



**CITY COUNCIL MEETING**  
**Monday, June 1<sup>st</sup>, 2026 - 6:00 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 May 18, 2026 City Council meeting.
  - b. Approval of new Library Board Members.
  - c. Approval of a Special Class “C” Retail Alcohol (BW), 5-day license for WB Firefighters Inc, in conjunction with Hoover’s Hometown Days 2026.
  - d. Approve Claims for June 1, 2026.
7. Presentations/Communications/Open Forum
8. Public Hearings/Non-Consent Agenda
  - a. **Resolution 2026-48** Approve the Annual Maintenance Agreement for Information Technology Support with Mainstay Systems of Iowa LLC./ Move to Action.
  - b. **Resolution 2026-49** Approve the Annual Subscription Agreement with Tyler Technologies, INC in the Amount of \$25,550.45./ Move to Action.
  - c. **Resolution 2026-50** Approve Amendment No.7 to the City of West Branch Employee Handbook Regarding Meal Reimbursement Policy./ Move to Action.
  - d. **Resolution 2026-51** Approve Financial Support of Hoover’s Hometown Days 2026 in the Amount of \$10,000.00./ Move to Action.
  - e. **Resolution 2026-52** Setting Salaries for Appointed Officials and Employees of the City of West Branch, Iowa for Fiscal Year 2027./ Move to Action.
  - f. **First Reading - Ordinance 840** Adopt Limits to the use of Automated License Plate Readers and to Provide Public Transparency./ Move to Action
9. Discussion
  - a. Potential change in the site plan for Parkside Hills, Lot 12.
10. City Administrator Report
11. City Attorney Report
12. City Engineer Report
13. City Staff Reports
14. Comments from Mayor and Council Members
15. Motion to adjourn.

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**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**

**May 18, 2026  
6:00 p.m.**

Mayor Laughlin called the West Branch City Council regular meeting to order at 6:00 p.m.

Roll call: Council members present; Colton Miller , Jerry Sexton, Chantry Noel and Tom Dean. Mike Horihan joined at 6:07 pm.

City Staff present: City Clerk Alycia Friis, City Administrator Adam Kofoed, Police Chief Greg Hall, Public Works Director Matt Goodale, City Attorney Kevin Olsen.

Attending by Zoom: Library Director Jessie Shaffer, City Engineer Dave Schechinger

**APPROVE THE AGENDA**

Motion to Approve the Agenda made by Miller and second by Noel. Motion carried on a voice vote.

**APPROVE CONSENT AGENDA**

Approve Minutes from the May 4, 2026 City Council meeting.

Approval of new Library Board Members.

Approval of the IA Retail Cigarette/Tobacco/Nicotine/Vapor Permits for FY27.

Approval of a Class “C” Liquor License Renewal for Maverick Convenience Store.

Approval of a Class “C” Liquor License Renewal for Parkside BP Convenience Store.

Approval of the March Financial Statement

Approval of the April Financial Statement

Approve Claims for May 18, 2026.

EXPENDITURES	5/18/2026	
ALTORFER	WW PLANT GENERATOR - PW	449.25
AMAZON.COM	VARIOUS ITEMS - LIBRARY, CITY, P&R	467.20
CEDAR COUNTY TREASURER	CASSABAUM LAND TAXES	89.00
CHAUNCEY BUTLER POST 514	6 FLAGS	192.00
CORRIDOR ENERGY COOP	STREET LIGHTS	349.60
EOCENE ENVIRONMENTAL	WIDENING WAPSI CREEK	3,487.64
HAWKINS	CHEMICALS	2,644.02
HD SUPPLY	TOILET PAPER - P&R	27.12
KANOPY	ON DEMAND VIDEO SERVICE	50.00
KIESLER POLICE SUPPLY	AMMUNITION	1,453.70
MAINSTAY SYSTEMS	LAPTOP REPLACEMENT SCREEN- LIB	80.00
MOPPY MO'S	JANITORIAL SERVICES - LIBRARY	437.50
OLSON, KEVIN D	LEGAL SERVICES - MAY 2026	1,500.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	549.53
SCHAFFER, JESSICA	MILEAGE REIMBURSEMENT	34.80
STATE HYGIENIC LAB	LAB ANALYSIS	1,379.00
WEST BRANCH TIMES	SUBSCRIPTION - LIBRARY	<u>40.00</u>
TOTAL		13,230.36

PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	5/8/2026	61,936.05
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PAID BETWEEN MEETINGS		
ALLIANT ENERGY	ALLIANT ENERGY	17,035.35
AMAZON.COM	MULTIPLE VARIOUS ITEMS- LIB	427.73
AT & T MOBILITY	WIRELESS SERVICE	258.14
BEAN & BEAN	GRAVE OPENINGS	1,300.00
CEDAR COUNTY RECORDER	RECORDING FEES	28.00
E O JOHNSON	COPIER MAINTENANCE - CITY	146.30
ECONO SIGNS	STREET SIGNS PW	6,657.65
FRED'S FEED & SUPPLY	FIELD PAINT & CHALK - P&R	448.95
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,603.13
LOEB JENNIFER	EVEREST PRESENTATION-LIBRARY	314.90
LRS HOLDINGS	TRASH & RECYCLING APRIL 2026	19,924.00
MAINSTAY SYSTEMS	MS 365 LICENSES - POLICE	150.00
MOPPY MO'S	CLEANING SERVICES-PD,CITY, TH, P&R	595.00
OFFICE EXPRESS	OFFICE SUPPLIES- CLERK	39.99
PROTECT YOUTH SPORTS	BACKGROUND CHECKS - P&R	290.00
QUILL	JANITORIAL SUPPLIES - CITY	50.46
SHIELD TECHNOLOGY	SOFTWARE MAINTENANCE-PD	1,700.00
USA BLUE BOOK	MARKING PAINT/SUPPLIES PW	2,188.25
VEENSTRA & KIMM	MULTIPLE PROJECTS	57,959.21
VICTOR STANLEY	BENCHES - P&R	8,324.00
WEST BRANCH REPAIRS	VEHICLE SERVICE - POLICE	481.65
WEX BANK	VEHICLE FUEL	1,537.95
VARIOUS VENDORS	UB REFUND	557.59
SISCO	FLEX & HEALTH CLAIMS 5-11-2026	<u>2,072.55</u>
TOTAL		124,090.80

GRAND TOTAL EXPENDITURES		199,257.21
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FUND TOTALS		
001 GENERAL FUND	72683.67	
022 CIVIC CENTER	543.68	
031 LIBRARY	7594.55	
110 ROAD USE TAX	12253.19	
112 TRUST AND AGENCY	12919.51	
321 WIDENING WAPSI CREEK	16583.84	
331 CEDAR JOHNSON RD RECONS	1028.78	
332 W MAIN ST IMPROVE	42451.23	
600 WATER FUND	18100.42	
610 SEWER FUND	14606.91	
740 STORM WATER UTILITY	<u>491.43</u>	
GRAND FUND TOTAL	199,257.21	

REVENUE-FISCAL YEAR 2026 FUND	MARCH
001 GENERAL FUND	308,812.86
022 CIVIC CENTER	780.00
026 SIGNS ACCIONA DONATION	70.53
031 LIBRARY	713.76
036 TORT LIABILITY	18,865.64
110 ROAD USE TAX	23,814.56
112 TRUST & AGENCY	66,508.96
121 LOCAL OPTION SALES TAX	25,786.48
125 TIF	29,266.43
226 DEBT SERVICE	48,495.97
300 CAPITAL IMPROVEMENT RESERVE	21,433.22
321 WIDENING WAPSI CREEK	449,371.85
501 KROUTH PRINCIPAL FUND	586.39
502 KROUTH INTEREST FUND	273.95
600 WATER FUND	79,300.61
610 SEWER FUND	91,104.13
740 STORM WATER UTILITY	6,339.00
TOTAL	1,171,524.34

