

*(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**

**April 20, 2026  
7:00 p.m.**

Mayor Laughlin called the West Branch City Council regular meeting to order at 7:00 p.m.

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

City Staff present: City Clerk Alycia Friis, City Administrator Adam Kofoed, Finance Officer Heidi Van Auken, Police Chief Greg Hall, City Attorney Kevin Olsen, City Engineer Dave Schechinger.

Attending by Zoom: Library Director Jessie Shaffer

**APPROVE THE AGENDA**

Motion to Approve the Agenda made by Miller, second by Horihan. Motion carried on a voice vote.

**APPROVE CONSENT AGENDA**

Approve Minutes from the April 6, 2026 Special meeting.

Approve Minutes from the April 6, 2026 City Council meeting.

Approval of The Down Under Special Event Permit.

Approval of New Members to the West Branch Fire Department.

Approval of Bear Tracks 5K & 1 Mile Bear Attack 2026, Special Event Permit.

Approve Claims for April 20, 2026.

EXPENDITURES	4/14/2026	
AMAZON.COM	VARIOUS ITEMS - PD, P&R	574.16
BOOMERANG CORP	CEDAR JOHNSON RD PAY EST 9	14,512.13
CEDAR COUNTY COOP	FUEL - PW	1,025.86
CJ COOPER & ASSOCIATES	DOT DRUG TESTING - PW	150.00
IOWA STATE UNIVERSITY	MPI SUMMER REG - FRIIS	335.00
MEDIACOM	CABLE SERVICES	41.90
WERLING ABSTRACT COMPANY	CONTINUATION 8-31-22 TRACT 1&2	<u>2,550.00</u>
TOTAL		19,189.05

PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	4/10/2026	62,317.82
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PAID BETWEEN MEETINGS		
ALLIANT ENERGY	ALLIANT ENERGY	18,825.41
AMAZON.COM	VARIOUS ITEMS - LIBRARY	461.28
CEDAR COUNTY COOP	FUEL - FIRE	1,481.22
CEDAR COUNTY TRANSFER STATION	TRASH REMOVAL	20.00
CORRIDOR ENERGY COOP	STREET LIGHTS	352.74
CULLIGAN WATER	WATER SOFTENER SERVICE	31.49
HD SUPPLY	JANITORIAL SUPPLIES- FIRE/PD	79.80
IOWA ASSN. MUN. UTILITIES	QUARTERLY SAFETY TRAINING DUES	1,027.00
KANOPY	ON DEMAND VIDEO SERVICE	30.00
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	142.02
LRH HOLDINGS	TRASH & RECYCLING MARCH 2026	20,250.00
LYNCH'S EXCAVATING	MULTIPLE MAIN BREAK REPAIRS	15,018.35
LYNCH'S PLUMBING	CUBBY PUMP REPAIR - P&R	443.10
MCCANN LINDA	BOOKS - LIBRARY	50.00
MENARDS	SHOP SUPPLIES - PW	15.64
MOPPY MO'S	JANITORIAL SERV. - CITY, TH, P&R, FIRE, LIB	1,050.00
OLSON, KEVIN D	LEGAL SERVICES - APRIL 2026	1,595.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	77.34
PLUNKETT'S PEST CONTROL	PEST CONTROL - CUBBY PARK	488.88
PROTECT YOUTH SPORTS	BACKGROUND CHECKS - P&R	72.50
QUILL CORP	OFFICE SUPPLIES - LIBRARY & CITY	131.32
RELIANT FIRE APPARATUS	MIRROR SWITCH& SEAT BELT - FIRE	488.44
STATE HYGIENIC LAB	LAB ANALYSIS	1,154.00
USA BLUE BOOK	WATER PLANT SUPPLIES	1,363.91
VEENSTRA & KIMM	MULTIPLE PROJECTS	32,231.58
WEST BRANCH REPAIRS	REPLACE SEAT BELT - FIRE	160.00
WEX BANK	VEHICLE FUEL	1,455.74
SISCO	HEALTH CLAIMS 4-6-2026	402.30
SISCO	FLEX & HEALTH CLAIMS 4-13-2026	<u>424.96</u>
TOTAL		99,324.02

GRAND TOTAL EXPENDITURES		180,830.89
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FUND TOTALS		
001 GENERAL FUND	65,308.35	
022 CIVIC CENTER	821.28	
031 LIBRARY	6,119.28	
110 ROAD USE TAX	8,696.95	
112 TRUST AND AGENCY	11,721.79	
321 WIDENING WAPSI CREEK	13,556.25	
331 CEDAR JOHNSON RD RECONS	16,990.93	
332 W MAIN ST IMPROVE	11,676.00	
600 WATER FUND	30,594.06	
610 SEWER FUND	14,844.92	
740 STORM WATER UTILITY	<u>501.08</u>	
GRAND FUND TOTAL	180,830.89	

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

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

**PUBLIC HEARING / NON-CONSENT AGENDA**

Public Hearing – Regarding Adoption of the Final Proposed Budget for Fiscal Year 2027/ Move to Action.

Mayor Laughlin called the public hearing to order at 7:03 pm. With no questions or concerns, the public hearing was closed by Mayor Laughlin at 7:04 pm.

Public Hearing – Regarding the Plans and Specifications, Proposed Form of Contract and Estimate of Cost for West Main Street Overlay, City of West Branch, Iowa./ Move to Action.

Mayor Laughlin called the public hearing to order at 7:04 pm. With no questions or concerns, the public hearing was closed by Mayor Laughlin at 7:05 pm.

Third 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.

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 20<sup>th</sup> of April, 2026.

First reading: March 16, 2026

Second reading: April 6, 2026

Third Reading: April 20, 2026

Motion by Dean, second by Noel to approve the Final Reading and Adoption of Ordinance 836. AYES: Dean, Noel, Horihan, Sexton, Miller. NAYS: None. Motion carried.

Second Reading and Waiving of the Third Reading of Ordinance 834 Amendment to Chapter 25 Historic Preservation Commission./ Move to Action. **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 20<sup>th</sup> day of April, 2026.**

1 <sup>st</sup> Reading:	April 6, 2026
2 <sup>nd</sup> & 3 <sup>rd</sup> Reading:	Waive – April 20, 2026
Adoption:	April 20, 2026

Motion by Dean, second by Miller to approve the Second Reading of Ordinance 834. AYES: Dean, Miller, Noel, Horihan, Sexton. Motion by Miller, second by Noel to waive the Third Reading and Adoption of Ordinance 834. AYES: Miller, Noel, Horihan, Sexton, Dean. NAYS: None. Motion carried.

**Second Reading and Waiving of the Third Reading of Ordinance 835 Amendment to Chapter 25 Historic Preservation Commission./ Move to Action.**

**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.

Variances 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 20<sup>th</sup> day of April, 2026.**

1 <sup>st</sup> Reading:	April 6, 2026
2 <sup>nd</sup> & 3 <sup>rd</sup> Reading:	Waive – April 20, 2026
Adoption:	April 20, 2026

Motion by Dean, second by Noel to approve the Second Reading of Ordinance 835. AYES: Dean, Noel, Miller, Horihan, Sexton. Motion by Miller, second by Sexton to waive the Third Reading and Adoption of Ordinance 835. AYES: Miller, Sexton, Horihan, Dean, Noel. NAYS: None. Motion carried.

Second Reading of Ordinance 838 Amendment to Chapter 165, Section 11, Zoning Regulations. / Move to Action.

Motion by Dean, second by Miller to approve the Second Reading of Ordinance 838. AYES: Dean, Miller, Sexton, Horihan, Noel. NAYS: None. Motion carried.

Second Reading and Waiving of the Third Reading of Ordinance 839 Amendment to Chapter 165, Section 51, Zoning Regulations./ Move to Action. **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 an 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, adopted and approved this 20<sup>th</sup> day of April, 2026.**

1<sup>st</sup> Reading: April 6, 2026  
2<sup>nd</sup> & 3<sup>rd</sup> Reading: Waive – April 20, 2026  
Adoption: April 20, 2026

Motion by Dean, second by Sexton to approve the Second Reading of Ordinance 839. AYES: Dean, Sexton, Miller, Noel, Horihan. Motion by Miller, second by Horihan to waive the Third Reading and Adoption of Ordinance 839. AYES: Miller, Horihan, Noel, Dean, Sexton. NAYS: None. Motion carried.

**Second Reading and Waiving of the Third Reading of Ordinance 837 Amendment to Chapter 17, Section 4, City Council./ Move to Action.** **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, adopted and approved this 20<sup>th</sup> day of April, 2026.**

1<sup>st</sup> Reading: April 6, 2026  
2<sup>nd</sup> & 3<sup>rd</sup> Reading: Waive – April 20, 2026  
Adoption: April 20, 2026

Motion by Miller, second by Dean to approve the Second Reading of Ordinance 837. AYES: Miller, Dean, Noel, Horihan, Sexton. Motion by Miller, second by Noel to waive the Third Reading and Adoption of Ordinance 837. AYES: Miller, Noel, Sexton, Horihan, Dean. NAYS: None. Motion carried.

Resolution 2026-34 Approving Pay Estimate Number 3 in the amount of \$341,878.81 to Peterson Contractors, Inc. for the Channel Widening Flood Improvements Project./ Move to Action.

Motion by Sexton, second by Miller to approve Resolution 2026-34. AYES: Sexton, Miller, Noel, Dean, Horihan. NAYS: None. Motion carried.

Resolution 2026-35 Approving the General Agreement between the US Department of the Interior National Park Service and the City of West Branch, Iowa regarding Law Enforcement Assistance./ Move to Action.

Motion by Miller, second by Noel to approve Resolution 2026-35. AYES: Miller, Noel, Horihan, Sexton, Dean. NAYS: None. Motion carried.

Resolution 2026-36 Approving the General Agreement between the US Department of the Interior National Park Service and the City of West Branch, Iowa regarding Fire/EMS Department Assistance./ Move to Action.

Motion by Noel, second by Dean to approve Resolution 2026-36. AYES: Noel, Dean, Miller, Sexton, Horihan. NAYS: None. Motion carried.

Resolution 2026-37 Adopting the Final Annual Budget for Fiscal Year 2027./ Move to Action.

Review of the FY27 General Budget and where the community property tax funds are going., along with the 10 areas that are a change or continuation from the previous budget.

Motion by Dean, second by Horihan to approve Resolution 2026-37. AYES: Dean, Horihan, Sexton, Noel, Miller. NAYS: None. Motion carried.

Resolution 2026-38 Setting the Time and Place for a Public Hearing for the Purpose of Soliciting Written and Oral Comments on the City's Proposed Fiscal Year 2026 Budget Amendment./ Move to Action.

Motion by Sexton, second by Miller to approve Resolution 2026-38. AYES: Sexton, Miller, Horihan, Noel, Dean. NAYS: None. Motion carried.

Resolution 2026-39 Approving a Website Services Agreement between Revize Software Systems and the City of West Branch, Iowa regarding website design, build and services./ Move to Action.

There was a discussion about the new requirements for government entity websites. By April 26, 2027, the City of West Branch must ensure that their website follows the WCAG 2.1 Level AA standards for website accessibility to people with disabilities. Currently the website does not meet those standards and will need to be upgraded. After researching 4 different proposals, city administration staff found the Revize product to be the highest ease of use for staff, while offering the needed upgrades to comply with regulation, provide the capability for fillable forms within the site for better efficiency for our residents and an ability to split the overall cost out over 5 years with no interest added to the payments.

Motion by Miller, second by Dean to approve Resolution 2026-39. AYES: Miller, Dean, Noel, Horihan, Sexton. NAYS: None. Motion carried.

