045,653.27
TOTAL BUSINESS TYPE/ENTERPRISE	1,968,755.00	62,840.13	813,987.87	41.35	1,154,767.13
TOTAL EXPENDITURES	14,723,824.00	610,544.16	6,609,650.39	44.89	8,114,173.61



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 6, 2026

AGENDA ITEM: Claims for April 6, 2026
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PREPARED BY: Jessica Brown, Deputy City Clerk
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DATE: April 6, 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**4/6/2026**

ALATORRE	WINDOW CLEANING - CITY	86.00
AMAZON.COM	VARIOUS ITEMS - LIBRARY	410.55
AT & T MOBILITY	WIRELESS SERVICE	258.18
CEDAR COUNTY COOP	FUEL - PW	2,195.37
DEERY BROTHERS	FORD F250 REPAIRS - PW	9,030.59
ELITE HOLDING COMPANY	REVERSIBLE JERSEYS - P&R	1,440.00
HAWKINS	CHEMICALS	2,810.35
HD SUPPLY	GARBAGE BAGS/PAPER TOWELS- TH	139.74
HI-LINE	SHOP SUPPLIES - PW	277.78
HOTSY CLEANING SYSTEMS	VEHICLE WASH FOR BAY- PW	514.50
LAUGHLIN, ROGER	MILEAGE REIMBURSEMENT- R LAUGH	78.51
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,577.75
MENARDS	FOOTINGS FOR COVERING-P&R	190.84
OFFICE OF AUDITOR OF STATE	AUDIT FY25 FILING FEE	625.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	541.95
QUILL CORP	CLEANING SUPPLIES - PD	42.27
SCHAFFER, JESSICA	MILEAGE REIMBURSEMENT- SCHAFFER	24.65
STERICYCLE	SHREDDING SERVICES	97.49
TIPTON CONSERVATIVE	SUBSCRIPTION - LIBRARY	48.00
WEST BRANCH TIMES	SUBSCRIPTION - CITY	40.00

TOTAL**20,429.52****PAYROLL-WAGES, TAXES,
EMPLOYEE BENEFITS****3/27/2026****70,790.25****PAID BETWEEN MEETINGS**

AMAZON.COM	VARIOUS ITEMS - P&R, LIBRARY	464.45
GOERDT INSPECTION	BLDG INSPECTIONS	2,268.00
HD SUPPLY	BAG LINERS- P&R	37.75
IA LAW ENFORCEMENT ACAD	BEHAVIORAL HEALTH FOR LAW	25.00
JOHN DEERE FINANCIAL	MISC SHOP SUPPLIES - PW	422.85
MCCANN LINDA	LIBRARY PRESENTER	150.00
MEDIACOM	CABLE SERVICES	41.90
MENARDS	CONCESSION WALL HOOKS- P&R	2.50
MISCELLANEOUS VENDOR	TOWN HALL/ P&R REFUNDS/WORKERS	740.00
NAIC OPTINS	CEMETERY REPORT FILING FEE	117.50
STATE INDUSTRIAL PRODUCTS	CHEMICALS	265.62
TYLER TECHNOLOGIES	TAX FILINGS 2025	3,866.00
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	4,046.75
VERIZON WIRELESS	VERIZON WIRELESS	424.81
VARIOUS VENDORS	UB REFUNDS	314.36
METLIFE	INSURANCE PREMIUM	2,547.64
SISCO	INSURANCE PREMIUM	18,103.17

SISCO	FLEX & HEALTH CLAIMS 3-16-2026	290.78
SISCO	FLEX & HEALTH CLAIMS 3-30-2026	550.38
AERO RENTAL	QUICKIE SAW - FIRE	895.00
AMAZON.COM	VARIOUS ITEMS - P&R, LIBRARY	477.05
CORRIDOR ENERGY COOP	STREET LIGHTS	353.37
CULLIGAN WATER	WATER SOFTENER SERVICE	31.49
EAST CENT INTERGOVT ASN.	KEEP IA BEAUTIFUL MATCH	1,000.00
ELITE HOLDING COMPANY	FEATHER FLAG PARTS - P&R	40.74
HAWKINS	CHEMICALS	3,001.49
HD SUPPLY	PARK BATHROOM SUPPLIES - P&R	148.30
IOWA ASSN. MUN. UTILITIES	MEMBERSHIP DUES	967.00
LOGAN CONTRACTOR'S SUPPLY	SHOP SUPPLIES	246.40
LYNCH'S PLUMBING	TOILET REPAIR - LIBRARY	121.00
MISCELLANEOUS VENDOR	P&R REFUNDS FOR YOUTH SPORTS	210.00
MUNICIPAL SUPPLY	WATER METERS & RADIOS	16,024.00
OLSON, KEVIN D	LEGAL SERVICES - MARCH 2026	1,500.00
STATE HYGIENIC LAB	LAB ANALYSIS	1,154.00
ULINE	CONCESSION FIRST AID KIT - P&R	128.66
WEST BRANCH REPAIRS	OIL CHANGE, GAGES, FUSE - FIRE	1,251.79
WEST BRANCH TIMES	LEGAL PUBLICATIONS	671.00

TOTAL		62,900.75
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GRAND TOTAL EXPENDITURES		154,120.52
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FUND TOTALS

001 GENERAL FUND		48363.71
022 CIVIC CENTER		251.34
031 LIBRARY		6978.49
110 ROAD USE TAX		18405.75
112 TRUST AND AGENCY		32798.42
600 WATER FUND		34515.16
610 SEWER FUND		12093.96
740 STORM WATER UTILITY		713.69

GRAND FUND TOTAL		154,120.52
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT			
POLICE OPERATION	GENERAL FUND	QUILL CORP LIBERTY COMMUNICATIONS AT & T MOBILITY	CLEANING SUPPLIES - PD	42.27			
			LIBERTY COMMUNICATIONS	326.72			
			WIRELESS SERVICE	258.18			
			TOTAL:	627.17			
FIRE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	90.98			
			TOTAL:	90.98			
PARK & RECREATION	GENERAL FUND	MENARDS LIBERTY COMMUNICATIONS ELITE HOLDING COMPANY HD SUPPLY, INC.	FOOTINGS FOR COVERING-P&R	190.84			
			LIBERTY COMMUNICATIONS	115.85			
			REVERSIBLE JERSEYS - P&R	1,440.00			
			PRINTER PAPER - P&R	68.40			
			TOTAL:	1,815.09			
MAYOR AND COUNCIL	GENERAL FUND	LAUGHLIN, ROGER	MILEAGE REIMBURSEMENT- R L	78.51			
			TOTAL:	78.51			
CLERK & TREASURER	GENERAL FUND	WEST BRANCH TIMES LIBERTY COMMUNICATIONS OFFICE OF AUDITOR OF STATE-STATE OF IO ALATORRE LLC STERICYCLE, INC.	SUBSCRIPTION - CITY	40.00			
			LIBERTY COMMUNICATIONS	459.51			
			AUDIT FY25 FILING FEE	625.00			
			WINDOW CLEANING - CITY	86.00			
			SHREDDING SERVICES	97.49			
			TOTAL:	1,308.00			
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	74.95			
			TOTAL:	74.95			
TOWN HALL	CIVIC CENTER	HD SUPPLY, INC.	GARBAGE BAGS/PAPER TOWELS-	71.34			
			TOTAL:	71.34			
LIBRARY	LIBRARY	OVERDRIVE INC TIPTON CONSERVATIVE LIBERTY COMMUNICATIONS SCHAFFER, JESSICA AMAZON.COM.CA., INC.	DIGITAL & AUDIO BOOKS	541.95			
			SUBSCRIPTION - LIBRARY	48.00			
			LIBERTY COMMUNICATIONS	230.24			
			MILEAGE REIMBURSEMENT- SCHA	24.65			
			HANGERS	9.99			
			LAPTOP CHARGERS	18.99			
			DVD'S & BOOKS	138.94			
			BOOKS - LIBRARY	10.79			
			BOOKS - LIBRARY	22.54			
			TAPE	11.19			
			BOOKS	84.21			
			BOOKS - LIBRARY	24.98			
			TRASH BAGS	17.98			
			TAPE	12.99			
			BOOK RETURN - LIBRARY	11.99			
			BOOKS & DVD'S	37.49			
			BOOKS	32.45			
			TOTAL:	1,255.39			
			ROADS & STREETS	ROAD USE TAX	CEDAR COUNTY COOPERATIVE LIBERTY COMMUNICATIONS HOTSY CLEANING SYSTEMS HI-LINE INC DEERY BROTHERS FORD LINCOLN	FUEL - PW	1,933.17
						LIBERTY COMMUNICATIONS	93.17
VEHICLE WASH FOR BAY- PW	514.50						
SHOP SUPPLIES - PW	277.78						
FORD F250 REPAIRS - PW	9,030.59						
TOTAL:	11,849.21						

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
WATER OPERATING	WATER FUND	HAWKINS INC.	CHEMICALS	2,810.35
		LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	93.17
			TOTAL:	<u>2,903.52</u>
SEWER OPERATING	SEWER FUND	CEDAR COUNTY COOPERATIVE	FUEL - PW	262.20
		LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	93.16
			TOTAL:	<u>355.36</u>

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

001	GENERAL FUND	3,994.70
022	CIVIC CENTER	71.34
031	LIBRARY	1,255.39
110	ROAD USE TAX	11,849.21
600	WATER FUND	2,903.52
610	SEWER FUND	355.36

 GRAND TOTAL: 20,429.52

NOTICE OF PUBLIC HEARING
ON A CERTIFICATION AGREEMENT BY AND BETWEEN IOWA STATE
HISTORIC PRESERVATION OFFICER AND THE CITY OF WEST BRANCH.