REVENUE-FISCAL YEAR 2026 FUND	APRIL
001 GENERAL FUND	550,528.64
022 CIVIC CENTER	530.00
031 LIBRARY	797.28
036 TORT LIABILITY	32,359.21
110 ROAD USE TAX	28,847.06
112 TRUST & AGENCY	111,975.84
121 LOCAL OPTION SALES TAX	26,206.16
125 TIF	233,128.12
226 DEBT SERVICE	92,360.61
300 CAPITAL IMPROVEMENT RESERVE	36,763.23
500 CEMETERY PERPETUAL FUND	240.00
600 WATER FUND	65,638.27
610 SEWER FUND	91,411.68
740 STORM WATER UTILITY	6,300.00
TOTAL	1,277,086.10

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

**APPROVE CONSENT AGENDA**

Approval of the Farmers Market Special Event Permit. – Conversation between Marilyn Hansen and the Council about the location of the Farmers Market returned a decision that the current location of Heritage Square, will continue to be the location for the Farmer’s Market. Food vendors/trucks would be requested to set up in areas away from this location as to be fair to local restaurants in that area. Motion by Dean, second by Noel to approve the additional Consent agenda item. AYES: Dean, Noel, Horihan, Sexton, Miller. NAYS: None. Motion carried

**PRESENTATIONS / COMMUNICATIONS / OPEN FORUM – NONE**

**PUBLIC HEARING / NON-CONSENT AGENDA**

Resolution 2026-46 Approve Naming the Pickleball Court funded by the Lions Club, at Cubby Park.

Motion by Miller, second by Dean to approve Resolution 2026-46. AYES: Miller, Dean, Noel, Sexton, Horihan. NAYS: None. Motion carried.

Resolution 2026-47 Approve a Transfer of Funds for FY26.

Motion by Miller, second by Dean to approve Resolution 2026-47. AYES: Miller, Dean, Noel, Horihan, Sexton. NAYS: None. Motion carried.

**DISCUSSION ITEMS**

Meal/Travel Reimbursements for City Employees – Conversation about the current meal reimbursement guidelines versus the Federal GSA rate. The city uses this rate for milage reimbursement for city employees and there was a request to look at the same rate for meal reimbursements for city staff as well. The council was in agreement that this change should be made and directed Clerk Friis to bring a Resolution to the next meeting to put this in place.

Tax Reform – Administrator Kofoed gave updates on the passing of Bill SF2472. Areas of revenue limitations, school funding, residential property relief, assessment and valuation, bonding and debt, and TIF updates.

**CITY ADMINISTRATOR REPORT - None**

**CITY ATTORNEY REPORT** – The agreement for improvement of the house on Main Street has the timeline end date coming up at the end of May. If things are not complete as they have been spelled out, the owner will be in contempt.

**CITY ENGINEER REPORT –**

Wapsi Creek Widening project – There is a meeting Wednesday at 1:00pm with the DNR to evaluate the punch list items and their completion. Johnson-Cedar Rd project – Boomerang has been working on the final punch list items with clean up work, erosion control and bushes to plant. W Main St project – The final documents are to be dropped off this week and final items done to prepare for the start of this project.

**STAFF REPORTS**

Library Director Jessi Shaffer shared that the Summer Reading Program starts up the Monday after Memorial Day, with the kick off party being held Friday, June 5<sup>th</sup> at 6:00 pm. This will be at the library and will include a mobile barnyard, tattoos, treats , crafts, and more!

Public Works Director Goodale discussed the pay scale and starting wage of his staff. In evaluating the scale and the current process, he found a breakdown and felt that his streets employees were not at the pay rate they should be currently and felt that this was a large contributor to turn over in this area. He urged the council to look at the current rate with cost of living and to consider a bump up to the appropriate rate for the current staff and would allow him to be able to bring in any new team members at the updated rate. The council agreed, after further conversation that adjusting the entry rate each year with the annual cost of living rate included to ensure that staff stayed in line with the appropriate wage was the way they wanted things to be as well. The council directed that the they would like this to be evaluated and updated procedures made through resolution. They also wanted to see the rate for PW streets staff increased to meet the new minimum or higher as well. These will all be put into place and presented for a vote at the next meeting. There was also discussion about Goodale’s rate within the pay scale and additional conversation will be had on this item as well and voted on at the next meeting.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS –**

Council shared that a resident on the South side of Prairieview where their backyard has water running through it and standing water. They questioned that when a site plan was approved, was it then inspected to ensure that grading and elevation was met by the developer to ensure compliance. Council requested that Engineer Schechinger take a look at this issue in this area of development to see what would need to be done to resolve this issue. Mayor Laughlin shared that the Fire Chief interviews on Saturday went well and work was now being done to gather references on a few of the candidates to move forward with the process. Discussion on

youth riding their electric scooters through town was shared with a concern on them racing through stop signs. The speed limit for the scooters is 25 mph and it appears that there are some owners that were exceeding this speed as well. Council person Noel inquired about a committee to obtain a hotel for the Parkside Hills development. It was shared that there is currently a group looking into this and that Noel would be added to this committee.

**ADJOURNMENT**

Motion to adjourn by Miller, second by Horihan. Motion carried on a voice vote. City Council meeting adjourned at 7:17 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Alycia Friis, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> June 1, 2026
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<b>AGENDA ITEM:</b> Appointments to the Library Board of Trustees.
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<b>PREPARED BY:</b> City Clerk, Alycia Friis
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<b>DATE:</b> May 22, 2026
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### BACKGROUND/ SUMMARY:

The following resident has applied for and been accepted as a member of the Library Board of Trustees:

Rachel Richards to replace various Library Board members that have expiring terms on June 30, 2026. Rachel will also serve as the Libraries Cedar County representative.

The term for Rachel will begin on July 1, 2026.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	June 1, 2026
<b>AGENDA ITEM:</b>	Approve a Special Class C Retail Alcohol (BW), 5-day license for the West Branch Firefighters Inc. (in conjunction with Hoover's Hometown Days 2026).
<b>PREPARED BY:</b>	City Clerk, Alycia Friis
<b>DATE:</b>	May 26, 2026

### BACKGROUND:

Approve 5-day, Special Class C Retail Alcohol permit with Outdoor Service for the West Branch Fire Department for Hoover's Hometown Days 2026:

Friday, August 7, 2025, 3:00 p.m. to midnight

Saturday, August 8, 2025, 11:00 a.m. to 10:00 p.m.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> June 1, 2026
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<b>AGENDA ITEM:</b> Claims for June 1, 2026
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<b>PREPARED BY:</b> Jessica Brown, Deputy City Clerk
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<b>DATE:</b> June 1, 2026
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### 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****6/1/2026**