#### **CITY ADMINISTRATOR REPORT**

Kofoed shared that the U of I students that have been working on the West Branch CIP, Housing, Historic Preservation, etc., would be presenting their final presentations on May 7<sup>th</sup>, here in West Branch. He also wanted to thank Matt Goodale, Heidi Van Auken and Jessi Simon for their continued support and work through this process.

#### **CITY ATTORNEY REPORT - None**

#### **CITY ENGINEER REPORT –**

The bidding for the West Main Street project will close on Thursday, April 30<sup>th</sup>. Boomerang will be here next week to complete the work on Cedar-Johnson Road, as the weather has pushed this work out. PCI has continued to work with the Wapsi Creek Widening project and has gotten a lot of work done with the top soil spreading, seeding and such.

#### **STAFF REPORTS- None**

#### **COMMENTS FROM MAYOR AND COUNCIL MEMBERS –**

The mayor and council offered their congratulations to Finance Officer Van Auken on obtaining her Certified Municipal Clerks license. Mayor Laughlin inquired about the time frame of getting the new door/lock system for Town Hall. This would allow a code to be created for renters to use to enter the building when they have booked a reservation there. It would allow the removal of the key system and renters having to ensure they have picked up a key ahead of time from City Hall. Kofoed to follow up with the company that has been selected to do this work to ensure that it is on track for installation asap. There was a question about when the chip and seal work through town and that Greenview Road would need to be one of the roads on the radar for this work.

#### **ADJOURNMENT**

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:41 p.m.

---

Roger Laughlin, Mayor

ATTEST:

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Alycia Friis, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> May 4, 2026
----------------------------------

<b>AGENDA ITEM:</b> Approve a Special Event Permit for “Summer Kickoff 2026”, sponsored by Main Street West Branch for June 13, 2026.
---

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

<b>DATE:</b> April 30, 2026
-----------------------------

### BACKGROUND:

Main Street West Branch is planning their annual “Summer Kickoff” event for June 13, 2026 that includes sidewalk sales, bike rodeo, bingo, vendors and a free community concert.

Main Street West Branch Executive Director, Jessi Simon is requesting the following:

- 1) Street Closure: 100 block of N. Downey Street on Saturday, June 13, 2026 beginning at 8:00 a.m. until 11:00 p.m. for bingo, beer sales and a street dance.
- 2) Special Exception of Chapter 45.02(2): allow beer sales and consumption on the 100 block of North Downey Street. (see Resolution 2025-44 to follow.)

Herb & Lou’s and The Down Under will be selling alcoholic beverages under a special event permit with the Iowa Alcohol Beverage Division (to be coming soon.)



### Special Event Permit Application

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

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

Exception to Chapter 45.02(2) is requested to allow beer sales and consumption in a specified section of public street for a community event on June 13, 2026. See formal request letter.

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

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

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

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

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

**FOR CITY OFFICE USE:**      **Approved by:** \_\_\_\_\_      **Date Approved:** \_\_\_\_\_

West Branch Administration \_\_\_\_\_ West Branch Fire Department \_\_\_\_\_ West Branch Police Department \_\_\_\_\_

West Branch Public Library \_\_\_\_\_ West Branch Public Works \_\_\_\_\_ West Branch Parks and Recreation \_\_\_\_\_

Other \_\_\_\_\_

Notes: \_\_\_\_\_



## Special Event Permit Application

Event Title/Name: Summer Kickoff

Event Organization: Main Street West Branch Phone: 3196437100

Organization Address: 127 W Main St City, State, Zip: West Branch, IA 52358

Event Website: mainstreetwestbranch.org/summer

Event Email: mainstreetwestbranch@gmail.com

Event Coordinator Name and Title: Jessi Simon, MSWB Executive Director

Event Coordinator Cell #: 319-530-2985

Event Coordinator Email: mainstreetwestbranch@gmail.com

Event Coordinator Address: 127 W Main St, WB

Description of Event: Community event to support economic vitality, recreation & entertainment

List Below Requested Location(s) -If the event will be held at Beranek Park, Town Hall, or Lions Field, a reservation will need to be made using the online Facility Reservation system, RecDesk, which is also located on the City of West Branch website. If there is a request to shut down a street, a traffic control plan including detour route drawing needs to be submitted and requires City Council approval.  
Downtown event from 10am-10pm. Closure of N. Downey Street block between Main & Green St from Noon to 10pm. Heritage Square reserved for vendors or MSWB use for "Downtown Discovery Passport" activity.

Event set up will begin: (date, day of the week and time)	Event will begin: (date, day of the week, and time)	Event will end: (date, day of the week, and time)	Removal and clean-up will be completed: (date, day of the week, and time)
Sat. June 13th, 8am	Sat. June 13th, 10am	Sat. June 13th, 10pm	Sat. June 13th, 11pm

Maximum Number of Attendees During Event: 500 Maximum Number of Vehicles: 50

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

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

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

Has all approval from non-city agencies (such as NPS, Johnson County, Cedar County, WBCSD) been granted?  
 Please list other agencies involved. Will partner with Wbfd, Lions Club and Track team on coordinated activity on the same day. Also Herbs & DU will license and sell the alcohol.

Traffic Control Plan (please attach diagram): See attached.



Public Notification Plan: Posters around town, social media, press release to paper, e-newsletter

Amplified Sound/Noise Plan: Will use amplified sound for Bingo caller from 5-7pm and live music 7-10pm in the designated "street social" area on North Downey St.

Site Plan/Race Course Map (please attach diagram): See attached.

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

Picnic tables, trash cans, recycling bins, snow fence + tall cones, street barricades, stage + steps, p  
Access to adequate power supply at the N. Downey stage (220 or 50 Amp acceptable).  
Signage for detours and parking restrictions related to street closure on N. Downey St.

Security Plan: Local police + MSWB leaders on site if issues arise

Restoration Plan: Will tear down and restore to normal for street to re-open by Midnight

Trash Management Plan: Request that downtown trash cans are emptied with local trash pick-up on Thursday to ensure they are usable for the event. Extra trash cans and bags requested for Saturday, we will e

Restroom Plan: Two port-o-johns will be placed on N. Downey Street for use in the "social street" area. Plus both Herbs and DU have public restrooms available the entire time.

Signs/Banner Plan: Banner displayed on Town Hall leading up to the event.

Insurance policy: Yes, POI coming soon.

Signature: Jessi Simon Date: \_\_\_\_\_

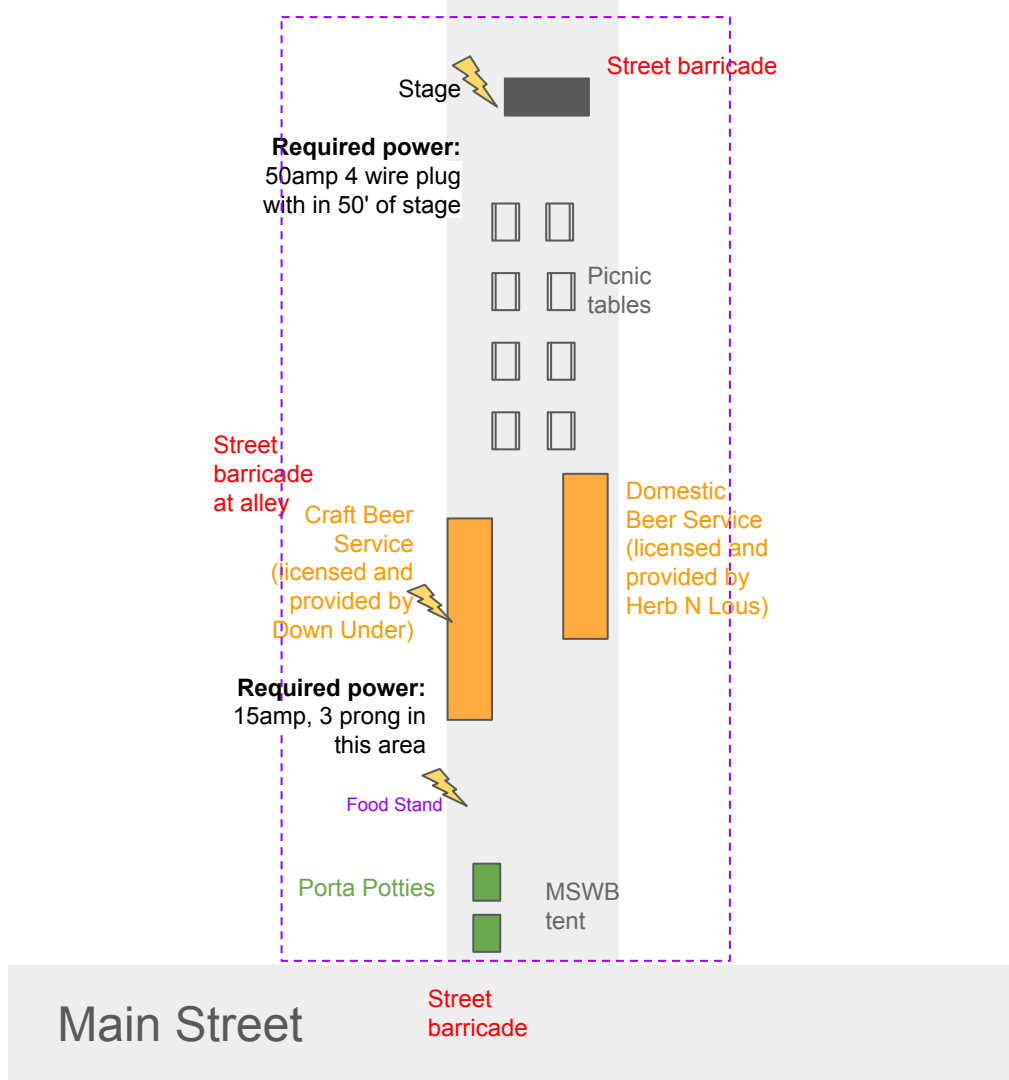
**\*\*\*By signing this form, you agree that the information shared on this application is complete and complies with all City Codes, Laws and Ordinances. The undersigned also agrees by execution of this form to save, defend and hold the City harmless from any and all claims based upon the activities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

**Return completed form to: West Branch City Office, PO Box 218 or 110 N. Poplar St., West Branch, IA 52358 or email to [cityclerk@westbranchiowa.org](mailto:cityclerk@westbranchiowa.org)**





**from the service, application and purchased item fees. These funds will be refunded or checks shredded following safe return of all items requested for deposit.\***