PLEASE BE ALSO ADVISED that a public hearing on the proposed Certified Local Government Agreement with the Historic Preservation Commission will be held at 7:00 p.m. on Monday, April 6th, 2026 in the Council Chambers at City Hall, 110 N. Poplar Street, West Branch, Iowa 52358. At that time, the City Council will receive comments for or against said Agreement. In addition, written comments can be forwarded to the City Clerk.

/s/ _____
Alycia Friis, City Clerk

NOTICE OF PUBLIC HEARING
ON A PROPOSED AMENDMENT TO THE WEST BRANCH ZONING CODE
REGARDING ACCESSORY DWELLING UNITS AND PERMITTED
OBSTRUCTIONS IN REQUIRED YARDS.

PLEASE BE ALSO ADVISED that a public hearing on the proposed Amendment to the West Branch Zoning Code Regarding Accessory Dwelling Units and Permitted Obstructions in Required Yards, will be held at 7:00 p.m. on Monday, April 6th, 2026 in the Council Chambers at City Hall, 110 N. Poplar Street, West Branch, Iowa 52358. At that time, the City Council will receive comments for or against said Agreement. In addition, written comments can be forwarded to the City Clerk.

/s/ _____
Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 6, 2026

AGENDA ITEM: Second Reading Ordinance 836 – Amending Section 65.02 of the Code of Ordinances of the City of West Branch, adding a Stop Sign Intersection.

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

SUMMARY: West Branch Code of Ordinance update:

(Adding the following to this section)

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

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

ORDINANCE NO. 836

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

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

NOW, THEREFORE, BE IT ORDAINED:

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

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

2. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

3. Adjudication. If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

Approved and adopted this 20th of April, 2026.

First reading: March 16, 2026

Second reading: April 6, 2026

Third Reading: April 20, 2026

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 6, 2026

AGENDA ITEM: Historic Preservation Ordinances
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PREPARED BY: Adam Kofoed

DATE: April 1, 2026

SUMMARY:

The Historic Preservation Commission alongside the Iowa Initiatives of Sustainable Communities (IISC) are recommending changes to the city historic preservation ordinances.

- It separates the chapter into two chapters for Certified Local Government (CLG) status.
- The first section is a boiler template that establishes the Historic Preservation Commission.
- Section two sets the parameters for the historic district and signage.

RECOMMENDATION

In conclusion, there are very few changes, we are just reformatting the chapters to make it more appealing to the State Historic Preservation Office (SHPO). Recommendation is to approve.

ORDINANCE 834

AN ORDINANCE AMENDING CHAPTER 25 HISTORIC PRESERVATION COMMISSION FOR THE CITY OF WEST BRANCH, IOWA

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

Section 1. Amendment. Section 25.01 through 25.11, is hereby amended by deleting it in its entirety and replacing it with the following:

25.01 PURPOSE AND INTENT: The purpose of this ordinance is to:

- a. Promote the educational, cultural, economic and general welfare of the public through the recognition, enhancement, and perpetuation of sites and districts of historical and cultural significance;
- b. Safeguard the City's historic, aesthetic, and cultural heritage by preserving sites and districts of historic and cultural significance;
- c. Stabilize and improve property values;
- d. Foster pride in the legacy of beauty and achievements of the past;
- e. Protect and enhance the City's attractions to tourists and visitors and the support and stimulus to business thereby provided;
- f. Strengthen the economy of the City;
- g. Promote the use of sites and districts of historic and cultural significance as places for the education, pleasure, and welfare of the people of the City.

25.02: DEFINITIONS:

- a. Commission. The **West Branch** Historic Preservation Commission, as established by this ordinance.
- b. Historic District. An area which contains a significant portion of sites including archaeological sites, buildings, structures, objects and/or other improvements which, considered as a whole, possesses integrity of location, design, setting, materials, workmanship, feeling, and association, and
 - 1) embodies the distinctive characteristics of a type, period, or method of construction, or that represents the work of a master, or that possesses high artistic values, or
 - 2) that represents a significant and distinguishable entity whose components may lack individual distinction; or
 - 3) is associated with events that have made significant contributions to the broad patterns of our local, state or national history; or
 - 4) possesses a coherent and distinctive visual character or integrity based upon similarity of scale, design, color, setting, workmanship, materials, or combinations thereof, which is deemed to add significantly to the value and attractiveness of properties within such area; or
 - 5) is associated with the lives of persons significant in our past; or
 - 6) has yielded, or may be likely to yield, information important in prehistory or history.

- c. Historic Landmark. A site including archaeological sites, object, structure or building which,
 1. is associated with events that have made a significant contribution to the broad patterns of our history; or
 2. is associated with the lives of persons significant in our past; or
 3. embodies the distinctive characteristics of a type, period, or method of construction, or that represents a work of a master, or that possesses high artistic values, or that represents a significant and distinguishable entity whose components may lack individual distinction; or
 4. has yielded, or may be likely to yield, information important in prehistory or history.

25.03 WEST BRANCH HISTORIC PRESERVATION COMMISSION.

- a. The Commission shall initially consist of not less than **Three (3)** members who shall be residents of the City.
- b. Members of the Commission shall be appointed by the Mayor with the advice and consent of the City Council. Members shall demonstrate a positive interest in historic preservation, possessing interest or expertise in architecture, architectural history, historic preservation, city planning, building rehabilitation, conservation in general or real estate.
- c. The original appointment of the members of the Commission shall be staggered with the majority appointed for two years, and the balance for three years, from January 1 following the year of such appointment or until their successor is appointed to serve for a term of three years.
- d. Vacancies occurring in the Commission, other than expiration of term of office, shall be only for the unexpired portion of the term of the member replaced.
- e. Members may serve for more than one term and each member shall serve until the appointment of a successor.
- f. Vacancies shall be filled by the City according to the original selection as aforesaid.
- g. Members shall serve without compensation.
- h. A simple majority of the commission shall constitute a quorum for the transaction of business.
- i. The Commission shall elect a Chairperson who shall preside over all Commission meetings and elect a Secretary who shall be responsible for maintaining written records of the commission's proceedings.
- j. The Commission shall meet at least three (3) times a year.

25.04 POWERS OF THE COMMISSION:

- a. The Commission may conduct studies for the identification and designation of historic districts and landmarks meeting the definitions established by this ordinance. The commission may proceed at its own initiative or upon a petition from any person, group, or association. The Commission shall maintain records of all studies and inventories for public use.
- b. The Commission may make a recommendation to the State Historic Preservation Office for the listing of a historic district or landmark in the National Register of Historic Places and may conduct a public hearing thereon.
- c. The Commission may investigate and recommend to the City Council the adoption of ordinances designating historic landmarks and historic districts if they qualify as defined herein; and

- d. Provide information for the purpose of historic preservation to the governing body.
- e. Promote and conduct an educational and interpretive program on historic properties within its jurisdiction.
- f. Other Powers. In addition to those duties and powers specified above, the Commission may, with City Council approval:
 - i. Accept unconditional gifts and donations of real and personal property, including money, for the purpose of historic preservation.
 - ii. Acquire by purchase, bequest, or donation, fee and lesser interests in historic properties, including properties adjacent to or associated with historic properties.
 - iii. Preserve, restore, maintain and operate historic properties, under the ownership or control of the Commission.
 - iv. Lease, sell, and otherwise transfer or dispose of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property.
 - v. Contract, with the approval of the governing body, with the state or the federal government or other organizations.
 - vi. Cooperate with the federal, state and local governments in the pursuance of the objectives of historic preservation.

25.05 SEVERABILITY:

Should any section or provision of this ordinance be decided by a court of this state to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole or any part thereof other than the part so decided to be unconstitutional or invalid.

25.06 AMENDITORY PROVISIONS:

The City may amend this ordinance to meet any unforeseen circumstances which may affect the duties and responsibilities of the Commission.

Section 2. Effective Date. This ordinance shall take effect immediately upon passage and publication as required by law.

Passed, adopted and approved this 4th day of May, 2026.