AMAZON.COM	BOOKS & OUTDOOR UMBRELLA - LIB	93.21
AMERICAN WATER WORKS	DUES GOODALE 8-1-26 TO 7-31-27	97.00
CROELL	WAPSI CREEK PARK P POTTY PAD	955.00
FRIIS, ALYCIA	MILEAGE TO HOPKINTON - FRIIS	82.80
GOERDT INSPECTION	BLDG INSPECTIONS	1,680.00
HD SUPPLY	BATHROOM CLEANING SUPPLIES-P&R	126.94
HI-LINE	SHOP SUPPLIES - PW	321.49
LYNCH'S PLUMBING	CASSABAUM METER	125.00
MENARDS	DOME CAMERA - P&R	15.98
MISCELLANEOUS VENDOR	SHAUNA HARGRAVE: P&R REFUND	70.00
ROOF, GERDES, ERLBACHER	AUDIT FY25-FINAL, 1099S	9,700.00
STERICYCLE	SHREDDING SERVICES	102.70
UNIV OF IOWA SCHOOL	STRATEGIC PLAN SRVS - FINAL	25,000.00
VAN AUKEN, HEIDI	MILEAGE REIMBURSEMENT	106.81

**TOTAL****38,476.93****PAYROLL-WAGES, TAXES,  
EMPLOYEE BENEFITS****5/22/2026 70,551.81****PAID BETWEEN MEETINGS**

ARNOLD MOTOR SUPPLY	ITEMS FOR FIRE	33.98
BARNYARD DISCOVERIES IOWA	VARIOUS ITEMS - LIBRARY	625.00
CEDAR COUNTY COOP	FUEL - PW	3,808.06
CULLIGAN WATER	WATER SOFTENER SERVICE	31.49
FIRE CATT	EQUIPMENT TESTING	2,981.95
HEIMAN FIRE EQUIPMENT	VEST & PATCH - FIRE	1,638.71
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	142.02
THE GAZETTE	SUBSCRIPTION	467.80
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	6,691.22
WEST BRANCH TIMES	LEGAL PUBLICATIONS	1,972.50
AMAZON.COM	VARIOUS ITEMS - LIBRARY	376.31
DEMCO	DATE DUE SLIPS - LIBRARY	63.94
EVER-GREEN LANDSCAPE NURSE	PLAYGROUND MULCH	2,550.00
JOHN DEERE FINANCIAL	CEMETERY SUPPLIES & CLOTHING	499.07
LEAF CAPITAL FUNDING	COPIER LEASE- CITY OFFICE	396.00
LYNCH'S EXCAVATING	EMERGENCY STORM SEWER REPAIR	6,064.49
MEDIACOM	CABLE SERVICES	41.90
MENARDS	PARK REPAIRS & CONCRETE - P&R	273.16
PLUNKETT'S PEST CONTROL	PEST CONTROL - CITY OFFICE	164.54
STATE INDUSTRIAL PRODUCTS	CHEMICALS	533.96
VERIZON WIRELESS	VERIZON WIRELESS	424.71
WHIMSICAL MAX	PRESENTER - LIBRARY	37.50
SISCO	HEALTH CLAIMS 5-18-2026	1,187.15

METLIFE	INSURANCE PREMIUM	2,468.44
SISCO	INSURANCE PREMIUM	17,334.51
SISCO	HEALTH CLAIMS 5-26-2026	304.02

<b>TOTAL</b>		<b>51,112.43</b>
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<b>GRAND TOTAL EXPENDITURES</b>		<b>160,141.17</b>
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**FUND TOTALS**

001 GENERAL FUND		85,563.44
022 CIVIC CENTER		57.27
031 LIBRARY		7,499.65
110 ROAD USE TAX		6,150.45
112 TRUST AND AGENCY		32,579.37
600 WATER FUND		11,665.72
610 SEWER FUND		9,853.36
740 STORM WATER UTILITY		<u>6,771.91</u>

<b>GRAND FUND TOTAL</b>		<b>160,141.17</b>
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
BUILDING INSPECTIONS	GENERAL FUND	GOERDT INSPECTION & CONSULTATION SERVI	BLDG INSPECTIONS	1,680.00
			TOTAL:	1,680.00
PARK & RECREATION	GENERAL FUND	MENARDS	DOME CAMERA - P&R	15.98
		CROELL, INC.	WAPSI CREEK PARK P POTTY P	955.00
		MISCELLANEOUS V SHAUNA HARGRAVE	SHAUNA HARGRAVE: P&R REFUN	70.00
		HD SUPPLY, INC.	BATHROOM CLEANING SUPPLIES	126.94
			TOTAL:	1,167.92
ECONOMIC DEVELOPMENT	GENERAL FUND	LYNCH'S PLUMBING INC	CASSABAUM METER	125.00
		UNIV OF IOWA SCHOOL OF PLANNING & PUBL	STRATEGIC PLAN SRVS - FINA	25,000.00
			TOTAL:	25,125.00
CLERK & TREASURER	GENERAL FUND	VAN AUKEN, HEIDI	MILEAGE REIMBURSEMENT	106.81
		ROOF, GERDES, ERLBACHER, PLC	AUDIT FY25-FINAL, 1099S	9,700.00
		STERICYCLE, INC.	SHREDDING SERVICES	102.70
		FRIIS, ALYCIA	MILEAGE TO HOPKINTON - FRI	82.80
			TOTAL:	9,992.31
LIBRARY	LIBRARY	AMAZON.COM.CA., INC.	OUTDOOR UMBRELLA	79.99
			BOOKS	13.22
			TOTAL:	93.21
ROADS & STREETS	ROAD USE TAX	HI-LINE INC	SHOP SUPPLIES - PW	321.49
			TOTAL:	321.49
WATER OPERATING	WATER FUND	AMERICAN WATER WORKS ASSOCIATION	DUES GOODALE 8-1-26 TO 7-3	97.00
			TOTAL:	97.00

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

001	GENERAL FUND	37,965.23
031	LIBRARY	93.21
110	ROAD USE TAX	321.49
600	WATER FUND	97.00
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	GRAND TOTAL:	38,476.93
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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> June 1, 2026
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<b>AGENDA ITEM:</b> <b>Resolution 2026-48</b> – Approving the Annual Maintenance Agreement for Information Technology Support with Mainstay Systems of Iowa LLC.
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<b>PREPARED BY:</b> Alycia Friis, City Clerk
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<b>DATE:</b> May 26, 2026
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### BACKGROUND:

The City has been using MainStay Systems of Iowa LLC since 2023 for our information technology (IT) needs. This service is a vital asset for City operations.

MainStay Systems provides IT services for the following city departments:

- City Office / Administration
- Parks & Recreation
- Public Works
- Fire
- Police
- Library

**RESOLUTION 2026-48**

**A RESOLUTION APPROVING THE ANNUAL MAINTENANCE AGREEMENT FOR  
INFORMATION TECHNOLOGY SUPPORT WITH  
MAINSTAY SYSTEMS OF IOWA LLC.**

**WHEREAS**, the City entered into a Maintenance Agreement for information technology (IT) with MainStay Systems of Iowa LLC in April of 2023; and

**WHEREAS**, Mainstay Systems of Iowa LLC has proven to be a good partner for the City to provide information technology support for the City of West Branch, Iowa; and

**WHEREAS**, it is now necessary to approve said Maintenance Agreement for Fiscal Year 2027.

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

**Passed and approved this 1<sup>st</sup> day of June, 2026.**

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Roger Laughlin, Mayor

ATTEST:

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Alycia Friis, City Clerk



## CONTRACT EXTENSION

This Contract Extension is made as of **July, 1 2026**, by and between **Mainstay Systems** and **City of West Branch**

Mainstay Systems and **City of West Branch** previously entered into an agreement dated **July 1, 2025** (the "Agreement"), which is set to expire on **June 30, 2026**

The parties agree to extend the term of the Agreement for an additional one-year period, beginning **July 1, 2026** and ending **June 30, 2027**.