## Proposed Site Plan

Summer Kickoff

Outdoor Concert/Street Social

June 13, 2026

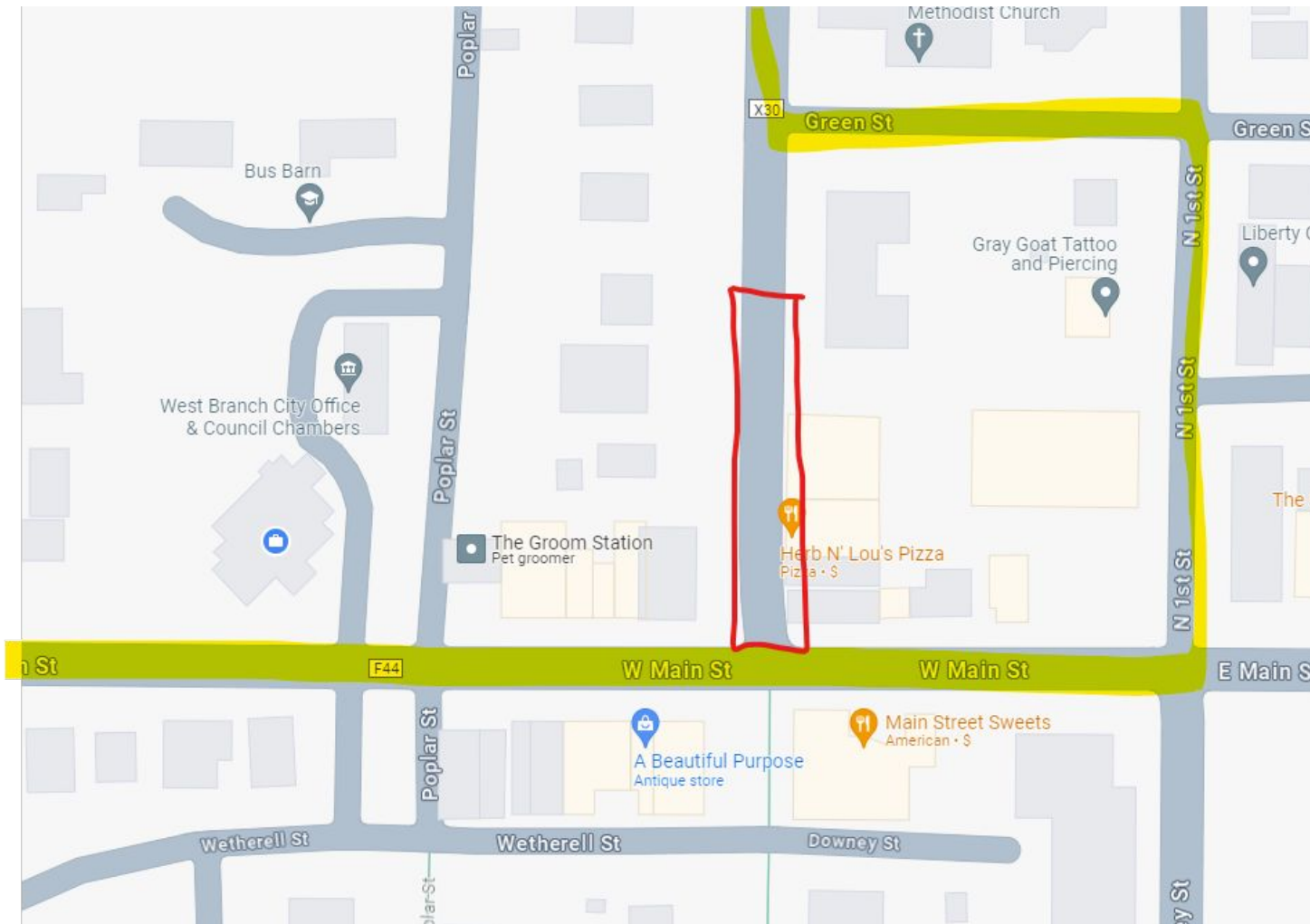
### Needed from City Staff:

- Confirmed access to working power (50amp, 4 wire plug within 50 feet of stage. And two 15 amp, 3 prong plug for DU area)
- Staging, Picnic Tables, Trash Cans & fencing dropped near the area on Friday (we will move to street area Sat)
- Street Barricades / detours
- Large pop-up tent for stage (same as used for HHTD)



# Port O Potty Location:





## Traffic Control Plan

Summer Kickoff  
Outdoor Concert/  
Street Social  
June 13, 2026

Red Box = Street  
closed, outdoor  
service area.

Traffic re-routed  
around the block as  
outlined in yellow.

# Summer Kickoff 2026

ACTIVITY	LOCATION	DATE	SET UP TIME	EVENT TIME	END TIME	CLEAN UP DONE:
Vendors	Heritage Square	Sat. 6/13/26	9:00 AM	10:00 AM	6:00 PM	7:00 PM
Street Closure for Street Social Area	N. Downey Street from Main Street to mid-block past Opera Block building (see map)	Sat. 6/13/26	Noon	4:00 PM	10:00 PM	Midnight
Community Bingo	"Street Social" area on N. Downey St.	Sat. 6/13/26	2:00 PM	4:00 PM	7:00 PM	8:00 PM
Live Music	"Street Social" area on N. Downey St.	Sat. 6/13/26	Noon	7:00 PM	10:00 PM	Midnight
<b><i>Other Summer Kickoff Activities happening</i></b>						
Downtown Discovery Passport	Main Street district (encourages people to eat, shop & explore)	Sat. 6/13/26	10:00 AM	10:00 AM	6:00 PM	6:00 PM
Raffle Ticket Sales	"Street Social" area on N. Downey St.	Sat. 6/13/26	n/a	4:00 PM	n/a	Midnight
Grand Opening of new business		Sat. 6/13/26		10:00 AM	6:00 PM	
Bike Rodeo	Hosted by Fire Station + Llons Club	Sat. 6/13/26	(seperate organization but cross promoted with SK)			
Bears Fun Run	Hosted by WBHS Track team	Sat. 6/13/26	(seperate organization but cross promoted with SK)			



April 23, 2026

West Branch City Council:

This letter formally requests a special exception of Chapter 45.02(2) of the West Branch Code of Ordinances to allow beer sales and consumption in a specified section of public street for a community event on June 13, 2026.

Main Street West Branch is planning to host our 5th annual "Summer Kickoff" event including the return of a free outdoor concert for the community to enjoy in addition to other activities designed to attract people to Eat, Shop & Explore in our historic Main Street district. The ultimate goal is to drive traffic to our local businesses, promote West Branch and provide an opportunity to make positive memories in our community. Full details and sketch of the event area can be found on our Special Event Permit request.

Main Street is prepared to execute all safety requirements related to this special exception including street barricades, fencing and signage to indicate the designated area. The liquor licenses will be carried by Herb N Lous and The Downunder, both of which are prepared to carry dramshop coverage and work together to handle alcohol sales during the concert. We will also encourage local eateries to host food stands or offer grab & go meals for attendees to enjoy during the show.

Thank you in advance for supporting our efforts to build community and support our local businesses.

Sincerely,

A handwritten signature in black ink that reads "Jessi Simon".

Jessi Simon  
Executive Director  
Main Street West Branch  
319-643-7100

A handwritten signature in black ink that reads "Stacy Waters".

Stacy Waters  
Board President



**Special Event Permit Application**

Event Title/Name: Farmer's Market

Event Organization: Farmer's Market Phone: 319 643 2044

Organization Address: \_\_\_\_\_ Tax ID #: N/A

City: West Branch State: IA

Event Website: \_\_\_\_\_ Event Email: None

Event Coordinator Name and Title: Marilyn Hanson

Event Coordinator Email: \_\_\_\_\_

Event Coordinator Cell Number: 319 643 2044

Event Coordinator Address: 110 Scott Drive State: IA Zip Code: 52358

City: \_\_\_\_\_

Description of Event: Farmer's Market at Heritage Sq

Requested Location(s) -All city facilities will also need to be reserved using the online Facility Reservation system. If there is a request to shut down a street, a traffic control plan including detour route drawing needs to be submitted and requires City Council approval.

Event set up will begin: (date, day of the week and time)	Event will begin: (date, day of the week, and time)	Event will end: (date, day of the week, and time)	Removal and clean-up will be completed: (date, day of the week, and time)
<u>2:30 pm</u>	<u>4:00 pm</u>	<u>6:00 pm</u>	<u>May 13 - Oct 13</u>

Maximum Number of Participants: 80 Maximum Number of Vehicles: 6 to 7 <sup>vendors</sup>

Will there be an admission fee? NO What is the admission fee? \_\_\_\_\_

Will food be sold? Yes Organizers are responsible for making sure vendors have secured the appropriate permits.

Will alcohol be permitted or sold? NO Organizers are responsible for insuring all permits have been obtained and all laws and regulations are followed.

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



Please list other agencies involved. \_\_\_\_\_

Traffic Control Plan (please attach diagram): \_\_\_\_\_

\_\_\_\_\_



Public Notification Plan: Facebook + Statewide Sites

Amplified Sound/Noise Plan: NO music

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

Security Plan: N/A

Restoration Plan: \_\_\_\_\_

Trash Management Plan: Very little trash

Restroom Plan: none

Signs/Banner Plan: Gazebo morning of to 5:30pm Yard Signs

Insurance policy: NO

Signature: Marilyn Hanson Date: April 15, 2026

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

**Return completed form to: West Branch City Office, PO Box 218 or 110 N. Poplar St., West Branch, IA 52358 or email to [cityclerk@westbranchiowa.org](mailto:cityclerk@westbranchiowa.org)**



### Special Event Permit Application

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

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

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

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

\*\*\*\*\*

**FOR CITY OFFICE USE:**

Approved by \_\_\_\_\_ Date of Approval \_\_\_\_\_

West Branch Administration \_\_\_\_\_ West Branch Fire Department \_\_\_\_\_ West Branch Police Department \_\_\_\_\_

West Branch Public Library \_\_\_\_\_ West Branch Public Works \_\_\_\_\_ West Branch Parks and Recreation \_\_\_\_\_

Other \_\_\_\_\_

Notes: \_\_\_\_\_



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> May 4, 2026
----------------------------------

<b>AGENDA ITEM:</b> Appointments to the Library Board.
--

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

<b>DATE:</b> April 30, 2026
-----------------------------

### BACKGROUND/ SUMMARY:

The following residents have applied for and been accepted as members of the Library Board:

Amanda Frauenholz and Faye Goodspeed to replace various Library Board members that have expiring terms on June 30, 2026.

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> May 4, 2026
----------------------------------

<b>AGENDA ITEM:</b> Claims for May 4, 2026
--

<b>PREPARED BY:</b> Jessica Brown, Deputy City Clerk
--

<b>DATE:</b> May 4, 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****5/4/2026**

ACTION SEWER & SEPTIC	TELEVISE & CLEAN LINE	2,130.10
BROWN, JESSICA	IMFOA MILEAGE REIMBUSE-BROWN	194.30
FRIIS, ALYCIA	MILEAGE TO TRAINING- FRIIS	119.34
GOERDT INSPECTION	BLDG INSPECTIONS	1,596.00
HAWKINS	CHEMICALS	2,760.22
HD SUPPLY	HAND SOAP- TH	44.70
IOWA ONE CALL	UTILITY LOCATION SERVICE	45.90
JOHN DEERE FINANCIAL	SHOP SUPPLIES & CLOTHING - PW	469.04
JOHNSON CO SHERIFF'S OFFICE	CELL PHONE EXTRACTOR-POLICE	175.00
KIMS CUSTOM PAINTING	BEG. WATER COLOR CLASS-P&R	225.00
KOFOED, ADAM	TRAVEL REIMBURSE-KOFOED	52.20
MENARDS	CLEANING SUPPLIES - PW	128.25
MISCELLANEOUS VENDOR	NICOLE OLMSTEAD:REFUND P&R	50.00
RACOM CORPORATION	TRUCK RADIO - PD	420.00
REVIZE	WEBSITE BUILD DEPOSIT	2,000.00
SCOTT ALLEN STUELAND	CEMETERY STUMP GRINDING	6,580.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	265.62
STERICYCLE	SHREDDING SERVICES	98.61
TRUGREEN PROCESSING CENTER	LAWN TREATMENT - P&R	35.00
WEST BRANCH ANIMAL CLINIC	ANIMAL CONTROL-AT LARGE DOG	66.00