1 st Reading:	April 6, 2026
2 nd Reading:	April 20, 2026
3 rd Reading and Adoption:	May 4, 2026

Mayor, Roger Laughlin

Attest:

City Clerk, Alycia A Friis

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

City Clerk

ORDINANCE NO. 835

AN ORDINANCE ADOPTING CHAPTER 29 HISTORIC PRESERVATION DISTRICT BOUNDARIES AND REGULATIONS

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

Section 1. Amendment. Amending the Administration, Boards, and Commissions area of the City of West Branch Code of Ordinances, the addition of Section 29, Historic Preservation District Boundaries and Regulations:

29.01 PURPOSE AND INTENT

The purpose of this ordinance is to define the boundaries and regulation of the West Branch Historic Preservation District in order to preserve and protect the historic, architectural, and cultural resources of the City of West Branch. These boundaries and regulation of the West Branch Historic Preservation District shall be governed by the Historic Preservation Commission with the advice and consent of the City Council.

29.02 DESCRIPTIONS

- A. "West Branch Historic Preservation District" consists of all of those properties located within the West Branch Historic Preservation District boundaries. (See map included in the Appendix to this Code of Ordinances.) All of the terms of this chapter apply to property located within the West Branch Historic Preservation District.
- B. Properties adjacent to the Historic Preservation District may be added to the district upon application of the property owner to the City office. (See form of application in the Appendix to this Code of Ordinances.) If these added properties transfer ownership, they shall remain in the Historic Preservation District unless removed through alterations of district boundaries by the City of West Branch Historic Preservation Commission (hereafter, "Commission").

29.03 PERMIT REQUIRED

It is unlawful for any person to begin new construction or to make any external alterations or repairs, including signs, in any manner whatsoever to any building within the confines of the Historic Preservation District, or to install or change a sign within the Historic Preservation District, without first obtaining a permit as provided herein. Permits may be found and turned in at the City office.

29.04 APPLICATION

Applicants for permit under this chapter must file with the City Administrator an application in writing on a form furnished for such purpose, which shall give the following information:

1. Name of applicant and property owner.
2. Permanent address of applicant and full address of property owner.
3. A detailed description of the nature of the proposed construction, external alteration and/or repair to the building.
4. A drawing or sketch of proposed construction or external alteration.

5. The intended start and finish dates for alteration and/or repair.
6. Current photographs of the property with details of the area(s) where proposed construction, external alteration and/or repair to the building will occur.
7. Applicant shall provide additional information upon request.

(See the Appendix to this Code of Ordinances for Permit Application Form.)

29.05 ADMINISTRATIVE REVIEW AUTHORITY.

The City Administrator, or designee, and the City of West Branch Historic Preservation Commission (hereafter "Commission") will have authoritative review rights on construction, alterations, and/or repairs to ensure they meet design standards.

The City Administrator, or designee, and the Commission Chair will have authoritative review rights for applications specifically for window signage without review by the full Commission.

The West Branch City Council (hereafter the "Council") shall serve as an arbitrator on all appeals.

29.06 INVESTIGATION AND ISSUANCE.

1. Upon receipt of application for permit under this chapter by the City Administrator or designated alternate, the application shall be checked for compliance with the City of West Branch Building Codes within five (5) calendar days. It shall also be referred upon receipt to the Chairperson of the West Branch Preservation Commission.
2. Applications for construction, alterations and/or repairs not in compliance with City of West Branch Building Codes will be returned to the applicant with a complete explanation of changes necessary for compliance.
3. Permits are reviewed no later than the scheduled commission meeting immediately following receipt of the application, with reports shared within 10 days of those meetings. The Commission shall approve or disapprove the application by majority vote based on the *Basic Standards for the Restoration and Rehabilitation of Historic Structures, Standards for Signage Design and Display, Checklist and Example of Prohibited Signs*. (See Appendix to this Code of Ordinances.)
4. Upon receipt of the application and report from the Commission, the City Administrator, or designee, will issue a permit to authorize construction, alterations and repairs receiving approval of the Commission. The permit shall be issued within twelve (12) calendar days from the date of approval. The permit fee shall be \$10.00.
5. Upon receipt of a report rejecting the application from the Commission, the City Administrator, or designee, will notify applicant of the rejection and the reason therefor. The applicant will also be informed in the same notification that the rejection can be appealed through the Council at the following regular meeting, or that a revised application may be submitted to the Commission for review.

6. The Council shall serve as an arbitrator on all appeals. The Council shall decide within 30 days of an appeal. An appeal of the decision of the Council, if any, must be made with the Clerk of District Court within 60 days of the decision of Council.

29.07 VIOLATION.

Any person violating any provision of this chapter shall be deemed guilty of a misdemeanor; if such violation continues, each day's violation shall be considered a separate offense.

29.08 NONCONFORMING SIGNS.

All signs installed or displayed on September 9, 1991, are allowed to remain. All signs installed or displayed subsequent to September 9, 1991, and all future signs, including replacements or modifications, must fully comply with this chapter.

Variations may be granted upon showing of undue hardship. Before any variance is granted the following conditions must be shown to be present: the proposed sign location must be outside a building and must display a trademark or symbol recognized statewide or nationally.

29.09 AMENDATORY PROVISIONS.

The City may amend this ordinance to meet any unforeseen circumstances which may affect the regulation of historic districts and landmarks.

Section 2. Effective Date. This ordinance shall take effect immediately upon passage and publication as required by law.

Passed, adopted and approved this 4th day of May 2026.

1 st Reading:	April 6, 2026
2 nd Reading:	April 20, 2026
3 rd Reading and Adoption:	May 4, 2026

Mayor, Roger Laughlin

Attest: _____
City Clerk, Alycia A Friis

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

City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 6, 2026

AGENDA ITEM: Resolution 2026-28 – Approving the submission of a Certification Agreement by and between Iowa State Historic Preservation Officer and the City of West Branch./ Move to Action.

PREPARED BY: Alycia Friis, City Clerk
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DATE: April 3, 2026

BACKGROUND:

With the changes made to the Code of Ordinances section on the Historic Preservation Commission, it is now time to initiate the certification agreement to become a Certified Local Government with the Iowa State Historic Preservation Officer.

RESOLUTION NO. 2026 - 28

A RESOLUTION APPROVING THE SUBMISSION OF A CERTIFICATION AGREEMENT BY AND BETWEEN IOWA STATE HISTORIC PRESERVATION OFFICER AND THE CITY OF WEST BRANCH.

WHEREAS, the Historic Preservation Commission for the City of West Branch, would like to register the City of West Branch to become a Certified Local Government with the Iowa State Historic Preservation Officer, and

WHEREAS, this certification would allow the City of West Branch to be listed as a Certified Historic Preservation site and would allow for grant opportunities to be applied for with the interest of various historic preservation projects throughout the city; and

WHEREAS, the CLG registration would allow the City of West Branch to be included in the process of nominating properties to the National Register of Historic Places (the “National Register”) in accordance with sections 101©(2)(A) and (c)(2)(B) of the Act (54U.S.C. 302505), and

WHEREAS, the City has worked to ensure that the City of West Branch’s code of ordinances has been updated and in order to now initiate the Certification Agreement with the Iowa State Historic Preservation Officer.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of West Branch, Iowa that the City of West Branch authorizes the Mayor to sign and initiate said agreement to obtain certification with the Iowa State Historic Preservation Officer.

Passed and adopted this 6th day of April, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia A Friis, City Clerk

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE I: TERM

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

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

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

ARTICLE III: THE CLG'S DUTIES AND RESPONSIBILITIES.

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

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

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

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

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

ARTICLE IV: GENERAL TERMS

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

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

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

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

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

CERTIFIED LOCAL GOVERNMENT: West Branch

BY: CHIEF ELECTED LOCAL OFFICIAL

Date

Printed Name and Title

STATE:

BY: Heather Gibb

Date

STATE HISTORIC PRESERVATION OFFICER



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 6, 2026

AGENDA ITEM: February Monthly Financial Report

PREPARED BY: Adam Kofoed, City Administrator

DATE: March 24, 2026

SUMMARY:

The Planning and Zoning Commission are recommending by a 6-0 vote for council to make two changes in its zoning code.

1. Modifies obstructions in rear yards (165.11) for “uncovered decks” on corner lots so residents have appropriate space to construct an uncovered deck for their pool.
2. Adds Iowa Legislation into our Code of Ordinances for Accessory Dwelling Units as mandated by the State of Iowa.

RECOMMENDATION

The Planning and Zoning Commission passed these unanimously. ADU’s are an affordable housing technique that have been tested in larger cities. Very few get constructed but they provide an option for a mother in law suites and additional rentals for extra income. Lastly the 2015 and West Branch 2050 will have Accessory Dwelling Units as recommendations in those Comprehensive Plans.

ORDINANCE NO. 838

AN ORDINANCE AMENDING CHAPTER 165 – CITY COUNCIL

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

Section 1. Amendment. Section 165.11 is hereby amended adding the highlighted areas to Section 11, Subsection 2, 3, and 4.