All other terms and conditions of the Agreement remain unchanged and continue in full effect.

This extension is governed by the laws of the State of Iowa.

**Agreed and accepted:**

### Mainstay Systems

Name: **Cade Curtis**

Title: **President**

Date: **April 29 2026**

Signature: **Cade F. Curtis**  
Digitally signed  
by Cade F. Curtis  
Date: 2026.04.29  
15:21:29 -05'00'

### City of West Branch

Name: **Roger Laughlin**

Title: **Mayor**

Date: **June 1, 2026**

Signature:

## 1. CONTRACT PERIOD

This Agreement shall become effective on the Start Date and shall continue for a period of twelve months, unless terminated as provide herein by either party. This agreement and its terms, and conditions may be renewed at the end of the Contract Period for additional one year terms upon mutual agreement of the parties.

## 2. MAINTENANCE PAYMENTS

Client agrees to pay the monthly maintenance rate of **\$1150** covering all equipment described in Exhibit "A" . MSI shall invoice Client annually during the Contract Period for services as stated within. Payment is due in full within thirty (30) days of the invoice date. Late payments are subject to a late fee of 2% per month.

## 3. MAINTENANCE COVERAGE

MSI agrees to provide on-site maintenance coverage to the Client during the Contract Period. This Agreement shall cover the following two remedial maintenance service levels: Level 1 (24 hours per day, 7 days per week) and Level 2 (9 hours per day, 5 days per week, excluding legal holidays and weekends as recognized by the State of Iowa). The coverage level for each system is as listed in Exhibit "A". Maintenance coverage includes travel, labor, materials and remedial maintenance required to return Client's equipment to good operating condition. MSI agrees to use expeditious methods of restoring Client's equipment to its operating condition, which may include part or whole component replacement. MSI agrees to provide replacement parts for the Contract Period. Maintenance parts will be furnished on an exchange basis, and the exchanged parts will become the property of MSI. All replacement or exchanged parts will be new or refurbished of equal quality, and they become the property of Client. Maintenance parts may or may not be manufactured by the original equipment manufacturer; may be altered by MSI to enhance maintainability; and may be new or reconditioned to perform as new by the original equipment manufacturer. When necessary to remove equipment from Client's site, MSI, if possible, will provide a loaner of similar (not necessarily identical) type until Client's equipment can be repaired and returned. MSI shall provide Client with verbal reports of all maintenance activity. Damage or equipment failure, for reasons listed under non-covered maintenance, will be repaired at MSI's Time and Material rates.

## 4. RESPONSE TIME

Response time is defined as the time between receipt of Client's telephone request for remedial maintenance and that time the MSI personnel arrives on site. Response time for remedial maintenance shall not exceed four (4) hours including travel time to the site. MSI shall provide a central location and an Iowa telephone number for maintenance calls being reported and dispatched.

## 5. TERMINATION OF MAINTENANCE

This Agreement may be terminated by either party upon giving written notice to the other party thirty (30) calendar days prior to termination.

## 6. NON-COVERED MAINTENANCE

MSI shall have no liability for failure to fulfill its obligations under this Agreement or for damages to Client's equipment due to: fire, explosion, labor disputes, water, acts of God; the elements, war, civil disturbances, inability to secure raw materials; transportation facilities, fuel or energy shortages; acts or omissions of communications carriers; failure to follow MSI's installation, operation or maintenance guidelines; repair or modification to equipment by other than MSI's personnel; abuse, misuse or negligent acts, movement of equipment to a new location; power failure or surges; changes to the cosmetic detail of equipment including but not limited to discoloration of shrouds, burn in/etching of LCD's; lightning, fire, flood, pest damage, accident, other events not arising under normal operating conditions or other causes beyond MSI's control whether or not similar to the foregoing.

## 7. CLIENT RESPONSIBILITY

Client agrees to perform the following duties which are not covered under this agreement: provide an environment that is consistent with equipment manufacturer's specifications in regards to space, temperature and humidity; maintain correct power requirements as specified by the equipment manufacturer; minimize static electric buildup in carpeted areas with the use of properly grounded static mats and/or application of anti static carpet spray as needed; change printer ribbon, toner cartridge, fuser cartridge, batteries, paper and other consumable supplies; maintain a secure copy of all master passwords and encryption keys for all PC's and devices covered under this maintenance contract; notify MSI immediately of any equipment malfunction; notify MSI thirty (30) days prior to moving equipment. Performance of any of these duties by MSI or remedial maintenance caused by Client's failure to perform these duties may result in additional charges which Client agrees to pay.

## 8. EQUIPMENT INSPECTION

MSI reserves the right to inspect all equipment to ensure that it is in good operating condition. MSI will provide an estimate of the cost to return any equipment to good operational condition. If Client chooses to have these repairs performed by someone other than MSI, then they shall give notification as to when the repairs are complete and the maintenance service on that equipment can commence.

## 9. LIMITATION OF LIABILITY

MSI shall not be liable for failure to perform services at a location deemed hazardous to health or safety or the failure to perform services due to causes beyond the control of MSI. MSI shall not be held liable for deficiencies in backup systems, including but not limited to: uninterpretable power supplies, power generation systems, cloud based or on premises data backup systems. MSI shall not be liable for injury to Client employees or damage to Client property arising from the use of equipment maintained by MSI, or arising for any reason, unless such injury or damage is due to the fault, negligence, or misconduct of MSI, its officers, employees, or subcontractors notwithstanding any other provision in this Agreement to the contrary, in no event shall either party be liable for any indirect, incidental or consequential damages (including but not limited to loss of profit and/or revenue) resulting from or arising out of its performance or failure to perform under this Agreement except for those damages arising out of intentional misconduct or gross negligence.

## 10. GENERAL

This Agreement shall be construed in accordance with and governed by the local laws of the State of Iowa. MSI may subcontract any or all of the work to be performed under this Agreement, with the written approval of the Client. MSI shall retain responsibility for the subcontracted work. Any supplement, modification or waiver of any provision of this Agreement must be in writing and signed by authorized representatives of both parties. If any portion of this Agreement is found to be invalid or unenforceable, the parties agree that the remaining portions shall remain in effect. The parties further agree that in the event such invalid or unenforceable portion is an essential part of this Agreement, they will immediately begin negotiations for a replacement Agreement.

## 11. CJIS

MSI shall furnish Client with signed FBI/CJIS security addendum's for each of it's employees annually and/or on demand of Client.

## EXHIBIT A

### Level 1:

Watchguard Firewall @ CH

Watchguard Firewall @ PD/FD

Watchguard Firewall@ LIB

1 Server @ Police

1 Server @ City Hall

1 Server @ CCSO

VPN from Police to CCSO

Wi-Fi @ City Hall

Network Wiring

Wi-Fi @ Fire

Router @ Water

All Network Switches

Router @ Parks & Rec

Router @ Cubby Park

### Level 2:

5 Laptop PCs @ City Hall

4 Desktops at Police

1 Laptop @ Water Plant

2 Desktops at Fire

4 Laptops @ Police

Library PC's and Laptops

2 laptops @ Public Works

Library Camera System

Cubby Park Camera System

1 Laptop @ Parks and Rec



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> June 1, 2026
-----------------------------------

<b>AGENDA ITEM:</b> Resolution 2025-49 – Approving the Annual Subscription Agreement with Tyler Technologies, Inc. in the amount of \$25,550.45.
--

<b>PREPARED BY:</b> Alycia Friis, City Clerk
--

<b>DATE:</b> May 26, 2026
---------------------------

### BACKGROUND:

The City has been using Tyler Technologies since 2012 for our financial, payroll, cemetery and utility billing processing and record retention. This software is a vital asset for City operations.