**TOTAL****17,455.28****PAYROLL-WAGES, TAXES,  
EMPLOYEE BENEFITS****4/24/2026****70,740.99****PAID BETWEEN MEETINGS**

ALTORFER	SKIDLOADER REPAIR - PW	360.86
AMAZON.COM	MULTIPLE VARIOUS ITEMS- LIBRARY	907.08
E O JOHNSON BUSINESS TECHN	COPIER MAINTENANCE - LIB	250.23
PETERSON CONTRACTORS	WAPSI CREEK WIDE PAY EST 3	341,878.81
PLASTIC RECYCLING OF IOWA	P.B TRASH CANS - P&R	2,337.75
PLUNKETT'S PEST CONTROL	PEST CONTROL - TOWN HALL, CITY	114.54
SPECTRUM PAINT COMPANY	STREET PAINT - PW	4,595.40
STRYKER SALES CORP	REPLACEMENT BATTERIES-PD	1,030.50
TRUGREEN PROCESSING CENTER	LIONS LAWN CARE - P&R	195.00
UNIVERSITY OF IOWA HEALTH	DRUG TESTING - PW	243.00
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	4,153.09
VERIZON WIRELESS	VERIZON WIRELESS	424.61
WEST BRANCH TIMES	LEGAL PUBLICATIONS & FIRE JOB	835.60
METLIFE	INSURANCE PREMIUM	2,468.44
SISCO	INSURANCE PREMIUM	17,336.43
SISCO	HEALTH CLAIMS 4-20-2026	3,439.43
SISCO	HEALTH CLAIMS 4-27-2026	407.72

<b>TOTAL</b>	<b>380,978.49</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>469,174.76</b>
<b>FUND TOTALS</b>	
001 GENERAL FUND	47,174.29
022 CIVIC CENTER	101.97
031 LIBRARY	6,224.47
110 ROAD USE TAX	11,067.04
112 TRUST AND AGENCY	34,946.94
321 WIDENING WAPSI CREEK	341,878.81
600 WATER FUND	14,487.17
610 SEWER FUND	12,580.64
740 STORM WATER UTILITY	713.43
<b>GRAND FUND TOTAL</b>	<b>469,174.76</b>

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	RACOM CORPORATION JOHNSON CO SHERIFF'S OFFICE	TRUCK RADIO - PD	420.00
			CELL PHONE EXTRACTOR-POLIC	175.00
			TOTAL:	595.00
BUILDING INSPECTIONS	GENERAL FUND	GOERDT INSPECTION & CONSULTATION SERVI	BLDG INSPECTIONS	1,596.00
			TOTAL:	1,596.00
ANIMAL CONTROL	GENERAL FUND	WEST BRANCH ANIMAL CLINIC LLC	ANIMAL CONTROL-AT LARGE DO	66.00
			TOTAL:	66.00
PARK & RECREATION	GENERAL FUND	TRUGREEN PROCESSING CENTER MISCELLANEOUS V NICOLE OLMSTEAD KIMS CUSTOM PAINTING	LAWN TREATMENT - P&R	35.00
			NICOLE OLMSTEAD:REFUND P&R	50.00
			BEG. WATER COLOR CLASS-P&	225.00
			TOTAL:	310.00
CEMETERY	GENERAL FUND	SCOTT ALLEN STUELAND	CEMETERY STUMP GRINDING	6,580.00
			TOTAL:	6,580.00
CLERK & TREASURER	GENERAL FUND	KOFOED, ADAM STERICYCLE, INC. BROWN, JESSICA FRIIS, ALYCIA  REVIZE LLC	TRAVEL REIMBURSE-KOFOED	52.20
			SHREDDING SERVICES	98.61
			IMFOA MILEAGE REIMBUSE-BRO	194.30
			MILEAGE TO CORALVILLE TRAI	19.00
			MILEAGE TO MT. PLEASANT TR	100.34
			WEBSITE BUILD DEPOSIT	2,000.00
			TOTAL:	2,464.45
TOWN HALL	CIVIC CENTER	HD SUPPLY, INC.	HAND SOAP- TH	44.70
			TOTAL:	44.70
WATER OPERATING	WATER FUND	HAWKINS INC. MENARDS JOHN DEERE FINANCIAL	CHEMICALS	2,760.22
			CLEANING SUPPLIES - PW	128.25
			CLOTHING - PW	194.95
			SHOP SUPPLIES - PW	274.09
			TOTAL:	3,357.51
SEWER OPERATING	SEWER FUND	IOWA ONE CALL ACTION SEWER & SEPTIC SERVICES INC. STATE INDUSTRIAL PRODUCTS	UTILITY LOCATION SERVICE	45.90
			TELEWISE & CLEAN LINE	2,130.10
			CHEMICALS	265.62
			TOTAL:	2,441.62

DEPARTMENT                      FUND                      VENDOR NAME                      DESCRIPTION                      AMOUNT

---

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

001	GENERAL FUND			11,611.45
022	CIVIC CENTER			44.70
600	WATER FUND			3,357.51
610	SEWER FUND			2,441.62
-----				
	GRAND TOTAL:			17,455.28
-----				

TOTAL PAGES: 2

**NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET**

City of WEST BRANCH  
Fiscal Year July 1, 2025 - June 30, 2026

The City of WEST BRANCH will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2026

**Meeting Date/Time:** 5/4/2026 07:00 PM

**Contact:** Heidi Van Auken

**Phone:** (319) 643-5888

**Meeting Location:** Council Chambers at City Office  
110 N. Poplar Street  
West Branch, IA 52358

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing. Budget amendments are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-gov-appeals>.

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	2,601,043	0	2,601,043
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	2,601,043	0	2,601,043
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	644,630	0	644,630
Other City Taxes	6	437,569	0	437,569
Licenses & Permits	7	65,000	0	65,000
Use of Money & Property	8	30,800	0	30,800
Intergovernmental	9	1,364,086	0	1,364,086
Charges for Service	10	2,558,313	0	2,558,313
Special Assessments	11	0	0	0
Miscellaneous	12	21,400	0	21,400
Other Financing Sources	13	5,285,755	0	5,285,755
Transfers In	14	2,052,795	0	2,052,795
<b>Total Revenues &amp; Other Sources</b>	<b>15</b>	<b>15,061,391</b>	<b>0</b>	<b>15,061,391</b>
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>				
Public Safety	16	1,322,583	17,584	1,340,167
Public Works	17	869,732	0	869,732
Health and Social Services	18	0	0	0
Culture and Recreation	19	837,862	8,580	846,442
Community and Economic Development	20	307,279	55,000	362,279
General Government	21	360,338	7,000	367,338
Debt Service	22	789,653	152,000	941,653
Capital Projects	23	5,114,827	0	5,114,827
Total Government Activities Expenditures	24	9,602,274	240,164	9,842,438
Business Type/Enterprise	25	3,068,755	70,000	3,138,755
<b>Total Gov Activities &amp; Business Expenditures</b>	<b>26</b>	<b>12,671,029</b>	<b>310,164</b>	<b>12,981,193</b>
Transfers Out	27	2,052,795	0	2,052,795
<b>Total Expenditures/Transfers Out</b>	<b>28</b>	<b>14,723,824</b>	<b>310,164</b>	<b>15,033,988</b>
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out</b>	<b>29</b>	<b>337,567</b>	<b>-310,164</b>	<b>27,403</b>
Beginning Fund Balance July 1, 2025	30	6,560,222	0	6,560,222
<b>Ending Fund Balance June 30, 2026</b>	<b>31</b>	<b>6,897,789</b>	<b>-310,164</b>	<b>6,587,625</b>

**Explanation of Changes:** Amending expenses for Library (grant); Economic Development (right of way purchase, CAT grant for Hoover Foundation, P&Z engineering costs); Debt Service (2025 bond debt payment); Water (water meters, water main breaks, utility services, WET tax); and Trust & Agency.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> May 4, 2026
----------------------------------

<b>AGENDA ITEM:</b> <b>Third Reading of Ordinance 838</b> Amendment to Chapter 165 Section 11 of the Zoning Regulations./ Move to Action.
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> April 28, 2026
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### SUMMARY:

The Planning and Zoning Commission are recommending by a 6-0 vote for council to make the below change 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.

## ORDINANCE NO. 838

### AN ORDINANCE AMENDING CHAPTER 165 – ZONING REGULATIONS

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> May 4, 2026
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<b>AGENDA ITEM:</b> Resolution 2026-40 Authorizing an Amendment for FY26 Budget
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<b>PREPARED BY:</b> Heidi Van Auken
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<b>DATE:</b> April 30, 2026
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### SUMMARY:

Per Iowa Code 384.18 a budget will have to be amended if there is to be any increase in the total for any one of the 8 major classes of expenditures listed on the adopted budget summary. Budget amendments are subject to protest.

For this first amendment for the FY26 Budget, we will be amending expenditures for Police, Library, Economic Development, Planning and Zoning, Clerk and Treasurer, Debt Service, and Water. The detail of the amendment will be discussed during the presentation.

**RESOLUTION 2026-40**

**A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE  
FISCAL YEAR ENDING JUNE 30, 2026**

FY26 Budget Amendment – See State Form

**PASSED, APPROVED, AND ADOPTED this 4<sup>th</sup> day of May, 2026.**

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Roger Laughlin, Mayor

ATTEST:

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Alycia Friis, City Clerk

**NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET**

City of WEST BRANCH  
Fiscal Year July 1, 2025 - June 30, 2026

The City of WEST BRANCH will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2026

**Meeting Date/Time:** 5/4/2026 07:00 PM

**Contact:** Heidi Van Auken

**Phone:** (319) 643-5888

**Meeting Location:** Council Chambers at City Office  
110 N. Poplar Street  
West Branch, IA 52358

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing. Budget amendments are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-gov-appeals>.

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	2,601,043	0	2,601,043
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	2,601,043	0	2,601,043
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	644,630	0	644,630
Other City Taxes	6	437,569	0	437,569
Licenses & Permits	7	65,000	0	65,000
Use of Money & Property	8	30,800	0	30,800
Intergovernmental	9	1,364,086	0	1,364,086
Charges for Service	10	2,558,313	0	2,558,313
Special Assessments	11	0	0	0
Miscellaneous	12	21,400	0	21,400
Other Financing Sources	13	5,285,755	0	5,285,755
Transfers In	14	2,052,795	0	2,052,795
<b>Total Revenues &amp; Other Sources</b>	<b>15</b>	<b>15,061,391</b>	<b>0</b>	<b>15,061,391</b>
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>				
Public Safety	16	1,322,583	17,584	1,340,167
Public Works	17	869,732	0	869,732
Health and Social Services	18	0	0	0
Culture and Recreation	19	837,862	8,580	846,442
Community and Economic Development	20	307,279	55,000	362,279
General Government	21	360,338	7,000	367,338
Debt Service	22	789,653	152,000	941,653
Capital Projects	23	5,114,827	0	5,114,827
Total Government Activities Expenditures	24	9,602,274	240,164	9,842,438
Business Type/Enterprise	25	3,068,755	70,000	3,138,755
<b>Total Gov Activities &amp; Business Expenditures</b>	<b>26</b>	<b>12,671,029</b>	<b>310,164</b>	<b>12,981,193</b>
Transfers Out	27	2,052,795	0	2,052,795
<b>Total Expenditures/Transfers Out</b>	<b>28</b>	<b>14,723,824</b>	<b>310,164</b>	<b>15,033,988</b>
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out</b>	<b>29</b>	<b>337,567</b>	<b>-310,164</b>	<b>27,403</b>
Beginning Fund Balance July 1, 2025	30	6,560,222	0	6,560,222
<b>Ending Fund Balance June 30, 2026</b>	<b>31</b>	<b>6,897,789</b>	<b>-310,164</b>	<b>6,587,625</b>

**Explanation of Changes:** Amending expenses for Library (grant); Economic Development (right of way purchase, CAT grant for Hoover Foundation, P&Z engineering costs); Debt Service (2025 bond debt payment); Water (water meters, water main breaks, utility services, WET tax); and Trust & Agency.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> May 4, 2026
----------------------------------

<b>AGENDA ITEM:</b> Resolution 2026-41 - Approving the annual renewal rates with MetLife for Basic Life, AD&D, Short Term disability, Long Term disability, Dental and Vision insurance.
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<b>PREPARED BY:</b> Alycia Friis, City Clerk
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<b>DATE:</b> April 28, 2026
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### SUMMARY:

Below are the monthly premiums for the following coverages with MetLife for FY26 (July 1, 2026 thru June 30, 2027):

Basic Life Insurance:	\$0.164 per \$1000 of coverage (5.13% increase)
Basic AD&D:	\$0.028 per \$1000 of coverage (0% increase)
Short Term Disability:	\$0.231 (0% increase)
Long Term Disability:	\$0.350 (10% decrease)

Dental – Employee only	\$50.49 (15.01% increase)
Family	\$145.54 (15% increase)

Vision – 0% increase for all coverage levels

The City pays 100% of the premiums for the following employee benefits:

- Life & AD&D (\$50,000 of coverage)
- Short Term Disability
- Long Term Disability
- Dental (single coverage)

Employees pay 10% for the cost of family dental coverage and 100% for vision.