165.11 PERMITTED OBSTRUCTION IN REQUIRED YARDS.

The following obstructions, when located in the minimum area required for specified yards, shall be permitted.

1. In all yards:
 - A. Chimneys projecting 18 inches or less into the yard;
 - B. Flag poles;
 - C. Ordinary projections of sills, belt courses, cornices and ornamental features projecting not more than 18 inches into a yard;
 - D. Ornamental light standards;
 - E. Steps which are necessary for access to permitted buildings or for access to lots from streets and required exterior fire escapes;
 - F. Fences, hedges, and walls (see Section 165.43 for requirements);
 - G. Retaining walls (see Section 165.43 and requirements specific to Retaining Walls in 165.43(7)).
2. In front yards:
 - A. Fuel pumps and air and water outlets in conjunction with automobile service stations, provided they shall be set back at least 15 feet from the front lot line;
 - B. One-story bay windows projecting three feet or less into the yard;
 - C. Open terraces not over four feet above the average level of the adjoining ground and not projecting over 10 feet into a yard, but not including permanently roofed-over terraces or porches;
 - D. Signs and nameplates, as regulated therein.
 - E. In all residential districts there shall be a minimum front yard required for that particular zoning district in this chapter; provided, however, that where lots comprising 30 percent or more of the frontage within 200 feet of either side lot line are developed with buildings at a greater or lesser setback than stated in said particular zoning district, the front yard requirement for an undeveloped lot shall be the average of these building setbacks. In computing the average setback, buildings located on reverse corner lots or entirely on the rear half of lots shall not be counted. However, in no case shall the required front yard setback exceed 50 feet.
 - F. Uncovered patios and decks constructed two feet (2') or less above grade must be set back at least ten feet (10') from any front or street-side lot line and set back at least two feet (2') from any alley right of way. Uncovered patios and decks constructed more than two feet (2') above grade must be set back at least ten feet (10') from any front or street-side lot line.
3. In rear yards:
 - A. Air-conditioning condensers for central air conditioning units;
 - B. Arbors and trellises;
 - C. Balconies of not more than five feet into the required yard;
 - D. Breezeways and open porches;
 - E. Private garage;

- F. One-story bay windows projecting three feet or less into the yard;
 - G. Overhanging roof eaves and gutters, provided eaves and gutters of detached accessory buildings are not less than two feet from a lot line;
 - H. Open terraces not over four feet above the average level of the adjoining ground, but not including permanently roofed-over terraces or porches;
 - I. Open accessory off-street parking spaces;
 - J. Playground and laundry-drying equipment;
 - K. Private swimming pools and tennis courts;
 - L. Sheds, tool rooms or similar buildings customarily accessory to the principal use.
 - M. Satellite dish.
 - N. Uncovered patios and decks constructed two feet (2') or less above grade no rear setback is required. Uncovered patios and decks constructed more than two feet (2') above grade must be set back at least five feet (5') from any rear lot line.
4. Side yards:
- A. Open accessory off-street parking spaces;
 - B. Overhanging eaves and gutters projecting 24 inches or less into the yard;
 - C. Air-conditioning condenser for air-conditioner units
 - D. Uncovered patios and decks constructed two feet (2') or less above grade no side setback is required. Uncovered patios and decks constructed more than two feet (2') above grade must be set back at least five feet (5') from any side lot line.

Section 2. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

Section 3. Adjudication. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof no adjudged invalid or unconstitutional.

Section 4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

Passed and approved this 4th day of May, 2026.

First Reading: April 6, 2026
 Second Reading: April 20, 2026
 Third Reading: May 4, 2026

 Roger Laughlin, Mayor

ATTEST:

 Alycia Friis, City Clerk

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

 City Clerk

ORDINANCE NO. 839

AN ORDINANCE TO AMEND CHAPTER 165 – ZONING REGULATIONS

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

Section 1. Amendment. Amending Chapter 165 to add Section 51 in its entirety to the Chapter:
Adding Section 165.51 Accessory Dwelling Units per Senate File 592 : A minimum of one accessory dwelling unit on the same lot as a single-family residence is hereby allowed, with the following conditions (written and directed by Senate File 592 07/01/2025; State of Iowa Code Section 331.301)

165.51 RESIDENTIAL ACCESSORY DWELLING UNITS(ADU)

- (1) An accessory dwelling unit shall comply with all applicable building regulations as defined in Chapter 103A of the Code of Iowa.
- (2) An accessory dwelling unit shall not exceed one thousand square feet, or fifty percent of the size of the single-family residence, whichever is larger.
- (3) An accessory dwelling unit shall be prohibited or limited only to the extent that a state historic building code restriction, as adopted by a city in accordance with section 103A.43, subsection 3, a deed restriction, or a rule of a common interest community, as defined in section 499C.1, limits or prohibits the construction or use of an accessory dwelling unit. The imposition of an ordinance, motion, resolution, or amendment regulating accessory dwelling units that is more restrictive when applied to a common interest community than when applied to a single-family residence is prohibited.
- (4) If a manufactured home as defined in section 435.1, subsection 3, or a mobile home as defined in section 435.1 subsection 5, is used as an accessory dwelling unit, the manufactured home or mobile home shall be converted to a real property by being placed on a permanent foundation and assessed for real estate taxes pursuant to section 435.26.
 - (b) Except as otherwise provided in paragraph “a” or by state law, a city shall not impose any of the following limitations or restrictions:
 - (1) Requirements related to the placement or appearance of an accessory dwelling unit that are more restrictive than those imposed on a single-family residence including but not limited to the following: maximum building heights; minimum setback requirements; minimum lot sizes; minimum building frontages; maximum lot coverages; density requirements; and aesthetic or architectural standards or requirements. Additionally, a city shall not require an accessory dwelling unit to match the exterior design, roof pitch, or finishing matters of the single-family residence.
 - (2) Regulations on the use of an accessory dwelling unit as a rental property that are more restrictive than those provided for in subsections 9 and 16 of this section, section 414.1, subsection 1, paragraph “e” and chapter 562A.
 - (3) A requirement that the lot containing a single-family residence and an accessory unit have additional parking beyond that required for a single-family residence or payment of a fee in lieu of providing additional parking.
 - (4) Restrictions on the occupancy of either the single-family residence or the accessory dwelling unit by any of the following manners: requiring the property owner to be a resident; requiring a familial, marital or employment relationship to exist between the occupants of the single-family residence and the occupants of the accessory dwelling unit; or restricting the occupancy of an accessory dwelling unit based on income or age.
 - (5) A requirement of new or separate utility lines between the accessory dwelling unit and public utility service connections. However, if full utility access that includes a separate metering system for the billing purposes cannot be provided to the accessory dwelling unit, then the city can require new or separate utility lines.

- (6) Imposition of a different city impact fee structure or development standard for an accessory dwelling unit than those used for a single-family residence on the same lot.
- (7) The requirement of improvements or repairs to public streets or sidewalks beyond those imposed on the single-family residence on the same lot.

(c) A city shall approve an accessory dwelling unit permit application that meets the requirements set forth in paragraph “a” and by the state law without discretionary review or hearing and consistent with the time frame assigned to the approval of a single-family residence. An Accessory dwelling unit permit application shall not have a review timeline or schedule in excess of a city’s normal review schedule for a single-family residence. If the city denies an accessory dwelling unit permit, the reason for denial shall be provided in writing to the applicant and include any remedy necessary to secure approval.

(d) A city ordinance, motion, resolution, or amendment regulating accessory dwelling units in a manner that conflicts with this subsection is void. Nothing in this subsection prohibits a city from adopting and ordinance, motion, resolution or amendment that is more permissive than the requirements provided in this subsection.

(e.) For the purposes in this subsection:

- (1) Accessory dwelling unit means an additional residential dwelling unit located on the same lot as a single-family residence that is either attached to or detached from the single-family residence.
- (2) Detached includes being part of an accessory structure such as a detached garage.
- (3) Dwelling unit means the same as defined in section 562A.6, subsection 3.
- (4) Single family residence means the same as defined in section 562A.6 subsection 15 except to the extent that a single-family residence may share utility lines with the accessory dwelling unit if full utility access that includes a separate metering system for billing purposes can be provided to the accessory dwelling unit.

Section 2. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

Section 3. Adjudication. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof no adjudged invalid or unconstitutional.

Section 4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

Passed and approved this 4th day of May, 2026.

First Reading: April 6, 2026
Second Reading: April 20, 2026
Third Reading: May 4, 2026

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk

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

City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	April 6, 2026
AGENDA ITEM:	First Reading Ordinance 837 and Resolution 2026-29, Amendment to the City Council Meeting Time./ Move to Action
PREPARED BY:	City Clerk, Alycia Friis
DATE:	April 1, 2026

BACKGROUND:

The request has been made to move the regularly scheduled Council Meetings from 7:00pm to 6:00pm.