Over the years, functionality has been added to:

- Allow customers to view their utility account and pay their monthly bill online (2021)
- Allow customers to sign up for email & text alerts (2021)
- Allow customers to receive monthly utility bills via email (e-Bills - 2023)
- Allow employees to receive their paystubs via email (e-paystubs - 2023)
- Allow Public Works and the Utility Billing clerk to automate meter reading, saving staff time (2024)

**RESOLUTION 2026-49**

**A RESOLUTION APPROVING THE ANNUAL SUBSCRIPTION AGREEMENT WITH TYLER TECHNOLOGIES, INC. IN THE AMOUNT OF \$25,550.45.**

**WHEREAS**, the City of West Branch currently utilizes Tyler Technologies, Inc. software for its financial, payroll, cemetery, utility billing and automated meter reading systems; and

**WHEREAS**, the current Subscription Agreement will expire on June 30, 2026; and

**WHEREAS**, Tyler Technologies, Inc. has proposed to extend the Agreement until June 30, 2027; and

**WHEREAS**, it is now necessary for the City Council to approve said Subscription Agreement.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council approves the Annual Subscription Agreement with Tyler Technologies, Inc. in the amount of \$25,550.45.

**PASSED AND APPROVED** this 1<sup>st</sup> day of June, 2026.

---

Roger Laughlin, Mayor

ATTEST:

---

Alycia Friis, City Clerk



**Remittance:**  
 Tyler Technologies, Inc.  
 (FEIN 75-2303920)  
 P.O. Box 203556  
 Dallas, TX 75320-3556

# INVOICE

Document No.	Date	Page
CI100-00285811	06/01/26	1 of 2

**Questions:**  
 Phone: 1-800-772-2260 Press 2  
 Email: ar@tylertech.com



Bill To: WEST BRANCH, IA CITY OF  
 P.O. BOX 218  
 WEST BRANCH, IA 52358

Delivery To: WEST BRANCH, IA CITY OF  
 P.O. BOX 218  
 WEST BRANCH, IA 52358

Cust #	Bill to Address ID	Delivery Address ID	Currency	Terms	Due Date
45024	LOC000023615	LOC000023615	USD	Net30	7/1/2026
<b>Cust PO#</b>	<b>Sales Order</b>		<b>Billing Schedule</b>		
	SBI1000-000012318		211-201910078A		

Contract Date	Description	Quantity	Unit Price	Extended Price
01/28/20	<b>ERP Pro Utilities Annual Fees</b> Utility Access 07/01/2026 - 06/30/2027		\$19,908.84	\$19,908.84
08/02/19	Cashiering - Subscription 07/01/2026 - 06/30/2027			
08/02/19	Utility Meter-Reader Interface - Subscription 07/01/2026 - 06/30/2027			
08/03/23	Forms Overlay - Subscription 07/01/2026 - 06/30/2027			
08/02/19	Utility Billing Water/Gas - Subscription 07/01/2026 - 06/30/2027			
08/03/23	Output Processor Server - Subscription 07/01/2026 - 06/30/2027			
01/30/24	Utility Meter Data Sync w/Scheduler - Subscription 07/01/2026 - 06/30/2027			
04/11/24	Additional Utility Meter-Reader Interface - Subscription 07/01/2026 - 06/30/2027			
08/02/19	<b>Third Party Annual Fees</b> System Software Non SQL 07/01/2026 - 06/30/2027		\$892.22	\$892.22
08/02/19	<b>ERP Pro Financials Annual Fees</b> Core Financials - Subscription 07/01/2026 - 06/30/2027		\$4,749.39	\$4,749.39
08/02/19	Payroll - Subscription 07/01/2026 - 06/30/2027			



**Remittance:**

Tyler Technologies, Inc.  
(FEIN 75-2303920)  
P.O. Box 203556  
Dallas, TX 75320-3556

**Questions:**

Phone: 1-800-772-2260 Press 2  
Email: ar@tylertech.com

# INVOICE

Document No.	Date	Page
CI100-00285811	06/01/26	2 of 2

**\*\*ATTENTION\*\***

Order your checks and forms from  
Tyler Business Forms at 877-749-2090 or  
Tylerbusinessforms.com to guarantee  
100% compliance with your software.

<b>Subtotal</b>	\$ 25,550.45
<b>Sales Tax</b>	\$0.00
<b>Total</b>	\$ 25,550.45



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> June 1, 2026
-----------------------------------

<b>AGENDA ITEM:</b> <b>Resolution 2026-50</b> –Approving Amendment No.7 to the City of West Branch Employee Handbook regarding Meal Reimbursement Policy.. /Move to action.
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<b>PREPARED BY:</b> City Administrator, Adam Kofoed
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<b>DATE:</b> May 26, 2026
---------------------------

### **BACKGROUND:**

Per the conversation on 05/18/2026 at the previous Council Meeting, this Resolution would allow an amendment #7 to the WB Employee Handbook regarding the city’s Meal Reimbursement policy. Earlier this year, the Council voted to make a change to allow staff to follow the standard IRS rate for mileage reimbursement. Now this current change with Resolution 2026-50, would allow staff to adopt the GSA Conus M&IE rate so that employees could follow this annual rate update/renewal and not have to amend this area of the Employee Handbook each time.

## **RESOLUTION 2026-50**

### **RESOLUTION APPROVING AMENDMENT NO. 7 TO THE CITY OF WEST BRANCH EMPLOYEE HANDBOOK REGARDING MEAL REIMBURSEMENT POLICY**

WHEREAS, the City of West Branch maintains an Employee Handbook to establish personnel policies and procedures; and

WHEREAS, the current meal reimbursement rate has remained unchanged since 2016; and

WHEREAS, the City Council finds it appropriate to update the meal reimbursement policy to ensure fairness, fiscal responsibility, and alignment with recognized governmental standards; and

WHEREAS, the U.S. General Services Administration (GSA) establishes annually updated per diem rates for Meals and Incidental Expenses (M&IE) for the Continental United States (CONUS); and

WHEREAS, adopting the GSA CONUS M&IE rate will allow the City's meal reimbursement policy to automatically adjust in accordance with federal standards without the need for frequent handbook amendments;

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

#### **Section 1. Amendment No. 7**

The Employee Handbook is hereby amended by replacing the current Meal Reimbursement provision with the following:

##### **Meal Reimbursement Policy**

Employees traveling on authorized City business shall be reimbursed for meals and incidental expenses in accordance with the standard CONUS Meals and Incidental Expenses (M&IE) per diem rate as established and published by the U.S. General Services Administration (GSA) and in effect at the time of travel.

For full days of authorized travel, the employee shall be eligible for reimbursement up to one hundred percent (100%) of the applicable daily CONUS M&IE rate.

For the first and last day of travel, reimbursement shall be limited to seventy-five percent (75%) of the applicable daily CONUS M&IE rate, consistent with federal per diem guidelines.

Reimbursement may be reduced when meals are provided as part of a conference, training, meeting, or event.

Lodging reimbursement shall remain subject to separate City policy.