**RESOLUTION 2026-41**

**RESOLUTION APPROVING THE ANNUAL RENEWAL RATES WITH METLIFE FOR BASIC LIFE, AD&D, SHORT TERM DISABILITY, LONG TERM DISABILITY, DENTAL AND VISION INSURANCE.**

**WHEREAS**, the City of West Branch, Iowa received insurance renewal rates from the MetLife for basic life, AD&D, short term disability, long term disability, dental and vision insurance (See Exhibit A); and

**WHEREAS**, after reviewing the insurance renewal rates and deemed acceptable, the City Council has decided to accept the renewal rates effective July 1, 2026; and

**NOW, THEREFORE BE IT RESOLVED**, by the Council of the City of West Branch, Iowa, that the insurance renewal with MetLife is hereby approved.

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

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

ATTEST:

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

		Lives / Volume	Current Rates	Current Annual Premium	Adjusted Rate	Annual Premium	Rate Action
<b>Dental:</b>	EE Only	6	\$43.90	\$3,160.80	\$50.49	\$3,635.28	15.01%
	EE + Family	9	\$126.56	\$13,668.48	\$145.54	\$15,718.32	15.00%

<b>Vision:</b>	EE Only	2	\$8.87	\$212.88	\$8.87	\$212.88	0.00%
	EE + Spouse	2	\$17.79	\$426.96	\$17.79	\$426.96	0.00%
	EE + Child(ren)	1	\$15.06	\$180.72	\$15.06	\$180.72	0.00%
	EE + Family	4	\$24.84	\$1,192.32	\$24.84	\$1,192.32	0.00%

<b>Basic Life:</b>		\$800,000.00	\$0.156	\$1,497.60	\$0.164	\$1,574.40	5.13%
<b>AD&amp;D:</b>		\$800,000.00	\$0.028	\$268.80	\$0.028	\$268.80	0.00%

<b>LTD:</b>		\$94,018.550	\$0.389	\$4,388.79	\$0.350	\$3,949.91	-10.00%
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<b>STD:</b>		\$12,699.530	\$0.231	\$3,520.31	\$0.231	\$3,520.31	0.00%
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<b>TOTAL:</b>				<b>\$28,517.66</b>		<b>\$30,679.90</b>	<b>7.58%</b>
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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> May 4, 2026
----------------------------------

<b>AGENDA ITEM:</b> <b>Resolution 2026-42</b> - Approving the annual renewal rates with Wellmark Blue Cross Blue Shield through the Iowa Community Trust for health insurance.
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<b>PREPARED BY:</b> Alycia Friis, City Clerk
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<b>DATE:</b> April 28, 2026
-----------------------------

### SUMMARY:

Employee health benefits are covered by Wellmark, through the Iowa Community Trust.

The Wellmark premiums for Fiscal Year 2027 will increase 7.7% over last year.

**RESOLUTION 2026-42**

**RESOLUTION APPROVING THE ANNUAL RENEWAL RATES WITH  
WELLMARK BLUE CROSS BLUE SHIELD THROUGH THE IOWA  
COMMUNITY TRUST FOR HEALTH INSURANCE.**

**WHEREAS**, the City of West Branch, Iowa received insurance renewal rates from the Wellmark Blue Cross Blue Shield through the Iowa Community Trust for health insurance (See Exhibit A); and

**WHEREAS**, after reviewing the insurance renewal rates and deemed acceptable, the City Council has decided to accept the renewal rates effective July 1, 2026; and

**NOW, THEREFORE BE IT RESOLVED**, by the Council of the City of West Branch, Iowa, that the insurance renewal with Wellmark Blue Cross Blue Shield through the Iowa Community Trust is hereby approved.

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

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

ATTEST:

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



Wellmark Blue Cross and Blue Shield is an Independent Licensee of the Blue Cross and Blue Shield Association.

**City of West Branch**  
 Account Key: 00057353  
 Grp/Billing Unit: 56719-0800

Fully Insured Trust Options - Net of Consultant Fees  
 Rating Period: 07/01/2026 - 06/30/2027

**Iowa Community Trust**

**Enrollment**

Single	Family
6	6

**Renewal Benefits and Rates**

	Plan	Health OBS	Drug OBS	E/NE	Health Ded	Health Coins	Health OPM	Health Copay	Drug Copay	Single	Family	Monthly Premium
<input type="checkbox"/>	1	216175-244	216176-213	E	\$7,900 / \$15,800	0% / 40%	\$7,900 / \$15,800	\$25	\$10 / \$20 / \$20 / \$85	\$730.33	\$1,825.81	\$15,337
<input type="checkbox"/>	2	216175-245	216176-214	E	\$3,400 / \$5,200	0%	\$3,400 / \$5,200	-	0% - HDHP	\$836.59	\$2,091.49	\$17,568
<input type="checkbox"/>	3	216175-246	216176-215	E	\$2,600 / \$5,200	30% / 40%	\$5,000 / \$10,000	\$10	\$0 / \$15 / \$30 / \$85	\$881.43	\$2,203.57	\$18,510
<input type="checkbox"/>	4	216175-247	216176-216	E	\$2,600 / \$5,200	30% / 40%	\$5,000 / \$10,000	\$15	\$0 / \$15 / \$30 / \$85	\$877.65	\$2,194.11	\$18,431
<input type="checkbox"/>	5	427210-1	216176-217	E	\$6,000 / \$12,000	30% / 40%	\$8,500 / \$17,000	\$20	\$10 / \$25 / \$40 / \$85	\$722.37	\$1,805.91	\$15,170
<input type="checkbox"/>	6	216175-249	216176-218	E	\$2,600 / \$5,200	30% / 40%	\$5,000 / \$10,000	\$15	\$10 / \$25 / \$40 / \$85	\$815.41	\$2,038.51	\$17,124
<input type="checkbox"/>	7	216175-250	216176-219	E	\$5,000 / \$10,000	30% / 40%	\$6,500 / \$13,000	\$20	\$10 / \$25 / \$40 / \$85	\$746.74	\$1,866.86	\$15,682
<input type="checkbox"/>	8	216175-251	216176-220	E	\$5,000 / \$10,000	30% / 40%	\$6,500 / \$13,000	\$25	\$10 / \$25 / \$40 / \$85	\$743.26	\$1,858.16	\$15,609
<input type="checkbox"/>	9	216175-252	216176-221	E	\$5,000 / \$10,000	30% / 40%	\$6,450 / \$12,900	-	30% - HDHP	\$636.74	\$1,591.84	\$13,371
<input type="checkbox"/>	11	216175-254	216176-223	E	\$6,000 / \$12,000	30% / 40%	\$8,500 / \$17,000	\$20	\$10 / \$25 / \$40 / \$85	\$722.15	\$1,805.39	\$15,165
<input type="checkbox"/>	12	216175-255	216176-224	E	\$6,000 / \$12,000	30% / 40%	\$8,500 / \$17,000	\$25	\$10 / \$25 / \$40 / \$85	\$718.63	\$1,796.57	\$15,091
<input type="checkbox"/>	13	423637-1	216176-225	E	\$6,000 / \$12,000	30% / 40%	\$7,050 / \$14,100	-	30% - HDHP	\$619.41	\$1,548.53	\$13,008
<input type="checkbox"/>	15	423639-1	216176-226	E	\$2,600 / \$5,200	30%	\$5,000 / \$10,000	\$15	\$10 / \$25 / \$40 / \$85	\$773.56	\$1,933.90	\$16,245
<input type="checkbox"/>	16	423643-1	216176-227	E	\$5,000 / \$10,000	30%	\$6,500 / \$13,000	\$20	\$10 / \$25 / \$40 / \$85	\$669.75	\$1,674.39	\$14,065
<input type="checkbox"/>	17	423646-1	216176-228	E	\$6,000 / \$12,000	30%	\$8,500 / \$17,000	\$20	\$10 / \$25 / \$40 / \$85	\$648.13	\$1,620.33	\$13,611
<input type="checkbox"/>	19	423648-1	216176-229	N	\$2,600 / \$5,200	30% / 40%	\$5,200 / \$6,850	-	30% - HDHP	\$760.38	\$1,900.94	\$15,968
<input type="checkbox"/>	20	423650-1	216176-230	E	\$6,000 / \$12,000	30% / 40%	\$8,500 / \$17,000	\$20	\$10 / \$25 / \$40 / \$85	\$658.82	\$1,647.04	\$13,835
<input checked="" type="checkbox"/>	21	423652-1	216176-231	E	\$5,000 / \$10,000	30%/40%	\$6,500 / \$13,000	\$10	\$10 / \$25 / \$40 / \$85	\$753.35	\$1,883.37	\$15,820
<input type="checkbox"/>	22	423637-2	216176-232	E	\$6,000 / \$12,000	30% / 40%	\$8,000 / \$14,100	-	30% - HDHP	\$604.16	\$1,510.40	\$12,687

All rates shown are net of consultant fees.

Column "E/NE" identifies if the noted plan benefits are embedded or non-embedded.

The Premium quoted includes the Health Insurer Fee (HIF).

Wellmark Blue Cross and Blue Shield reserves the right to re-evaluate rates if overall trust enrollment fluctuates more than 10% from the enrollment assumptions.

Wellmark is not providing any legal or professional advise with regard to compliance of any federal or state law, regulations, or guidance. Law, regulations and guidance on specific provisions has been and will continue to be provided by the appropriate federal and state agencies and regulators. The information provided reflects Wellmark's understanding of the most current information and is subject to change without further notice. Please note that plan benefits, rates, renewal rate adjustments, and rating impact calculations are subject to change and may be revised during a plan's rating period based on guidance and regulations issued by the appropriate federal and state agencies and regulators. Wellmark makes no representation as to the impact of plan changes on a plan's grandfathered status or interpretation or implementation of any other provisions of law or regulation.

Wellmark will not determine whether coverage is discriminatory or otherwise in violation of Internal Revenue Code Section 105(h). Wellmark also will not provide any testing for compliance with Internal Revenue Code Section 105(h). Wellmark will not be held liable for any penalties or other losses resulting from any employer offering coverage in violation of section 105(h). Wellmark will not determine whether any change in an Employer Administered Funding Arrangement affects a health plan's grandfathered health plan status under ACA or otherwise complies with ACA. Wellmark will not be held liable for any penalties or other losses resulting from any Employer Administered Funding Arrangement. For purposes of this paragraph, an "Employer Administered Funding Arrangement" is an arrangement administered by an employer in which the employer contributes toward the member's share of benefit costs (such as the member's deductible, coinsurance, or copayments) in the absence of which the member would be financially responsible. An Employer Administrative Funding Arrangement does not include the employer's contribution to health insurance premiums or rates.