This is the request to amend Chapter 17, Section 4 of the Code of Ordinances as well as a resolution to amend the Procedural Rules for the West Branch City Council as well to reflect this change.

ORDINANCE NO. 837

AN ORDINANCE AMENDING CHAPTER 17 – CITY COUNCIL

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

Section 1. Amendment. Section 17.04 is hereby amended by removing the current time of 7:00 p.m. listed within section 1 and replacing it with 6:00 p.m.

17.04 COUNCIL MEETING.

Procedures for giving notice of meetings of the Council and other provisions regarding the conduct of Council meetings are contained in Section 5.06 of this Code of Ordinances.

Additional particulars relating to Council meetings are the following:

1. Regular Meetings. The regular meetings of the Council are on the first and third Mondays of each month in the Council Chambers at the City Office Building. The time of said meetings shall **be 6:00 p.m.** If such day falls on a holiday, the meeting is held at a mutually agreeable time, as determined by the Council.
2. Special Meetings. Special meetings shall be held upon call of the Mayor or upon the request of a majority of the members of the Council.
(Code of Iowa, Sec. 372.13[5])
3. Quorum. A majority of all Council members is a quorum.
(Code of Iowa, Sec. 372.13[1])
4. Rules of Procedure. The Council shall determine its own rules and maintain records of its proceedings.
(Code of Iowa, Sec. 372.13[5])
5. Compelling Attendance. Any three members of the Council can compel the attendance of the absent members at any regular, adjourned, or duly called meeting, by serving a written notice upon the absent members to attend at once.

Section 2. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

Section 3. Adjudication. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof no adjudged invalid or unconstitutional.

Section 4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

Passed and approved this 4th day of May, 2026.

First Reading: April 6, 2026
Second Reading: April 20, 2026
Third Reading: May 4, 2026

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk

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

City Clerk

RESOLUTION 2026-29

A RESOLUTION TO AMEND PROCEDURAL RULES FOR THE WEST BRANCH CITY
COUNCIL

WHEREAS, the City Council, of the City of West Branch, Iowa adopted Procedural Rules for the West Branch City Council with Resolution 968, on January 3, 2012; and

WHEREAS, the adoption of these rules provide for orderly, fair, open and efficient deliberation on issues before the City Council; and

WHEREAS, it is now time to change the meeting time of the regularly scheduled Council meetings, and make an amendment to Part II, Rule #5 of these Procedural Rules of the West Branch City Council, to the following wording:

Rule 5. Regular Meetings. The regular meetings of the Council are on the first and third Mondays of each month in the Council Chambers at City Hall. The time of said meetings shall be 6:00 p.m. unless an alternate time has been requested and voted on at the previous Council meeting, has been noted in that meetings minutes and clearly posted timely on the next meeting agenda. If such day falls on a legal holiday, the meeting is held at a mutually agreeable time, as determined by the Council and clearly posted timely on the meeting agenda. (City Code Chapter 17.04.1, Ord. 650 – Aug. 08 Supp.)

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch as follows:

Section 1. That the amendment to Procedural Rules for the West Branch City Council set forth above, be in full force and effect following the publication of said time change through Ordinance 837, amending Section 17.04 of the City of West Branch Code of Ordinances.

Section 2. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved this 6th day of April, 2026.

Roger Laughlin, Mayor

Attest:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	April 6, 2026
AGENDA ITEM:	Resolution 2026-30 - Approving Pay Estimate Number 9 in the amount of \$14,512.13 to Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project. / Move to action.
PREPARED BY:	City Clerk, Alycia Friis
DATE:	April 1, 2026

SUMMARY:

Boomerang Corp., of Anamosa, Iowa was awarded the construction contract for the 2025 Cedar-Johnson Road Reconstruction Project by the West Branch City Council through the passage of Resolution 2025-34 on April 1, 2025 in the amount of \$2,127,723.71.

The City has received and paid the following Pay Estimates for the project to date:

Pay Estimate Number	Amount	Resolution #	Date
1	\$162,928.26	2025-68	June 16,2025
2	\$309,539.52	2025-81	July 21, 2025
3	\$136,261.66	2025-88	August 18, 2025
4	\$844,850.72	2025-99	September 15,2025
5	\$341,044.03	2025-112	October 6, 2025
6	\$186,750.08	2025-124	November 17, 2025
7	\$70,238.92	2025-139	December 15, 2025
8	<u>\$1200.38</u>	2026-30	April 6, 2026
	\$2,052,813.57		

RESOLUTION 2026-30

RESOLUTION APPROVING PAY ESTIMATE NUMBER 9 IN THE AMOUNT OF \$14,512.13 TO BOOMERANG CORP FOR THE 2025 CEDAR-JOHNSON ROAD RECONSTRUCTION PROJECT.

WHEREAS, Boomerang Corp., of Anamosa, Iowa was awarded the construction contract for the 2025 Cedar-Johnson Road Reconstruction Project (the “Project”) by the West Branch City Council through the passage of Resolution 2025-34 on April 1, 2025 in the amount of \$2,127,723.71; and

WHEREAS, Boomerang Corp. has declared that said Project has started and work has been rendered in accordance with drawings and specifications on the Project and based on observations by project managers of Veenstra & Kimm who are contracted with the City of West Branch to oversee the construction process; and

WHEREAS, it is now necessary for the City Council to accept Pay Estimate Number 9 in the amount of \$14,512.13 to Boomerang Corp.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the West Branch, Iowa, that Pay Estimate Number 9 in the amount of \$14,512.13 to Boomerang Corp. is approved.

PASSED AND APPROVED this 6th day of April, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia A Friis, City Clerk



A Kleinfelder Company

VEENSTRA & KIMM INC.

2600 University Parkway, Suite 1
Coralville, Iowa 52241

319.466.1000
www.v-k.net

April 1, 2026

PAY ESTIMATE NO. 9

**2025 CEDAR JOHNSON ROAD RECONSTRUCTION
WEST BRANCH, IOWA**

Boomerang Corp
13225 Circle Drive, Ste A
Anamosa, IA 52205

Contract Amount \$2,127,723.71
Contract Date April 1, 2025
Pay Period Jan 06, 2025 - April 01, 2026

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.1	Clearing And Grubbing	Acre	0.2	\$ 20,000.00	\$ 4,000.00	0.2	\$ 4,000.00
1.2	Grubbing	Unit	214.5	\$ 60.00	\$ 12,870.00	214.5	\$ 12,870.00
1.3	Excavation, Cl 10, Rdwy+Borrow	CY	7,542	\$ 8.00	\$ 60,336.00	7,592	\$ 60,736.00
1.4	Exc, Cl 10, Unsuited/Unstable Matrl, Core-Out	CY	1,500	\$ 10.00	\$ 15,000.00	590	\$ 5,900.00
1.5	Excavation, Class 13, Waste	CY	81	\$ 20.00	\$ 1,620.00	81	\$ 1,620.00
1.6	Special Backfill - Macadam Stone Base	CY	1,125	\$ 44.00	\$ 49,500.00	412.59	\$ 18,153.96
1.7	Special Backfill - Modified Subbase	CY	375	\$ 42.00	\$ 15,750.00	352	\$ 14,784.00
1.8	Topsoil, Furn+Spread	CY	1,167	\$ 50.00	\$ 58,350.00	1595	\$ 79,750.00
1.9	Topsoil, Strip, Salvage and Spread	CY	1,167	\$ 6.00	\$ 7,002.00	50	\$ 300.00
1.10	Subgrd Stablz Mtrl, PolyGrid NX-650	SY	1,500	\$ 5.00	\$ 7,500.00	7,127	\$ 35,635.00
1.11	Modified Subbase	CY	2,882	\$ 40.00	\$ 115,280.00	2,938	\$ 117,520.00
1.12	Choke Stone - Temporary Road	Ton	400	\$ 24.00	\$ 9,600.00	593.46	\$ 14,243.04
1.13	Macadam Stone Base - Temp Road	Ton	370	\$ 26.00	\$ 9,620.00		\$ -
1.14	Relocation Of Mailboxes	Each	3	\$ 100.00	\$ 300.00	3	\$ 300.00
1.15	PCC Pav't, Cl C, Cl 3 Durabl, 8 In.	SY	8,871	\$ 54.00	\$ 479,034.00	9,124.00	\$ 492,696.00
1.16	PCC Pavement Samples	LS	1	\$ 1,200.00	\$ 1,200.00	1	\$ 1,200.00
1.17	HMA ST, Base Course, 1/2 In. Mix	Ton	72.8	\$ 165.00	\$ 12,012.00		\$ -
1.18	HMA ST, Interm Course, 1/2 In. Mix	Ton	49.2	\$ 178.00	\$ 8,757.60		\$ -
1.19	HMA ST, Surface Course, 1/2 In. Mix, No Spec	Ton	49.2	\$ 165.00	\$ 8,118.00	119.22	\$ 19,671.30
1.20	Calcium Chloride Applied	Ton	6.2	\$ 1,400.00	\$ 8,680.00		\$ -
1.21	Water for Surface Appl of Calcium Chloride	MGal	5	\$ 300.00	\$ 1,500.00	4	\$ 1,200.00
1.22	Surfacing, Driveway, Class A Crushed Stone	Ton	32	\$ 26.00	\$ 832.00	42	\$ 1,092.00
1.23	Rmvl of Existing Structures - Retaining Wall	LS	1	\$ 3,000.00	\$ 3,000.00	1	\$ 3,000.00
1.24	Combo Concrete Sidewalk & Retaining Wall	CY	20.2	\$ 800.00	\$ 16,160.00	20.2	\$ 16,160.00
1.25	Safety Rail	LF	45	\$ 210.00	\$ 9,450.00	45	\$ 9,450.00
1.26	Aprons, Concrete, 30 In. Dia.	Each	3	\$ 4,400.00	\$ 13,200.00	1	\$ 4,400.00
1.27	Aprons, Concrete, 42 In. Dia.	Each	1	\$ 6,200.00	\$ 6,200.00	3	\$ 18,600.00
1.28	Modular Block Retaining Wall	SF	42	\$ 50.00	\$ 2,100.00		\$ -
1.29	Manhole, San. Sewer, SW-301, 48 In. Extra De	Each	1	\$ 10,000.00	\$ 10,000.00	1	\$ 10,000.00
1.30	Intake, SW-507	Each	12	\$ 4,400.00	\$ 52,800.00	12	\$ 52,800.00
1.31	Intake, SW-509	Each	8	\$ 6,000.00	\$ 48,000.00	8	\$ 48,000.00
1.32	Intake, SW-511	Each	2	\$ 2,900.00	\$ 5,800.00	2	\$ 5,800.00
1.33	Intake, SW-512	Each	1	\$ 1,800.00	\$ 1,800.00	1	\$ 1,800.00
1.34	Manhole Adjustment, Minor	Each	1	\$ 2,600.00	\$ 2,600.00	3	\$ 7,800.00
1.35	Manhole Adjustment, Major	Each	1	\$ 4,200.00	\$ 4,200.00	2	\$ 8,400.00
1.36	Subdrain, Longitudinal, (Backslope) 6 In. Dia.	LF	2,754	\$ 13.00	\$ 35,802.00	2,754	\$ 35,802.00
1.37	Subdrain Outlet, DR-303	Each	20	\$ 200.00	\$ 4,000.00	22	\$ 4,400.00
1.38	Subdrain Cleanout	Each	4	\$ 300.00	\$ 1,200.00	4	\$ 1,200.00
1.39	Storm SWR Grav Main, Trenched, HDPE, 10 In	LF	13	\$ 50.00	\$ 650.00	13	\$ 650.00
1.40	Storm SWR Grav Main, Trenched, RCP, 15 In.	LF	1,129	\$ 70.00	\$ 79,030.00	1,172	\$ 82,040.00