## Section 2. Effective Date

This amendment shall take effect upon approval and shall supersede all prior meal reimbursement provisions contained in the Employee Handbook.

PASSED AND APPROVED this 1<sup>st</sup> day of June, **2026**.

---

Roger Laughlin, Mayor

ATTEST:

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Alycia Friis, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> June 1, 2026
-----------------------------------

<b>AGENDA ITEM:</b> Resolution 2026-51 - Approving Financial Support of Hoover's Hometown Days 2026 in the amount of \$10,000. / <b>Move to action.</b>
---

<b>PREPARED BY:</b> City Clerk, Alycia Friis
--

<b>DATE:</b> May 26, 2026
---------------------------

### RECOMMENDATION

As per the previous year's donations, the recommendation is to again give \$5000 to the Hoover's Hometown Days organization and to give \$5000 to the West Branch Firefighters Foundation for support the fundraising efforts of each organization and to support Community connection, celebration and collaboration.

### PROS:

- Supports a high-profile community event with regional draw
- Demonstrates renewed City partnership without resuming full organizational responsibility
- Balances investment in tourism and public safety priorities
- Utilizes improved fiscal capacity responsibly

### CONS:

- Some may view any HHTD spending as a reversal of previous cost-saving measures
- Could set expectations for increased City contributions in future years

**RESOLUTION 2026-51**

**APPROVING FINANCIAL SUPPORT OF HOOVER’S HOMETOWN DAYS 2026 IN  
THE AMOUNT OF \$10,000**

**WHEREAS**, the City of West Branch promotes annual celebrations to bring its residents together, build community, and support its local businesses; and

**WHEREAS**, Hoover’s Hometown Days is the largest annual event occurring in West Branch each August with family friendly entertainment, food and small business vendors, a parade, kids’ activities and live musical performances; and

**WHEREAS**, Hoover Hometown Days organization has taken the lead facilitator role for the event and has requested a financial commitment from the City in the amount of \$5,000 as a “Premier” sponsor of the event; and

**WHEREAS**, the West Branch City Council has considered the request from Hoover Hometown Days organization and will also pledge \$5,000 in financial support to the West Branch Fire Department Firefighters Foundation for their contribution to the event; and

**WHEREAS**, the West Branch City Council will annually consider financial support of the Hoover’s Hometown Days event during budget work sessions.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of West Branch, Cedar County, Iowa, that the aforementioned financial contribution of \$5,000 to Hoover Hometown Days organization and \$5,000 to the West Branch Firefighters Foundation for the purposes so stated and is hereby accepted and approved.

**Passed and approved this 1<sup>st</sup> day of June, 2026.**

---

Roger Laughlin, Mayor

ATTEST:

---

Alycia Friis, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> June 1, 2026
-----------------------------------

<b>AGENDA ITEM:</b> <b>Resolution 2026-52</b> –Setting salaries for appointed officials and employees of the City of West Branch, Iowa for FY27. /Move to action.
---

<b>PREPARED BY:</b> City Administrator, Adam Kofoed
---

<b>DATE:</b> May 26, 2026
---------------------------

### **BACKGROUND:**

Based on the budget season, each employee will be given a 3.8% cost of living increase as of March 2026.

For the 3.8% estimate please see the following news release from the U.S. Department of Labor - Bureau of Labor Statistics. <https://www.bls.gov/news.release/pdf/cpi.pdf>

Employees in good standing were eligible for an additional .2 - 9% merit increase. Council has been informed of any exceptions to the merit increases. In addition, some employees may be under an orientation period and are not eligible for a raise this July. Employee evaluations are not public record established by State Code 22.7 of Iowa. Council questions on pay should be directed to the City Administrator or Mayor in private.

**RESOLUTION 2026-52**

**A RESOLUTION SETTING SALARIES FOR APPOINTED OFFICIALS AND EMPLOYEES OF THE CITY OF WEST BRANCH, IOWA FOR FISCAL YEAR 2027.**

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

SECTION 1. The following persons and positions named shall be paid the salaries or hourly wages indicated and the Finance Officer/ City Clerk is authorized to issue warrants/checks, less legally required or authorized deductions for the amounts set out below, bi-weekly, and make such contributions to IPERS and Social Security or other purposes as required by law or authorization of the City Council.

<u>Administration</u>	<u>Name</u>	<u>Salary</u>	<u>Status</u>
City Administrator	Adam Kofoed	\$117,103.79	Salaried
Finance Officer	Heidi Van Auken*	\$89,646.34	Salaried
City Clerk	Alycia Friis*	\$30.41 / \$63,252.80	Hourly
Deputy/Utility Clerk	Jessica Brown*	\$26.86 / \$55,869.01	Hourly

<u>Police Department</u>	<u>Name</u>	<u>Salary</u>	<u>Status</u>
Police Chief	Greg Hall	\$98,626.00	Salaried
Police Sergeant	Cathy Steen	\$43.57 / \$90,618.00	Hourly
Police Officer	Ryan Dorsey	\$39.99 / \$83,172.84	Hourly
Police Officer	Brad Longlett	\$41.19 / \$85,668.00	Hourly
Police Officer	Paul (Kevin) Bailey	\$41.19 / \$85,668.00	Hourly
Police Officer (part-time)		\$32.00	Hourly

<u>Public Works Department</u>	<u>Name</u>	<u>Salary</u>	<u>Status</u>
Public Works Director	Matt Goodale	\$94,000.00	Salaried
Water /Sewer Operator	Drew Finnegan	\$34.22 / \$71,169.28	Hourly
Streets Maintenance	Kobe Simon	\$24.98 / \$51,958.40	Hourly
Streets Maintenance	Harrison Goodale	\$23.71 / \$49,316.80	Hourly
Streets Maintenance	Kenneth Burmeister	\$24.21 / \$50,356.80	Hourly

<u>Parks &amp; Recreation</u>	<u>Name</u>	<u>Salary</u>	<u>Status</u>
Park & Recreation Director	Erin Laughlin	\$62,879.36	Salaried

<u>Library</u>	<u>Name</u>	<u>Salary</u>	<u>Status</u>
Library Director	Jessica Schafer	\$60,989.24	Salaried
Library Clerk	Katrina Korsmo	\$20.03 / \$41,666.39	Hourly
Program librarian	Mary Buol (part-time)	\$20.78	Hourly
Program librarian	Becky Knoche (temporary)	\$15.36	Hourly

SECTION 2. Employee's indicated with an \* include Clerk training and certification increases.

SECTION 3. All the above employees are subject to the City of West Branch Employee Handbook applicable to their department.

SECTION 4. This resolution will be effective upon final passage of the City Council.

SECTION 5. The hourly wages and salaries established in this resolution shall be effective July 1, 2026.

**Passed and approved this 1<sup>st</sup> day of June, 2026.**

\_\_\_\_\_  
Roger Laughlin, Mayor

ATTEST:

\_\_\_\_\_  
Alycia Friis, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> June 1, 2026
-----------------------------------

<b>AGENDA ITEM:</b> <b>First Reading- Ordinance 840</b> Adopt Limits to the use of Automated License Plate Readers and to Provide Transparency./ Move to Action.
--

<b>PREPARED BY:</b> Alycia Friis, City Clerk
--

<b>DATE:</b> May 26, 2026
---------------------------

### BACKGROUND:

Automated/automatic license plate readers (ALPRs) capture computer-readable images that allow law enforcement to compare plate numbers against plates of stolen cars or cars driven by individuals wanted on criminal charges.