Employer Signature: _____	Date: _____
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Wellmark Blue Cross and Blue Shield is an Independent Licensee of the Blue Cross and Blue Shield Association.

**City of West Branch**

Account Key: 00057353  
Grp/Billing Unit: 56719-0800

Fully Insured Trust Options - Includes Consultant Fees

Rating Period: 07/01/2026 - 06/30/2027

**Iowa Community Trust**

**Enrollment**

Single	Family
6	6

**Renewal Benefits and Rates**

	Plan	Health OBS	Drug OBS	E/NE	Health Ded	Health Coins	Health OPM	Health Copay	Drug Copay	Single	Family	Monthly Premium
<input type="checkbox"/>	1	216175-244	216176-213	E	\$7,900 / \$15,800	0% / 40%	\$7,900 / \$15,800	\$25	\$10 / \$20 / \$20 / \$85	\$740.33	\$1,835.81	\$15,457
<input type="checkbox"/>	2	216175-245	216176-214	E	\$3,400 / \$5,200	0%	\$3,400 / \$5,200	-	0% - HDHP	\$846.59	\$2,101.49	\$17,688
<input type="checkbox"/>	3	216175-246	216176-215	E	\$2,600 / \$5,200	30% / 40%	\$5,000 / \$10,000	\$10	\$0 / \$15 / \$30 / \$85	\$891.43	\$2,213.57	\$18,630
<input type="checkbox"/>	4	216175-247	216176-216	E	\$2,600 / \$5,200	30% / 40%	\$5,000 / \$10,000	\$15	\$0 / \$15 / \$30 / \$85	\$887.65	\$2,204.11	\$18,551
<input type="checkbox"/>	5	427210-1	216176-217	E	\$6,000 / \$12,000	30% / 40%	\$8,500 / \$17,000	\$20	\$10 / \$25 / \$40 / \$85	\$732.37	\$1,815.91	\$15,290
<input type="checkbox"/>	6	216175-249	216176-218	E	\$2,600 / \$5,200	30% / 40%	\$5,000 / \$10,000	\$15	\$10 / \$25 / \$40 / \$85	\$825.41	\$2,048.51	\$17,244
<input type="checkbox"/>	7	216175-250	216176-219	E	\$5,000 / \$10,000	30% / 40%	\$6,500 / \$13,000	\$20	\$10 / \$25 / \$40 / \$85	\$756.74	\$1,876.86	\$15,802
<input type="checkbox"/>	8	216175-251	216176-220	E	\$5,000 / \$10,000	30% / 40%	\$6,500 / \$13,000	\$25	\$10 / \$25 / \$40 / \$85	\$753.26	\$1,868.16	\$15,729
<input type="checkbox"/>	9	216175-252	216176-221	E	\$5,000 / \$10,000	30% / 40%	\$6,450 / \$12,900	-	30% - HDHP	\$646.74	\$1,601.84	\$13,491
<input type="checkbox"/>	11	216175-254	216176-223	E	\$6,000 / \$12,000	30% / 40%	\$8,500 / \$17,000	\$20	\$10 / \$25 / \$40 / \$85	\$732.15	\$1,815.39	\$15,285
<input type="checkbox"/>	12	216175-255	216176-224	E	\$6,000 / \$12,000	30% / 40%	\$8,500 / \$17,000	\$25	\$10 / \$25 / \$40 / \$85	\$728.63	\$1,806.57	\$15,211
<input type="checkbox"/>	13	423637-1	216176-225	E	\$6,000 / \$12,000	30% / 40%	\$7,050 / \$14,100	-	30% - HDHP	\$629.41	\$1,558.53	\$13,128
<input type="checkbox"/>	15	423639-1	216176-226	E	\$2,600 / \$5,200	30%	\$5,000 / \$10,000	\$15	\$10 / \$25 / \$40 / \$85	\$783.56	\$1,943.90	\$16,365
<input type="checkbox"/>	16	423643-1	216176-227	E	\$5,000 / \$10,000	30%	\$6,500 / \$13,000	\$20	\$10 / \$25 / \$40 / \$85	\$679.75	\$1,684.39	\$14,185
<input type="checkbox"/>	17	423646-1	216176-228	E	\$6,000 / \$12,000	30%	\$8,500 / \$17,000	\$20	\$10 / \$25 / \$40 / \$85	\$658.13	\$1,630.33	\$13,731
<input type="checkbox"/>	19	423648-1	216176-229	N	\$2,600 / \$5,200	30% / 40%	\$5,200 / \$6,850	-	30% - HDHP	\$770.38	\$1,910.94	\$16,088
<input type="checkbox"/>	20	423650-1	216176-230	E	\$6,000 / \$12,000	30% / 40%	\$8,500 / \$17,000	\$20	\$10 / \$25 / \$40 / \$85	\$668.82	\$1,657.04	\$13,955
<input checked="" type="checkbox"/>	21	423652-1	216176-231	E	\$5,000 / \$10,000	30%/40%	\$6,500 / \$13,000	\$10	\$10 / \$25 / \$40 / \$85	\$763.35	\$1,893.37	\$15,940
<input type="checkbox"/>	22	423637-2	216176-232	E	\$6,000 / \$12,000	30% / 40%	\$8,000 / \$14,100	-	30% - HDHP	\$614.16	\$1,520.40	\$12,807

All rates shown include consultant fees .

Column "E/NE" identifies if the noted plan benefits are embedded or non-embedded.

The Premium quoted includes the Health Insurer Fee (HIF).

Wellmark Blue Cross and Blue Shield reserves the right to re-evaluate rates if overall trust enrollment fluctuates more than 10% from the enrollment assumptions.

Wellmark is not providing any legal or professional advise with regard to compliance of any federal or state law, regulations, or guidance. Law, regulations and guidance on specific provisions has been and will continue to be provided by the appropriate federal and state agencies and regulators. The information provided reflects Wellmark's understanding of the most current information and is subject to change without further notice. Please note that plan benefits, rates, renewal rate adjustments, and rating impact calculations are subject to change and may be revised during a plan's rating period based on guidance and regulations issued by the appropriate federal and state agencies and regulators. Wellmark makes no representation as to the impact of plan changes on a plan's grandfathered status or interpretation or implementation of any other provisions of law or regulation.

Wellmark will not determine whether coverage is discriminatory or otherwise in violation of Internal Revenue Code Section 105(h). Wellmark also will not provide any testing for compliance with Internal Revenue Code Section 105(h). Wellmark will not be held liable for any penalties or other losses resulting from any employer offering coverage in violation of section 105(h). Wellmark will not determine whether any change in an Employer Administered Funding Arrangement affects a health plan's grandfathered health plan status under ACA or otherwise complies with ACA. Wellmark will not be held liable for any penalties or other losses resulting from any Employer Administered Funding Arrangement. For purposes of this paragraph, an "Employer Administered Funding Arrangement" is an arrangement administered by an employer in which the employer contributes toward the member's share of benefit costs (such as the member's deductible, coinsurance, or copayments) in the absence of which the member would be financially responsible. An Employer Administrative Funding Arrangement does not include the employer's contribution to health insurance premiums or rates.



**City of West Branch**  
**ICT Partially Self-Funded Program Summary**  
**Effective Date: July 2025 - June 30, 2026**

<b>9/1/2025 - 6/30/2026</b>			
	<b>Single</b>	<b>Family</b>	
<b>Employee Counts</b>	6	6	
			<b>Annualized</b>
Wellmark Premium	\$698.83	\$1,747.07	\$ 176,105
ICT Trust Fee	\$10.00	\$10.00	\$ 1,440
<b>Total Fully Insured Cost</b>	<b>\$708.83</b>	<b>\$1,757.07</b>	<b>\$ 177,545</b>
Partial Self-Fund Claims Estimate	\$100.92	\$263.54	\$ 26,241
SISCO TPA Administration Fee	\$8.00	\$8.00	\$ 1,152
Wellmark EOB Fee	\$0.83	\$0.83	\$ 120
C&B Broker Fee	\$50.00	\$50.00	\$ 7,200
<b>Total Monthly Split-Funding Cost</b>	<b>\$159.75</b>	<b>\$322.37</b>	<b>\$ 34,713</b>
<b>Total Monthly Fixed + Claims Est.</b>	<b>\$868.58</b>	<b>\$2,079.44</b>	<b>\$ 212,257</b>

<b>7/1/2026 - 6/30/2027</b>				
	<b>Single</b>	<b>Family</b>		
<b>Employee Counts</b>	6	6		
			<b>Annualized</b>	<b>% of Change</b>
Wellmark Premium	\$753.35	\$1,883.37	\$ 189,844	
ICT Trust Fee	\$10.00	\$10.00	\$ 1,440	
<b>Total Fully Insured Cost</b>	<b>\$763.35</b>	<b>\$1,893.37</b>	<b>\$ 191,284</b>	<b>7.7%</b>
Partial Self-Fund Claims Estimate	\$100.92	\$263.54	\$ 26,241	
SISCO TPA Administration Fee	\$8.00	\$8.00	\$ 1,152	
Wellmark EOB Fee	\$0.83	\$0.83	\$ 120	
C&B Broker Fee	\$60.00	\$60.00	\$ 8,640	
<b>Total Monthly Split-Funding Cost</b>	<b>\$169.75</b>	<b>\$332.37</b>	<b>\$ 36,153</b>	
<b>Total Monthly Fixed + Claims Est.</b>	<b>\$933.10</b>	<b>\$2,225.74</b>	<b>\$ 227,436</b>	<b>7.2%</b>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> May 4, 2026
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<b>AGENDA ITEM:</b> Authorizing the Transfer of Funds
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<b>PREPARED BY:</b> Heidi Van Auken
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<b>DATE:</b> April 27, 2026
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### SUMMARY:

Transfer of funds can be performed to transfer funds from one fund, account, or program to a different fund, account, or program. There must be an available fund balance or budget in the fund, account, or program being transferred from. The ending balance in both the 'from' fund, account, or program; and the 'to' fund, account, or program must be positive.

This fiscal year's budgeted transfers include moving funds to Debt Service to meet our debt payment at the end of May and moving funds from the General Fund to the Civic Center Fund (aka Town Hall), the Water and Sewer Funds to their respective Sinking Funds, the Library's fiscal year budget transfer, and transferring the Emergency Tax fund balance to the general fund.

This fiscal year, we will also transfer the bond proceed balances from the Roundabout Project (326), East Side Water Mains PH1 Project (329) to the Wapsi Widening Project (321). A transfer from the Stormwater Fund to the Wapsi Widening Project (321) and the Sponsored Water Quality/Wapsi Project is also necessary to cover outstanding balances.