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.41	Storm SWR Grav Main, Trenched, RCP, 18 In.	LF	41	\$ 80.00	\$ 3,280.00	43	\$ 3,440.00
1.42	Storm SWR Grav Main, Trenched, RCP, 24 In.	LF	319	\$ 84.00	\$ 26,796.00	340	\$ 28,560.00
1.43	Storm SWR Grav Main, Trenched, RCP, 30 In.	LF	299	\$ 110.00	\$ 32,890.00	308	\$ 33,880.00
1.44	Storm SWR Grav Main, Trenched, RCP), 42 In.	LF	185	\$ 200.00	\$ 37,000.00	185	\$ 37,000.00
1.45	Remove Pipe Less Than or Equal to 36 In.	LF	981	\$ 5.00	\$ 4,905.00	981	\$ 4,905.00
1.46	Remove Pipe Greater Than 36 In.	LF	152	\$ 10.00	\$ 1,520.00	152	\$ 1,520.00
1.47	Storm SWR Abandnmnt, Fill & Plug, ≤ 36 In. D	CY	3	\$ 200.00	\$ 600.00	3	\$ 600.00
1.48	Sanitary SWR Grav Main, Trenched, PVC, 8 In.	LF	56	\$ 100.00	\$ 5,600.00	56	\$ 5,600.00
1.49	Sanitary Sewer Service Stub, PVC, 4 In.	LF	250	\$ 44.00	\$ 11,000.00	250	\$ 11,000.00
1.50	Sanitary Sewer Service Relocation	Each	1	\$ 1,800.00	\$ 1,800.00	1	\$ 1,800.00
1.51	Revetment, Class E	Ton	72	\$ 70.00	\$ 5,040.00	65.14	\$ 4,559.80
1.52	Removal of Pavement	SY	7,679	\$ 5.00	\$ 38,395.00	7,679	\$ 38,395.00
1.53	Removal of Sidewalk	SY	39	\$ 5.00	\$ 195.00	59	\$ 295.00
1.54	Removal of Intakes and Utility Accesses	Each	1	\$ 200.00	\$ 200.00	1	\$ 200.00
1.55	Recreational Trail, PCC, 6 In.	SY	792	\$ 45.00	\$ 35,640.00	820.29	\$ 36,913.05
1.56	Sidewalk, P.C. Concrete, 6 In.	SY	847	\$ 46.00	\$ 38,962.00	952.31	\$ 43,806.26
1.57	Detectable Warnings	SF	140	\$ 50.00	\$ 7,000.00	140	\$ 7,000.00
1.58	Driveway, P.C. Concrete, 6 In.	SY	529	\$ 50.00	\$ 26,450.00	568.02	\$ 28,401.00
1.59	Removal Of Paved Driveway	SY	225	\$ 10.00	\$ 2,250.00	370.5	\$ 3,705.00
1.60	Fence, Safety	LF	2,665	\$ 6.00	\$ 15,990.00	2,915	\$ 17,490.00
1.61	Removal and Reinstallation of Fence,	LF	105	\$ 58.00	\$ 6,090.00	105	\$ 6,090.00
1.62	Remove and Reinstall Sign as per plan	Each	8	\$ 275.00	\$ 2,200.00	8	\$ 2,200.00
1.63	Removal of Type A Sign	Each	6	\$ 125.00	\$ 750.00	6	\$ 750.00
1.64	Install Stop Sign Assembly	Each	4	\$ 450.00	\$ 1,800.00	4	\$ 1,800.00
1.65	Construction Survey	LS	1	\$ 26,000.00	\$ 26,000.00	1	\$ 26,000.00
1.66	Traffic Control	LS	1	\$ 13,000.00	\$ 13,000.00	1	\$ 13,000.00
1.67	Mobilization	LS	1	\$ 150,000.00	\$ 150,000.00	1	\$ 150,000.00
1.68	Water Main, Trenched, PVC, 8 In., DR-18	LF	236	\$ 60.00	\$ 14,160.00	139	\$ 8,340.00
1.69	Water Main, Trenched, PVC, 12 In., DR-18	LF	363	\$ 80.00	\$ 29,040.00	310	\$ 24,800.00
1.70	Water Service Stub, Copper, 1 In.	Each	3	\$ 1,800.00	\$ 5,400.00	3	\$ 5,400.00
1.71	Valve, Gate, DIP, 8 In.	Each	5	\$ 2,800.00	\$ 14,000.00	3	\$ 8,400.00
1.72	Valve, Gate, DIP, 12 In.	Each	1	\$ 4,800.00	\$ 4,800.00	1	\$ 4,800.00
1.73	Valve Removal,	Each	1	\$ 200.00	\$ 200.00	2	\$ 400.00
1.74	Fire Hydrant Assembly, WM-201	Each	2	\$ 9,600.00	\$ 19,200.00	2	\$ 19,200.00
1.75	Fire Hydrant Assembly Removal	Each	2	\$ 200.00	\$ 400.00	2	\$ 400.00
1.76	Flushing Device (Blowoff), 2 In.	Each	1	\$ 1,600.00	\$ 1,600.00	2	\$ 3,200.00
1.77	Valve Box Adjustment, Minor	Each	1	\$ 450.00	\$ 450.00	4	\$ 1,800.00
1.78	SWPPP Preparation and Management	LS	1	\$ 3,000.00	\$ 3,000.00	0.9	\$ 2,700.00
1.79	Dust Control - Saw Cutting	LS	1	\$ 600.00	\$ 600.00	1	\$ 600.00
1.80	Mulching	Acre	3	\$ 1,000.00	\$ 3,000.00	3.1	\$ 3,100.00
1.81	Native Grass Seeding	Acre	1.1	\$ 1,500.00	\$ 1,650.00	1.1	\$ 1,650.00
1.82	Seed&Fertlz (Rural)-HydroSeed w/BondedFibe	Acre	0.7	\$ 4,500.00	\$ 3,150.00	0.6	\$ 2,700.00
1.83	Seeding & Fertilizing (Urban) - Hydraulic Seedi	Acre	1.6	\$ 4,500.00	\$ 7,200.00	1.37	\$ 6,165.00
1.84	Sodding	SQ	35	\$ 60.00	\$ 2,100.00	63	\$ 3,780.00
1.85	Turf Reinforcement Mat, Type 2	SQ	9.7	\$ 42.00	\$ 407.40	2.88	\$ 120.96
1.86	Silt Fence	LF	3,360	\$ 1.50	\$ 5,040.00		\$ -
1.87	Rmvl of Silt Fence/Silt Fence for Ditch Checks	LF	3,360	\$ 0.10	\$ 336.00		\$ -
1.88	Permttr&Slope SedimtCntrlDev, 9" Dia. EC-204	LF	840	\$ 2.50	\$ 2,100.00	1120	\$ 2,800.00
1.89	Rmvl of Permttr&Slope/DitchCheck Sedit Cntrl	LF	840	\$ 0.02	\$ 16.80	435	\$ 8.70
1.90	Open-Throat Curb Intake Sedmnt Filter, EC-60	LF	110	\$ 16.00	\$ 1,760.00	112	\$ 1,792.00
1.91	Maint of Open-Throat CurbIntake Sedimt Filte	Each	110	\$ 0.50	\$ 55.00		\$ -
1.92	Rmvl of Open-Throat Curb Intake Sediment Fil	Each	110	\$ 0.50	\$ 55.00	8	\$ 4.00