The data collected can enhance law enforcement's ability to investigate and enforce the law but also raises concerns that information collected may be placed into databases and shared without restrictions on use, retained longer than necessary, and used or abused in ways that could infringe on individuals' privacy.

The City of West Branch desires to equip its Police Department with the tools needed to perform their jobs in the most efficient and effective manner possible.

The City of West Branch seeks to balance the needs of law enforcement and the need for transparency and privacy concerns of its residents.

## ORDINANCE NO. 840

### AN ORDINANCE TO ADOPT LIMITS TO THE USE OF AUTOMATED LICENSE PLATE READERS AND TO PROVIDE PUBLIC TRANSPARENCY

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

**Section 1. Action. Adopting the Code of Ordinances Chapter 71 Automated License Plate Readers (ALPRs):**

**71.01 PURPOSE AND INTENT:**

Automated/automatic license plate readers (ALPRs) capture computer-readable images that allow law enforcement to compare plate numbers against plates of stolen cars or cars driven by individuals wanted on criminal charges.

The data collected can enhance law enforcement's ability to investigate and enforce the law but also raises concerns that information collected may be placed into databases and shared without restrictions on use, retained longer than necessary, and used or abused in ways that could infringe on individuals' privacy.

The City of West Branch desires to equip its Police Department with the tools needed to perform their jobs in the most efficient and effective manner possible.

The City of West Branch seeks to balance the needs of law enforcement and the need for transparency and privacy concerns of its residents.

**71.02 DEFINITIONS:**

**AUTOMATIC LICENSE PLATE READER SYSTEM**

Automated License Plate Readers (ALPRs) also known as License Plate Recognition (LPR) are high-speed, computer-controlled camera systems that automatically capture images of vehicle license plates. They convert plate images into text, date-time stamp them, and check them against "hot lists" of vehicles for law enforcement, such as stolen cars, missing persons, or suspects in criminal investigations.

**71.03 ORDINANCE:**

1. All data retention shall be subject to the Iowa State Code. Any captured plate data collected or retained by the City of West Branch through the use of an automated license plate recognition (ALPR) system may not be stored or retained for more than 30 days unless the data is retained or stored as part of an ongoing criminal investigation or

prosecution. In that case, the data shall be retained as a part of the criminal case file, and the City will follow the department's evidence retention policies.

2. The selling or providing data generated by ALPRs to a non-law enforcement entity is hereby prohibited except where provided by state law. All data generated by the ALPRs shall not be provided to a third party unless they are a Federal, State, County or Municipal Law Enforcement Agency or a person or entity that is under contract with a Federal, State, County or Municipal Law Enforcement agency for the purpose of protecting public safety, conducting criminal investigations, or to ensure compliance with federal, state or local laws.

3. The City of West Branch will not use ALPR data for facial recognition purposes but can use images of the occupants collected by the ALPR as part of the investigation or prosecution of a crime.

4. This ordinance prohibits the City of West branch from placing ALPR cameras or directing the ALPR cameras directly at a place of religious worship.

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

**Passed, adopted and approved this 1<sup>st</sup> day of June, 2026.**

1<sup>st</sup> Reading: June 1, 2026  
2<sup>nd</sup> Reading: June 15, 2026  
3<sup>rd</sup> Reading: July 7, 2026

---

Mayor, Roger Laughlin

Attest:

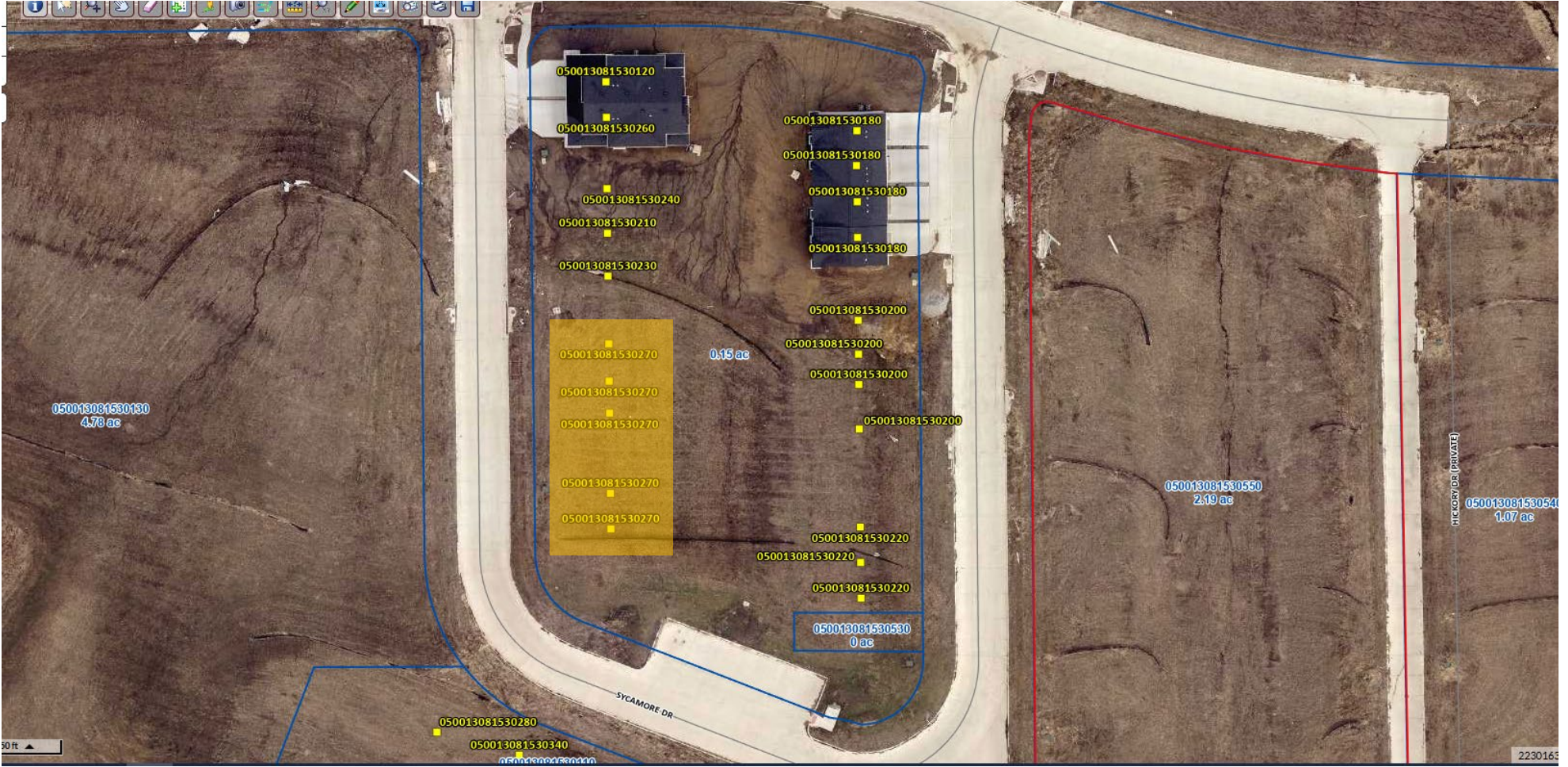
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City Clerk, Alycia A Friis