**RESOLUTION 2026-43**

A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS

BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the City Clerk is hereby authorized to transfer funds as follows:

T/O	Sewer Fund	610	\$ 69,543	Transfer from Sewer Fund to Debt Service-Budgeted
T/I	Debt Service	226	\$ 69,543	Bond Series 2013
T/O	Local Option Sales Tax	121	\$ 23,230	Transfer from LOST to Debt Service-Budgeted
T/I	Debt Service	226	\$ 23,230	Bond Series 2016A
T/O	TIF	125	\$ 149,378	Transfer from TIF to Debt Service-Budgeted
T/I	Debt Service	226	\$ 149,378	Bond Series 2017
T/O	TIF	125	\$ 143,000	Transfer from TIF to Debt Service-Budgeted
T/I	Debt Service	226	\$ 143,000	Bond Series 2023
T/O	Water Fund	600	\$ 74,600	Transfer from Water Fund to Debt Service-Budgeted
T/I	Debt Service	226	\$ 74,600	Bond Series 2023
T/O	General Fund	001	\$ 176,398	Transfer from General to Library-Budgeted
T/I	Library	031	\$ 176,398	FY26 Library Budget-Budgeted
T/O	General Fund	001	\$ 17,900	Transfer from General to Town Hall-Budgeted
T/I	Town Hall	022	\$ 17,900	FY26 Town Hall Budget-Budgeted
T/O	Emgy Tax Fund	119	\$ 7,019.38	Transfer from Emergency to General-Budgeted
T/I	General Fund	001	\$ 7,019.38	Transfer from Emergency Tax Fund-Budgeted
T/O	East Side Water Ph1	329	\$ 320,331.70	Transfer from East Side Water Ph1 to Wapsi Widening -Budgeted
T/I	Wapsi Widening	321	\$ 320,331.70	Transfer from East Side Water Ph1-Budgeted
T/O	Roundabout Project	326	\$ 94,198.22	Transfer from East Side Water Ph1 to Wapsi Widening -Budgeted
T/I	Wapsi Widening	321	\$ 94,198.22	Transfer from Roundabout Project-Budgeted
T/O	Stormwater Fund	740	\$ 80,000	Transfer from Stormwater Fund to Wapsi Widening -Budgeted
T/I	Wapsi Widening	321	\$ 80,000	Transfer from Stormwater Fund-Budgeted
T/O	Stormwater Fund	740	\$ 20,000	Transfer from Stormwater Fund to Sponsored Wapsi Widening -Budgeted
T/I	Sponsored Wapsi	327	\$ 20,000	Transfer from Stormwater Fund-Budgeted

T/O	Local Option Sales Tax	121	\$	38,173	Transfer from LOST to General Fund-Budgeted
T/I	General Fund-Parks	001	\$	38,173	Transfer for Park Projects-Budgeted
T/O	Water Fund	600	\$	123,856	Transfer from Water Fund to Water Sinking Fund-Budgeted
T/I	Water Sinking Fund	603	\$	123,856	SRF Loan Transfer -Budgeted
T/O	Sewer Fund	610	\$	627,217	Transfer from Sewer Fund to Sewer Fund Special-Budgeted
T/I	Sewer Fund Special	611	\$	627,217	SRF Loan Transfer -Budgeted
T/O	Public Works Set Aside	001-115	\$	2,500	Transfer from Public Works to Police Assets
T/I	Police Set Aside	001-118	\$	2,500	Transfer to Police Assets for Equip

\* \* \* \* \*

PASSED AND APPROVED this 4th day of May, 2026

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

ATTEST: \_\_\_\_\_  
Heidi Van Auken, Finance Officer



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> May 4, 2026
----------------------------------

<b>AGENDA ITEM:</b> <b>Resolution 2026-44</b> - Allowing a street closure and the consumption of alcohol on a public street within the City of West Branch, Iowa on Saturday, June 13, 2026 on the 100 block of North Downey Street for a community event.
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<b>PREPARED BY:</b> City Clerk, Alycia Friis
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<b>DATE:</b> April 30, 2026
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### BACKGROUND:

Main Street West Branch is planning their annual “Summer Kickoff” event for June 13, 2026 that includes sidewalk sales, bike rodeo, bingo, vendors and a free community concert.

Main Street West Branch Executive Director, Jessi Simon is requesting the following:

- 1) Street Closure: 100 block of N. Downey Street on Saturday, June 13, 2026 beginning at 8:00 a.m. until 11:00 p.m. for bingo, beer sales and a street dance. Clean up will start following the event end time of 10:00 p.m.
- 2) Special Exception of Chapter 45.02(2): allow beer sales and consumption on the 100 block of North Downey Street.

**RESOLUTION 2025-44**

**A RESOLUTION ALLOWING A STREET CLOSURE AND THE CONSUMPTION OF ALCOHOL ON A PUBLIC STREET WITHIN THE CITY OF WEST BRANCH, IOWA ON SATURDAY, JUNE 13, 2026 ON THE 100 BLOCK OF NORTH DOWNEY STREET FOR A COMMUNITY EVENT.**

**WHEREAS**, Main Street West Branch is requesting an exception of the West Branch Code of Ordinance to allow the consumption and sale of alcohol on the 100 block of North Downey Street during their Kickoff to Summer event which includes a free community concert; and

**WHEREAS**, Chapter 45.02(2) of the Code of Ordinances of the City of West Branch, Iowa prohibits the consumption of alcoholic liquor, wine and beer upon the public streets and highways unless permitted by separate resolution of the City Council; and

**WHEREAS**, staff has reviewed their Special Event application and determined that only beer (no hard liquor or glass containers) should be allowed to be served or consumed on the street for the event; and

**WHEREAS**, Main Street West Branch also requests a street closure for the 100 block of North Downey Street from 8:00 a.m. on Saturday, June 13, 2026 to 11:00 p.m. for the event; and

**WHEREAS**, it is now necessary for the City Council to approve said consumption of alcohol on a public street and street closure for the annual event.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of West Branch, Iowa that the aforementioned street closure and allowance of alcohol consumption on the 100 block of North Downey Street from 10:00 a.m. June 13, 2026 to 11:00 p.m. is hereby approved.

**Passed and approved this 4<sup>th</sup> day of May 2026.**

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Roger Laughlin, Mayor

Attest:

---

Alycia Friis, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> May 4, 2026
----------------------------------

<b>AGENDA ITEM:</b> Resolution 2026-45 Accepting Bids and Awarding the Construction Contract for the West Main Street Overlay Project./ Move to Action
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<b>PREPARED BY:</b> City Clerk, Alycia Friis
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<b>DATE:</b> April 30, 2026
-----------------------------

### BACKGROUND/ SUMMARY:

The Receipt of Bids for this project was Thursday, April 30, 2026 at 2:00pm. There were 2 bids that came in and V & K opened the sealed bids, reviewed the documents for completion, accuracy and compliance with the posted requirements.

The engineering recommendation is to utilize the lowest bid of \$741,889.50 from Triple B Construction Corp., out of Wilton, Iowa.

**RESOLUTION 2026-45**

**RESOLUTION ACCEPTING BIDS AND AWARDING THE CONSTRUCTION CONTRACT FOR THE WEST MAIN STREET OVERLAY PROJECT**

WHEREAS, the City Council of the City of West Branch, Iowa, has heretofore deemed it necessary and desirable to perform maintenance and replace the surface of the West Main Street area from the roundabout, East to the Pedersen Bridge area, said project having been referred to as the “West Main Street Overlay Project” (the “Project”); and

WHEREAS, to that end, Veenstra & Kimm designed the Project and put the Project out for bids; and

WHEREAS, the bid of Triple B Construction Corp. of Wilton, Iowa in the amount of \$741,889.50., is the lowest responsive, responsible bidder for the Project; and

WHEREAS, the Project Engineer recommends the awarding of the contract to Triple B Construction Corp. of Wilton, Iowa in the amount of \$741,889.50.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the contract for the construction of the Project is awarded to Triple B Construction Corp. of Wilton, Iowa for the amount of \$741,889.50.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are directed to execute any and all documentation necessary to award the contract for this Project.

**Passed and approved this 4<sup>th</sup> day of May, 2026.**

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

ATTEST:

\_\_\_\_\_  
Alycia 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 30, 2026

Adam Kofoed  
City Administrator  
City of West Branch  
110 Poplar Street  
P.O. Box 218  
West Branch, IA 52358

WEST BRANCH, IOWA  
WEST MAIN STREET OVERLAY  
RECOMMENDATION TO AWARD CONTRACT  
BID TAB

The City of West Branch received bids until 2:00 p.m., April 30, 2026 for the West Main Street Overlay. A total of two bids were received as follows:

<u>Bidder</u>	<u>Bid</u>
Triple B Construction	\$742,540.50
L.L. Pelling Company, Inc.	\$787,403.40

The apparent low bid for the project was submitted by Triple B Construction with its bid in the amount of \$742,540.50. We have enclosed one copy of our certified bid tabulation for your use. Veenstra & Kimm, Inc. has examined the bidding documents and they appear in order.

The Engineer's estimate of cost for the project was \$748,000.00. The low bid submitted by Triple B Construction was approximately 0.7% below the Engineer's estimate of cost for the project.

Veenstra & Kimm, Inc. believes the low bid is reflective of the current value of the project. We recommend that the City of West Branch award the construction contract to Triple B Construction in the amount of the bid of \$742,540.50.

If you have any questions or comments concerning the project, please contact us at (319) 466-1000.

VEENSTRA & KIMM, INC.

Dave Schechinger  
DRS:mmc  
368331  
Enclosures



BID TABULATION  
WEST MAIN STREET OVERLAY  
WEST BRANCH, IOWA

Project: Construct 2025 Sidewalk Improvements for the following unit and lump sum prices:


Bid No. 1  
Triple B Construction  
710 Ayres Progress Drive  
Wilton, IA 52778

Bid No. 2  
L.L. Pelling Company, Inc.  
1425 W. Penn Street  
North Liberty, IA 52317