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.93	Grate Intake Sediment Filter Bag, EC-604	Each	3	\$ 125.00	\$ 375.00	2	\$ 250.00
1.94	Maint of Grate Intake Sediment Filter Bag	Each	3	\$ 50.00	\$ 150.00		\$ -
1.95	Removal of Grate Intake Sediment Filter Bag	Each	3	\$ 25.00	\$ 75.00		\$ -
1.96	Mobilizations, Erosion Control	Each	4	\$ 600.00	\$ 2,400.00	7	\$ 4,200.00
1.97	Trees	Each	8	\$ 500.00	\$ 4,000.00		\$ -
2.1	Excavation, Cl 10, Rdwy+Borrow	CY	664	\$ 8.00	\$ 5,312.00	664	\$ 5,312.00
2.2	Exc, Cl 10, Unsuited/Unstable Matrl, Core-Out	CY	200	\$ 10.00	\$ 2,000.00	160	\$ 1,600.00
2.3	Excavation, Class 13, Waste	CY	13	\$ 20.00	\$ 260.00	13	\$ 260.00
2.4	Special Backfill - Macadam Stone Base	CY	150	\$ 44.00	\$ 6,600.00	160	\$ 7,040.00
2.6	Topsoil, Furn+Spread	CY	415	\$ 50.00	\$ 20,750.00	340	\$ 17,000.00
2.7	Topsoil, Strip, Salvage and Spread	CY	415	\$ 6.00	\$ 2,490.00		\$ -
2.8	Subgrd Stablz Mtrl,PolyGrid NX-650	SY	500	\$ 5.00	\$ 2,500.00	506	\$ 2,530.00
2.9	Modified Subbase	CY	520	\$ 42.00	\$ 21,840.00	520	\$ 21,840.00
2.10	Choke Stone - Temporary Road	Ton	224	\$ 24.00	\$ 5,376.00	224	\$ 5,376.00
2.11	Macadam Stone Base - Temporary Road	Ton	833	\$ 26.00	\$ 21,658.00	838.21	\$ 21,793.46
2.12	PCC Pav't, Cl C, Cl 3 Durabl, 8 In.	SY	1,628	\$ 54.00	\$ 87,912.00	1,628	\$ 87,912.00
2.13	PCC Pavement Samples	LS	1	\$ 400.00	\$ 400.00	1	\$ 400.00
2.14	HMA ST, Base Course, 1/2 In. Mix	Ton	88.1	\$ 165.00	\$ 14,536.50		\$ -
2.15	HMA ST, Intermediate Course, 1/2 In. Mix	Ton	58.7	\$ 178.00	\$ 10,448.60		\$ -
2.16	HMA ST, Surface Course, 1/2 In. Mix, No Spec	Ton	58.7	\$ 165.00	\$ 9,685.50	244.89	\$ 40,406.85
2.17	Calcium Chloride Applied	Ton	4	\$ 1,400.00	\$ 5,600.00	1.1	\$ 1,540.00
2.18	Water for Surface Appl of Calcium Chloride	MGal	8	\$ 400.00	\$ 3,200.00	0.4	\$ 160.00
2.19	Surfacing, Driveway, Class A Crushed Stone	Ton	8	\$ 26.00	\$ 208.00	8	\$ 208.00
2.20	Intake, SW-507	Each	2	\$ 5,400.00	\$ 10,800.00	2	\$ 10,800.00
2.21	Manhole Adjustment, Minor	Each	2	\$ 2,600.00	\$ 5,200.00	0	\$ -
2.22	Manhole Adjustment, Major	Each	1	\$ 4,200.00	\$ 4,200.00	2	\$ 8,400.00
2.23	Subdrain, Longitudinal, (Backslope) 6 In. Dia.	LF	890	\$ 13.00	\$ 11,570.00	890	\$ 11,570.00
2.24	Subdrain Outlet, DR-303	Each	2	\$ 200.00	\$ 400.00	2	\$ 400.00
2.25	Storm Sewer Gravity Main, Trenched, RCP,15	LF	39	\$ 70.00	\$ 2,730.00	39	\$ 2,730.00
2.26	Remove Pipe Less Than or Equal to 36 In.	LF	162	\$ 5.00	\$ 810.00	162	\$ 810.00
2.27	Revetment, Class E	Ton	2.5	\$ 70.00	\$ 175.00	4	\$ 280.00
2.28	Removal of Pavement	SY	1,157	\$ 7.00	\$ 8,099.00	1,157	\$ 8,099.00
2.29	Removal of Sidewalk	SY	16	\$ 5.00	\$ 80.00	21	\$ 105.00
2.30	Removal of Intakes and Utility Accesses	Each	2	\$ 250.00	\$ 500.00	2	\$ 500.00
2.31	Recreational Trail, PCC, 6 In.	SY	467	\$ 45.00	\$ 21,015.00	363.73	\$ 16,367.85
2.32	Sidewalk, P.C. Concrete, 6 In.	SY	68	\$ 50.00	\$ 3,400.00	17.9	\$ 895.00
2.33	Detectable Warnings	SF	30	\$ 50.00	\$ 1,500.00	30	\$ 1,500.00
2.34	Driveway, P.C. Concrete, 6 In.	SY	118	\$ 50.00	\$ 5,900.00	197.14	\$ 9,857.00
2.35	Removal of Paved Driveway	SY	180	\$ 10.00	\$ 1,800.00	258.73	\$ 2,587.30
2.36	Fence, Safety	LF	825	\$ 6.00	\$ 4,950.00	945	\$ 5,670.00
2.37	Remove and Reinstall Sign as per plan	Each	1	\$ 275.00	\$ 275.00	1	\$ 275.00
2.38	Construction Survey	LS	1	\$ 1,750.00	\$ 1,750.00	1	\$ 1,750.00
2.39	Traffic Control	LS	1	\$ 2,500.00	\$ 2,500.00	1	\$ 2,500.00
2.40	Mobilization	LS	1	\$ 1,983.31	\$ 1,983.31	1	\$ 1,983.31
2.41	Valve Box Adjustment, Minor	Each	1	\$ 250.00	\$ 250.00	1	\$ 250.00
2.42	Mulching	Acre	0.5	\$ 1,500.00	\$ 750.00	0.39	\$ 585.00
2.43	Seeding & Fertilzng (Urban) - Hydraulic Seeding	Acre	0.55	\$ 4,500.00	\$ 2,475.00	0.39	\$ 1,755.00
2.44	Sodding	SQ	148	\$ 55.00	\$ 8,140.00	81	\$ 4,455.00
2.45	Silt Fence	LF	480	\$ 1.50	\$ 720.00		\$ -
2.46	Rmvl of Silt Fence/Silt Fence for Ditch Checks	LF	480	\$ 0.10	\$ 48.00		\$ -
Contract Price:					\$ 2,127,723.71		\$ 2,114,996.84

MATERIALS STORED SUMMARY

	Description	# of Units	Unit Price	Extended Cost
1.27	Aprons, Concrete, 42 In. Dia.	LS	\$ -	\$ -
1.29	Manhole, Sanitary Sewer, SW-301, 48 In. Extra Depth	LS		\$ -
1.30	Intake, SW-507	LS	\$ -	\$ -
1.31	Intake, SW-509	LS	\$ -	\$ -
1.42	Storm Sewer Gravity Main, Trenched, RCP, 24 In.	LS	\$ -	\$ -
1.44	Storm Sewer Gravity Main, Trenched, RCP), 42 In.	LS	\$ -	\$ -
Total				\$ -

SUMMARY			
		Total Approved	Total Completed
Contract Price		\$ 2,127,723.71	\$ 2,114,996.84
Approved Change Order (list each)	Change Order No. 1	\$ 10,945.37	\$ 10,945.37
	Change Order No. 2	\$ 3,821.40	\$ 3,821.40
	Change Order No. 3	\$ 1,500.00	\$ 1,500.00
	Change Order No. 4	\$ 11,300.00	
		Revised Contract Price	\$ 2,155,290.48

Stored \$ -
 Total Earned \$ 2,131,263.61
 Retainage (3%) \$ 63,937.91
Total Earned Less Retainage \$ 2,067,325.70

Total Previously Approved (list each)			
	Pay Estimate No. 1	\$ 162,928.26	
	Pay Estimate No. 2	\$ 309,539.52	
	Pay Estimate No. 3	\$ 136,261.66	
	Pay Estimate No. 4	\$ 844,850.72	
	Pay Estimate No. 5	\$ 341,044.03	
	Pay Estimate No. 6	\$ 186,750.08	
	Pay Estimate No. 7	\$ 70,238.92	
	Pay Estimate No. 8	\$ 1,200.38	

Total Previously Approved \$ 2,052,813.57

Percent Complete 99%

Amount Due This Request \$ 14,512.13

The amount \$ 14,512.13 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:
Boomerang Corp

Recommended By:
Veenstra & Kimm, Inc.