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

---

City Clerk







# EXISTING



## SITE PLAN PARKSIDE HILLS -LOT 12 WEST BRANCH, IOWA

PLAT PREPARED BY:  
MMS CONSULTANTS INC.  
1817 S. GILBERT STREET  
IOWA CITY, IA 52240

CONTRACT NUMBER:  
ADVANTAGE DEVELOPMENT  
COCOAHD KEUWE  
760 LIBERTY WAY  
NORTH LIBERTY, IA 52517

SUBMITTER/ATTORNEY:  
MATTHEW A. ADAM  
1150 5TH STREET, SUITE 170  
CORONAVILLE, IA 52241



NUMBER	DESCRIPTION	DATE
1	REVISION	10/14
2	REVISION	10/14
3	REVISION	10/14
4	REVISION	10/14
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6	REVISION	10/14
7	REVISION	10/14
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49	REVISION	10/14
50	REVISION	10/14

ITEM	DESCRIPTION	QUANTITY	UNIT
1	TOTAL LOT AREA	72,620	SF
2	TOTAL PAVED AREA	14,827	SF
3	TOTAL IMPAVED AREA	57,793	SF
4	TOTAL CURB AREA	14,827	SF
5	TOTAL SIDEWALK AREA	14,827	SF
6	TOTAL DRIVEWAY AREA	14,827	SF
7	TOTAL GARAGE AREA	14,827	SF
8	TOTAL UTILITY AREA	14,827	SF
9	TOTAL FENCE AREA	14,827	SF
10	TOTAL SIGNAGE AREA	14,827	SF
11	TOTAL LIGHTING AREA	14,827	SF
12	TOTAL LANDSCAPE AREA	14,827	SF
13	TOTAL TREE AREA	14,827	SF
14	TOTAL BUSH AREA	14,827	SF
15	TOTAL GRASS AREA	14,827	SF
16	TOTAL SOIL AREA	14,827	SF
17	TOTAL WATER AREA	14,827	SF
18	TOTAL AIR AREA	14,827	SF
19	TOTAL FIRE AREA	14,827	SF
20	TOTAL EARTH AREA	14,827	SF
21	TOTAL ROCK AREA	14,827	SF
22	TOTAL SAND AREA	14,827	SF
23	TOTAL GRAVEL AREA	14,827	SF
24	TOTAL ASPHALT AREA	14,827	SF
25	TOTAL CONCRETE AREA	14,827	SF
26	TOTAL BRICK AREA	14,827	SF
27	TOTAL TILE AREA	14,827	SF
28	TOTAL STONE AREA	14,827	SF
29	TOTAL GLASS AREA	14,827	SF
30	TOTAL METAL AREA	14,827	SF
31	TOTAL WOOD AREA	14,827	SF
32	TOTAL PLASTIC AREA	14,827	SF
33	TOTAL RUBBER AREA	14,827	SF
34	TOTAL LEAD AREA	14,827	SF
35	TOTAL ZINC AREA	14,827	SF
36	TOTAL COPPER AREA	14,827	SF
37	TOTAL ALUMINUM AREA	14,827	SF
38	TOTAL STEEL AREA	14,827	SF
39	TOTAL BRASS AREA	14,827	SF
40	TOTAL SILVER AREA	14,827	SF
41	TOTAL GOLD AREA	14,827	SF
42	TOTAL IRON AREA	14,827	SF
43	TOTAL SODIUM AREA	14,827	SF
44	TOTAL POTASSIUM AREA	14,827	SF
45	TOTAL CALCIUM AREA	14,827	SF
46	TOTAL MAGNESIUM AREA	14,827	SF
47	TOTAL PHOSPHORUS AREA	14,827	SF
48	TOTAL SULFUR AREA	14,827	SF
49	TOTAL CHLORINE AREA	14,827	SF
50	TOTAL FLUORINE AREA	14,827	SF

NO.	REVISION	DESCRIPTION
1	1	ISSUED FOR PERMIT
2	2	REVISION
3	3	REVISION
4	4	REVISION
5	5	REVISION
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7	7	REVISION
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39	39	REVISION
40	40	REVISION
41	41	REVISION
42	42	REVISION
43	43	REVISION
44	44	REVISION
45	45	REVISION
46	46	REVISION
47	47	REVISION
48	48	REVISION
49	49	REVISION
50	50	REVISION

ITEM	DESCRIPTION	QUANTITY	UNIT
1	TOTAL LOT AREA	72,620	SF
2	TOTAL PAVED AREA	14,827	SF
3	TOTAL IMPAVED AREA	57,793	SF
4	TOTAL CURB AREA	14,827	SF
5	TOTAL SIDEWALK AREA	14,827	SF
6	TOTAL DRIVEWAY AREA	14,827	SF
7	TOTAL GARAGE AREA	14,827	SF
8	TOTAL UTILITY AREA	14,827	SF
9	TOTAL FENCE AREA	14,827	SF
10	TOTAL SIGNAGE AREA	14,827	SF
11	TOTAL LIGHTING AREA	14,827	SF
12	TOTAL LANDSCAPE AREA	14,827	SF
13	TOTAL TREE AREA	14,827	SF
14	TOTAL BUSH AREA	14,827	SF
15	TOTAL GRASS AREA	14,827	SF
16	TOTAL SOIL AREA	14,827	SF
17	TOTAL WATER AREA	14,827	SF
18	TOTAL AIR AREA	14,827	SF
19	TOTAL FIRE AREA	14,827	SF
20	TOTAL EARTH AREA	14,827	SF
21	TOTAL ROCK AREA	14,827	SF
22	TOTAL SAND AREA	14,827	SF
23	TOTAL GRAVEL AREA	14,827	SF
24	TOTAL ASPHALT AREA	14,827	SF
25	TOTAL CONCRETE AREA	14,827	SF
26	TOTAL BRICK AREA	14,827	SF
27	TOTAL TILE AREA	14,827	SF
28	TOTAL STONE AREA	14,827	SF
29	TOTAL GLASS AREA	14,827	SF
30	TOTAL METAL AREA	14,827	SF
31	TOTAL WOOD AREA	14,827	SF
32	TOTAL PLASTIC AREA	14,827	SF
33	TOTAL RUBBER AREA	14,827	SF
34	TOTAL LEAD AREA	14,827	SF
35	TOTAL ZINC AREA	14,827	SF
36	TOTAL COPPER AREA	14,827	SF
37	TOTAL ALUMINUM AREA	14,827	SF
38	TOTAL STEEL AREA	14,827	SF
39	TOTAL BRASS AREA	14,827	SF
40	TOTAL SILVER AREA	14,827	SF
41	TOTAL GOLD AREA	14,827	SF
42	TOTAL IRON AREA	14,827	SF
43	TOTAL SODIUM AREA	14,827	SF
44	TOTAL POTASSIUM AREA	14,827	SF
45	TOTAL CALCIUM AREA	14,827	SF
46	TOTAL MAGNESIUM AREA	14,827	SF
47	TOTAL PHOSPHORUS AREA	14,827	SF
48	TOTAL SULFUR AREA	14,827	SF
49	TOTAL CHLORINE AREA	14,827	SF
50	TOTAL FLUORINE AREA	14,827	SF

NO.	REVISION	DESCRIPTION
1	1	ISSUED FOR PERMIT
2	2	REVISION
3	3	REVISION
4	4	REVISION
5	5	REVISION
6	6	REVISION
7	7	REVISION
8	8	REVISION
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41	41	REVISION
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45	45	REVISION
46	46	REVISION
47	47	REVISION
48	48	REVISION
49	49	REVISION
50	50	REVISION

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