Description	Unit	Estimated			Unit Price	Extended Price
		Quantities	Unit Price	Extended Price		
1.1 Topsoil, Strip, Salvage & Spread	CY	651	\$ 16.00	\$ 10,416.00	\$ 22.50	\$ 14,647.50
1.2 Topsoil, Furn+Spread	CY	325	\$ 42.00	\$ 13,650.00	\$ 69.60	\$ 22,620.00
1.3 Excavation, Class 10, Roadway & Borrow	CY	1,608	\$ 25.00	\$ 40,200.00	\$ 24.65	\$ 39,637.20
1.4 Excavation, Class 10, Waste	CY	697	\$ 21.00	\$ 14,637.00	\$ 30.70	\$ 21,397.90
1.5 Excavation, Class 13, Waste	CY	884	\$ 15.00	\$ 13,260.00	\$ 26.10	\$ 23,072.40
1.6 Excavation, Class 13, Stockpile & Spread	CY	48	\$ 35.00	\$ 1,680.00	\$ 44.35	\$ 2,128.80
1.7 Sidewalk Removal	SY	27	\$ 10.00	\$ 270.00	\$ 74.10	\$ 2,000.70
1.8 Driveway Removal	SY	192	\$ 20.00	\$ 3,840.00	\$ 26.00	\$ 4,992.00
1.9 Pavement Removal	SY	39	\$ 50.00	\$ 1,950.00	\$ 31.55	\$ 1,230.45
1.10 Pipe Removal	LF	141	\$ 15.00	\$ 2,115.00	\$ 10.00	\$ 1,410.00
1.11 Remove and Reinstall Traffic Signs	Ea.	7	\$ 320.00	\$ 2,240.00	\$ 450.00	\$ 3,150.00
1.12 Pav't Scarification	SY	8,141	\$ 4.00	\$ 32,564.00	\$ 5.95	\$ 48,438.95
1.13 Subbase, Modified, 6"	CY	425	\$ 80.00	\$ 34,000.00	\$ 99.50	\$ 42,287.50
1.14 Erosion Stone	Ton	30	\$ 60.00	\$ 1,800.00	\$ 48.00	\$ 1,440.00
1.15 Storm Sewer, Trenched, RCP CI III, 15"	LF	164	\$ 85.00	\$ 13,940.00	\$ 63.00	\$ 10,332.00
1.16 Storm Sewer, Trenched, RCP CI III, 18"	LF	196	\$ 88.00	\$ 17,248.00	\$ 66.00	\$ 12,936.00
1.17 St SWR, Trench, Gasket ASTM C443, 18"	LF	110	\$ 92.00	\$ 10,120.00	\$ 73.00	\$ 8,030.00
1.18 Storm Sewer, Trenched, RACP, 36"	LF	173	\$ 215.00	\$ 37,195.00	\$ 355.00	\$ 61,415.00
1.19 Storm Sewer, Trenched, CMP, 24"	LF	56	\$ 140.00	\$ 7,840.00	\$ 102.50	\$ 5,740.00
1.20 Apron, RACP, 36"	Ea.	1	\$ 7,000.00	\$ 7,000.00	\$ 4,255.00	\$ 4,255.00
1.21 Apron, CMP, 24"	Ea.	1	\$ 1,400.00	\$ 1,400.00	\$ 950.00	\$ 950.00
1.22 Intake, SW-512	Ea.	4	\$ 2,200.00	\$ 8,800.00	\$ 2,400.00	\$ 9,600.00
1.23 Intake Adjustment, Top Only	Ea.	1	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00
1.24 Manhole Adjustment, Minor	Ea.	2	\$ 1,500.00	\$ 3,000.00	\$ 750.00	\$ 1,500.00
1.25 Manhole Adjustment, Major	Ea.	1	\$ 3,000.00	\$ 3,000.00	\$ 3,500.00	\$ 3,500.00
1.26 Modify Intake for Connection	Ea.	1	\$ 2,500.00	\$ 2,500.00	\$ 3,500.00	\$ 3,500.00
1.27 HMA ST, 1/2" Base Mix, Pg-58-28S	Ton	534	\$ 134.00	\$ 71,556.00	\$ 130.95	\$ 69,927.30
1.28 HMA ST, 3/8" Intermed Mix, Pg-58-28S	Ton	861	\$ 134.00	\$ 115,374.00	\$ 140.30	\$ 120,798.30
1.29 HMA ST, 3/8" Surf Mix, No Friq Pg-58-28S	Ton	916	\$ 134.00	\$ 122,744.00	\$ 140.60	\$ 128,789.60
1.30 Sidewalk, PCC, 6", C4 Mix	SY	15	\$ 102.00	\$ 1,530.00	\$ 162.60	\$ 2,439.00
1.31 Pavement, PCC, 7", C4 Mix	SY	144	\$ 155.00	\$ 22,320.00	\$ 148.95	\$ 21,448.80
1.32 Driveway, PCC 7", C4 Mix	SY	58	\$ 102.00	\$ 5,916.00	\$ 150.00	\$ 8,700.00
1.33 Detectable Warning	SF	30	\$ 30.00	\$ 900.00	\$ 69.60	\$ 2,088.00
1.34 Painted Pav't Markings, Solvent/Waterbc	Sta	120.3	\$ 65.00	\$ 7,819.50	\$ 45.00	\$ 5,413.50
1.35 Hydra Seed, Fertiliz, Mulch, Type 1 Urban	Acre	1.21	\$ 6,050.00	\$ 7,320.50	\$ 5,500.00	\$ 6,655.00
1.36 Turf Reinforce Mat, Type 2.C (RECP)	SY	3,597	\$ 1.50	\$ 5,395.50	\$ 1.20	\$ 4,316.40
1.37 Silt Fence	LF	575	\$ 4.00	\$ 2,300.00	\$ 2.00	\$ 1,150.00
1.38 Asphalt Smoothness Testing	LS	1	\$ 3,500.00	\$ 3,500.00	\$ 4,301.50	\$ 4,301.50
1.39 Traffic Control	LS	1	\$ 7,000.00	\$ 7,000.00	\$ 18,891.90	\$ 18,891.90

<u>Description</u>	<u>Unit</u>	<u>Quantities</u>	<u>Estimated</u>		<u>Triple B Construction</u>		<u>L.L. Pelling Company, Inc.</u>		
			<u>Unit Price</u>	<u>Extended Price</u>	<u>Unit Price</u>	<u>Extended Price</u>			
1.40 Construction Survey	LS	1	\$ 7,500.00	\$ 7,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
1.41 Mobilization	LS	1	\$ 70,000.00	\$ 70,000.00	\$ 34,500.60	\$ 34,500.60	\$ 34,500.60	\$ 34,500.60	
1.42 Maintenance of Postal Service	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 1,522.10	\$ 1,522.10	\$ 1,522.10	\$ 1,522.10	
1.43 SWPPP Preparation	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
1.44 SWPPP Management	LS	1	\$ 2,200.00	\$ 2,200.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	
Total Base Bid (Items 1.1 - 1.3)				<b>\$ 742,540.50</b>	<b>\$ 742,540.50</b>	<b>\$ 742,540.50</b>	<b>\$ 742,540.50</b>	<b>\$ 787,403.40</b>	<b>\$ 787,403.40</b>
				<del>\$ 741,889.50</del>					

I hereby certify that this is a true tabulation of bids received on April 30, 2026 by the City of West Branch, Iowa for the West Main Street Overlaid.



Eric Gould, P.E.  
Iowa License No. 27383  
My license renewal date is December 31, 2027





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> May 4, 2026
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<b>AGENDA ITEM:</b> Solar Panels Purchase Discussion
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<b>PREPARED BY:</b> Heidi Van Auken
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<b>DATE:</b> May 1, 2026
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### SUMMARY:

Below are my notes and research from a meeting we had with John Danos and Kendall Fisher, Dorsey and Whitney attorneys.

On April 21, 2026 Adam and I met with John Danos and Kendall Fisher from Dorsey and Whitney.

Fisher asked about our name plate capacity (the **theoretical maximum power output** of a system or component under specific ideal operating conditions as determined by the manufacturer. It serves as a benchmark for performance but rarely reflects actual real-world electricity generation due to variables like weather, temperature, and equipment efficiency).

He stated this was important to determine if our project would be considered commercial/large scale or not and this has an impact on the tax credits.

A 1-megawatt (MW) capacity for solar panels has a significant impact on federal tax credits (ITC and PTC). Under the Inflation Reduction Act (IRA), **1 MW is the threshold** that determines whether a project must comply with strict labor requirements to receive the maximum tax credit.

**Projects Under 1 MW:** Automatically qualify for the full 30% Investment Tax Credit (ITC) without having to meet special labor standards.

**Projects 1 MW or Larger:** Must satisfy prevailing wage and apprenticeship requirements to receive the full 30% ITC. Failure to meet these labor standards reduces the tax credit to a base rate of **6%**.

### Key Implications for 1 MW+ Projects:

**Labor Requirements:** To get the full 30% credit, you must pay contractors and mechanics prevailing wages and meet apprentice-to-journeyman ratios.

**Domestic Content Rules:** Projects with a capacity of 1 MW or larger that begin construction after 2023 must meet domestic content requirements (using U.S.-manufactured steel, iron, and components) to avoid reductions in the credit amount.

**Safe Harbor Rules:** For projects 1.5 MW or larger, stricter "physical work" rules apply for securing tax credits, starting in late 2025. (In tax law, a safe harbor provision protects a taxpayer from penalties if they meet specific, pre-established conditions. It acts as a shield.)

**Recommendation:** For 1 MW or larger projects, it is essential to work with tax professionals to ensure compliance with PWA (Prevailing Wage and Apprenticeship) rules to avoid a drastic reduction in your tax credit.

### **Timing:**

Under previous law, commercial solar projects could lock in a 30% federal tax credit for years to come. After new legislation passed in mid-2025, that window has sharply narrowed.

- **30% Federal Commercial ITC still exists, but only for projects that meet accelerated deadlines.**
- **Projects must begin construction by July 4, 2026 or be fully operational by Dec. 31, 2027 to qualify for the tax credit.**
- **Projects that miss these deadlines won't qualify for *any* federal solar ITC at all.**

### **What Counts as "Starting Construction"?**

To protect your eligibility for the 30% ITC, you need to prove your project has "begun construction." There are two primary ways to do this:

#### **1. Physical Work of a Significant Nature**

This method now applies to all larger commercial projects (typically above 1.5 MW). You must perform meaningful onsite or offsite construction activities, like racking installation or manufacturing key components, to establish eligibility.

#### **2. 5% Safe-Harbor Rule (Smaller Projects)**

Smaller systems ( $\leq 1.5$  MW AC) can still use the traditional 5% cost method: if you incur at least 5% of your total project cost early in the project year, you can safe-harbor the credit.

### **FEOC Rules**

An additional layer to all this is the new Foreign Entities of Concern (FEOC) restrictions that were put in place by the OBBB. These new rules began on January 1st, 2026 and will impact any solar project not safe harbored at that time.

FEOC limits tax credit eligibility for solar projects based on the percentage of materials that come from certain countries. Projects that have significant "material assistance" from countries like China, Russian and North Korea will have limited access to the tax credits.

The IRS released detailed interim guidance (Notice 2026-15) in February 2026, establishing the "**Material Assistance Cost Ratio**" (MACR) to determine if projects are disqualified due to, for instance, Chinese, Russian, Iranian, or North Korean, involvement.

- **Effective Date:** FEOC restrictions on material assistance for Section 45Y (Clean Electricity Production), 48E (Clean Electricity Investment), and 45X (Advanced Manufacturing) tax credits went into effect for projects beginning construction after December 31, 2025.
- **IRS Guidance (Notice 2026-15):** Released Feb. 12, 2026, it provides a framework for calculating the material assistance cost ratio (MACR).
- **Material Assistance Restrictions:** The rules prohibit tax credits for projects that receive "material assistance" from a Prohibited Foreign Entity (PFE).
- **Solar/Storage Requirements:** For 2026, at least 40–55% of the value of key components must come from non-FEOC sources, with thresholds rising annually.

## Solar Curtailment and Restrictions for Tax-Exempt Entities

The **15% curtailment** primarily refers to a reduction in the "direct pay" amount for tax-exempt entities under specific financing and domestic content conditions. This reduction is part of the evolving regulatory landscape following the One Big Beautiful Bill Act (OBBBA) signed in July 2025, which significantly curtailed clean energy incentives established by the Inflation Reduction Act (IRA).

### Direct Pay Reductions for Nonprofits

Tax-exempt entities—including nonprofits, local governments, and tribal governments—can receive cash payments (direct pay) in lieu of tax credits for solar projects. However, this payment is subject to a 15% reduction in two primary scenarios:

- **Tax-Exempt Debt Financing:** If a solar project is financed using 100% tax-exempt debt, the direct pay amount is reduced by the **lesser of 15%** or the portion of the project financed by that debt.
- **Domestic Content Non-Compliance:** For projects that begin construction in 2025 and have a capacity of 1MW or larger, the refundable credit is reduced by **15%** if they fail to meet domestic content requirements. By 2026, no refundable credit is permitted for projects that fail these requirements.

### Impact of the OBBBA on Solar Credits

The OBBBA introduced major restrictions that affect tax-exempt organizations' ability to claim clean energy incentives:

**Accelerated Phase-Outs:** The law accelerates the expiration of the Investment Tax Credit (ITC). Solar projects must begin construction by **July 4, 2026**, and be placed in service by **December 31, 2027**, to qualify for the credit.

**Prohibited Foreign Entities (PFE):** Starting in 2026, projects are subject to strict "Foreign Entity of Concern" (FEOC) restrictions. Credits are disallowed if a taxpayer makes **15% or more** in total payments (excluding goods) to specified foreign entities (SFEs) or foreign-influenced entities (FIEs).

**Request for Proposal Agreement** will have to have engineering and construction language but also tax/legal text. For example, the winning vendor will have to meet FEOC, be placed in by

12/31/27, and subject to prevailing wages. Fisher highly advised for the City to conduct a detailed tax analysis, engineering analysis.

### **Final Thoughts**

In his final thoughts, Fisher stated that it was improbable to have construction begin before July 4<sup>th</sup> or have the service in place before December 2027. He stated that with his clients, he is seeing 6-9-month period for procurement, at best. He believes that in the near future, there might be legislative change to make tax credits more accessible. He recommended for the City to wait for new legislation if we want to receive tax credits.