Approved By:
West Branch, Iowa

Signature: Keegan Parizek

Signature: 

Signature: _____

Name: Keegan Parizek

Name: Eric Gould

Name: _____

Title: Project Manager

Title: Engineer

Title: _____

Date: 4/1/26

Date: April 1, 2026

Date: _____



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	April 6, 2026
AGENDA ITEM:	Resolution 2026-31 Support of the Application of Parkside Partners, LLC for funding via the Workforce Housing Tax Credit Program and pledging City monies for the same.
PREPARED BY:	City Clerk, Alycia Friis
DATE:	April 1, 2026

BACKGROUND:

Continuing with the WFH Tax Credit program, this is a resolution to approve support for Phase 2 of the Parkside Hills development.

RESOLUTION 2026-31

RESOLUTION OF SUPPORT OF THE APPLICATION OF PARKSIDE PARTNERS, LLC FOR FUNDING VIA THE WORKFORCE HOUSING TAX CREDIT PROGRAM AND PLEDGING CITY MONIES FOR THE SAME.

WHEREAS, Parkside Partners, LLC, will make application to the Iowa Economic Development Authority (IEDA) for funding for a housing project located at the Parkside Hills Subdivision, referred to as Parkside Hills – Phase 2; and

WHEREAS, as part of the application process, the City Council is required to provide a resolution of support for the application; and

WHEREAS, the City will also provide monetary or in-kind support of \$1,000.00 per residential unit for Parkside Hills - Phase 2 of this Project if the application is approved.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City of West Branch fully supports the application of Parkside Partners, LLC, to obtain funding via the Workforce Housing Tax Program.

BE IT FURTHER RESOLVED, that the City Council will make a contribution to the Project in the amount of \$1,000 per unit of monetary or in-kind support if said application is approved by the IEDA.

Passed and approved this 6th day of April, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	April 6, 2026
AGENDA ITEM:	Resolution 2026-32 – Setting a Public Hearing on the plans, specifications, estimate of cost and form of contract; ordering bids and directing notice of the same; all for the West Main Street Overlay Project.
PREPARED BY:	Alycia Friis, City Clerk
DATE:	April 3, 2026

BACKGROUND:

The City Council directed Veenstra & Kimm to plan for and design the West Main Street Overlay Project.

Veenstra & Kimm has now completed those plans and has provided the following schedule for bidding the project.

SPONSORED PROJECT – WEST MAIN STREET OVERLAY PROJECT, WEST BRANCH, IOWA

April 6, 2026:	Set Public Hearing Date and Bid Date
April 9, 2026:	Publish Notice of Public Hearing (week of)
April 13, 2026:	Plans and Specifications Available
April 13, 2026:	Post Notice to Bidders
April 20, 2026:	Public Hearing (week of)
April 30, 2026:	Receive Bids for Project
May 4, 2026:	Award Contract
May 20, 2026:	Notice to Proceed
August 28, 2026:	Final Completion

RESOLUTION 2026-32

RESOLUTION SETTING A PUBLIC HEARING ON THE PLANS, SPECIFICATIONS, ESTIMATE OF COST AND FORM OF CONTRACT; ORDERING BIDS AND DIRECTING NOTICE OF THE SAME; ALL FOR THE *WEST MAIN STREET OVERLAY*.

WHEREAS, the City Council of the City of West Branch, Iowa, has heretofore deemed it necessary and desirable to make certain improvements to West Main Street (the “Project”); and

WHEREAS, accordingly, the City Council, did heretofore direct the preparation of detailed plans, specifications, estimate of cost and form of contract for said proposed Project; and

WHEREAS, the aforementioned plans, specifications, estimate of cost and form of contract for the proposed project were thereafter filed with the City Clerk for Council review and public inspection; and

WHEREAS, it is now necessary to set a date for a public hearing on said plans, specifications, estimate of cost and form of contract as required by law; and

WHEREAS it is also necessary to set a date for the receiving on bids on the aforementioned project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that a public hearing on the plans, specifications, estimate of cost and form of contract shall be set for 7:00 p.m. on Monday, April 20, 2026, in the Council Chambers at 110 N. Poplar Street. Further, the City Clerk is further directed to publish notice of said bid letting as required by law.

BE IT FURTHER RESOLVED that sealed bids for the Project will be accepted by the City until 2:00 p.m. on the 30th day of April, 2026, at 110 N. Poplar Street, West Branch, Iowa. Bid security for the aforementioned bids is set at 5% of the bid.

Passed and approved this 6th day of April 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk

NOTICE OF PUBLIC HEARING

WEST MAIN STREET OVERLAY
WEST BRANCH, IOWA

NOTICE OF PUBLIC HEARING ON PLANS AND SPECIFICATIONS, PROPOSED FORM OF CONTRACT
AND ESTIMATE OF COST FOR WEST MAIN STREET OVERLAY, CITY OF WEST BRANCH, IOWA

Notice is hereby given that a public hearing will be held by the City of West Branch on the proposed contract documents (plans, specifications, and form of contract) and estimated cost for the West Main Street Overlay at its meeting at 7:00 p.m. on the 20th day of April, 2026, in the Council Chambers at City Hall, 110 North Poplar Street, West Branch, Iowa. At the hearing, the City will receive and consider any objections made by any interested party, to the Plans and Specifications, proposed Form of Contract, and the Estimate of the Cost for the project.

WEST MAIN STREET OVERLAY

Construct West Main Street Overlay project including all labor, materials, and equipment necessary for removal and replacement of 6" PCC curb and gutter, PCC sidewalk and driveways, full depth HMA patching, pavement scarification, HMA resurfacing; subdrain installation; intake and storm sewer installation; pavement markings; traffic control; earthwork, and miscellaneous associated work including cleanup.

At said hearing, the Council will consider said plans and specifications, proposed form of contract and the estimate of cost for the project, the same now being on file in the office of the Clerk, reference to which is made for a more detailed and complete description of the proposed work, and at said time and place the said Council will also receive and consider any objections to said plans, specifications and form of contract or cost of such project made by any interested party.

Published by the order of the City of West Branch, Iowa.

CITY OF WEST BRANCH, IOWA,

Roger Laughlin, Mayor

NPH-1

368331



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 6, 2026

AGENDA ITEM: Resolution 2026-33 Approving a Salary Adjustment for Finance Officer Heidi Van Auken
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PREPARED BY: City Clerk, Alycia Friis
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DATE: April 1, 2026

BACKGROUND:

Per the City of West Branch Employee Handbook, all City Clerk and Finance Directors shall earn a pay increase of \$.75 per hour for completion of the Iowa Certified Municipal Clerk certification.

Finance Officer Van Auken has successfully completed her training and has been certified as of April 1, 2026.

Position	Name	Current Wage	New Wage
Finance Officer	Heidi Van Auken	\$80,302 annually	\$81,868.80 annually

The Salary increase will go into effect on April 6, 2026.

RESOLUTION 2026-33

**A RESOLUTION APPROVING A SALARY ADJUSTMENT FOR
FINANCE OFFICER HEIDI VAN AUKEN**

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

Section 1. Per the City of West Branch Employee Handbook, all City Clerk and Finance Directors shall earn a pay increase of \$.75 per hour for completion of the Iowa Certified Municipal Clerk certification.

Section 2. Finance Officer Van Auken has successfully completed her training and has been certified as of April 1, 2026.

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

<u>Position</u>	<u>Name</u>	<u>Current Wage</u>	<u>New Wage</u>
Finance Officer	Heidi Van Auken	\$80,302 annually	\$81,868.80 annually

SECTION 4. The salary increase will go into effect on April 6, 2026.

Passed and approved this 6th day of April, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk