



CITY COUNCIL MEETING
Monday, June 15th, 2026 - 6:00 P.M.
CITY COUNCIL CHAMBERS
110 N. POPLAR ST., WEST BRANCH, IOWA

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

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

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda. /Move to action. *(This is the time to approve the agenda as presented or amend the agenda (such as tabling items). Amendments or changes to the agenda require a motion, second and a full council vote.*
6. Approve Consent Agenda/Move to action.
 - a. Approve Minutes from the June 1, 2026 City Council meeting.
 - b. Approve Special Event Permit for Hoover Home Town Days event.
 - c. Approve Claims for June 15, 2026.
7. Presentations/Communications/Open Forum
8. Public Hearings/Non-Consent Agenda
 - a. **Second Reading - Ordinance 840** Adopt Limits to the use of Automated License Plate Readers and to Provide Public Transparency./ Move to Action.
 - b. **Resolution 2026-53** Approving the Workers' Compensation Proposal with Iowa Municipal Workers' Compensation Association (IMWCA) for Fiscal Year 2026./ Move to Action.
 - c. **Resolution 2026-54** Approving a Liability Insurance Proposal with Iowa Communities Assurance Pool (ICAP)./ Move to Action.
 - d. **Resolution 2026-55** Approving Pay Estimate Number 4 in the amount of \$247,717.75 to Peterson Contractors, Inc. for the 2025 Channel Widening Flood Improvements Project./ Move to Action.
 - e. **Resolution 2026-56** Approving Change Order #1 in the amount of \$9,200.00 for the 2025 Channel Widening Flood Improvements Project./ Move to Action.
 - f. **Resolution 2026-57** Appointing Gary Savona to the position of Fire Chief for the City of West Branch and setting the Annual Salary for the position./ Move to Action.
 - g. **Resolution 2026-58** Approving the Application for the purpose of receiving benefits from the Iowa DNR./ Move to Action.
 - h. **Resolution 2026-59** Approving the Application for the purpose of receiving benefits from the Iowa DOT./ Move to Action.
 - i. **Resolution 2026-60** Approving Pay Estimate Number 5 in the amount of \$9,387.66 to Peterson Contractors, Inc. for the 2025 Channel Widening Flood Improvements Project./ Move to Action.
9. Discussion
 - a. RFP for a Hotel/Motel
 - b. RFP for Solid Waste removal
10. City Administrator Report
11. City Attorney Report
12. City Engineer Report
13. City Staff Reports
14. Comments from Mayor and Council Members
15. Motion to adjourn.

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

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

Parks & Recreation Director Erin Laughlin

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

**West Branch, Iowa
Council Chambers**

**City Council
Regular Meeting**

**June 1, 2026
6:00 p.m.**

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

Roll call: Council members present; Colton Miller , Jerry Sexton, Chantry Noel, Tom Dean and Mike Horihan.
City Staff present: City Clerk Alycia Friis, City Administrator Adam Kofoed, Police Chief Greg Hall, Public Works Director Matt Goodale, City Attorney Kevin Olsen.

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

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve Minutes from the May 18, 2026 City Council meeting.

Approval of new Library Board Members.

Approval of a Special Class “C” Retail Alcohol (BW), 5-day license for WB Firefighters Inc, in conjunction with Hoover’s Hometown Days 2026.

Approve Claims for June 1, 2026.

EXPENDITURES	6/1/2026	
AMAZON.COM	BOOKS & OUTDOOR UMBRELLA - LIB	93.21
AMERICAN WATER WORKS	DUES GOODALE 8-1-26 TO 7-31-27	97.00
CROELL	WAPSI CREEK PARK P POTTY PAD	955.00
FRIIS, ALYCIA	MILEAGE TO HOPKINTON - FRIIS	82.80
GOERDT INSPECTION	BLDG INSPECTIONS	1,680.00
HD SUPPLY	BATHROOM CLEANING SUPPLIES-P&R	126.94
HI-LINE	SHOP SUPPLIES - PW	321.49
LYNCH'S PLUMBING	CASSABAUM METER	125.00
MENARDS	DOME CAMERA - P&R	15.98
MISCELLANEOUS VENDOR	SHAUNA HARGRAVE: P&R REFUND	70.00
ROOF, GERDES, ERLBACHER	AUDIT FY25-FINAL, 1099S	9,700.00
STERICYCLE	SHREDDING SERVICES	102.70
UNIV OF IOWA SCHOOL	STRATEGIC PLAN SRVS - FINAL	25,000.00
VAN AUKEN, HEIDI	MILEAGE REIMBURSEMENT	<u>106.81</u>
TOTAL		38,476.93

PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	5/22/2026	70,551.81
---	-----------	-----------

PAID BETWEEN MEETINGS		
ARNOLD MOTOR SUPPLY	ITEMS FOR FIRE	33.98
BARNYARD DISCOVERIES IOWA	VARIOUS ITEMS - LIBRARY	625.00
CEDAR COUNTY COOP	FUEL - PW	3,808.06
CULLIGAN WATER	WATER SOFTENER SERVICE	31.49
FIRE CATT	EQUIPMENT TESTING	2,981.95
HEIMAN FIRE EQUIPMENT	VEST & PATCH - FIRE	1,638.71
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	142.02
THE GAZETTE	SUBSCRIPTION	467.80
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	6,691.22
WEST BRANCH TIMES	LEGAL PUBLICATIONS	1,972.50
AMAZON.COM	VARIOUS ITEMS - LIBRARY	376.31
DEMCO	DATE DUE SLIPS - LIBRARY	63.94
EVER-GREEN LANDSCAPE NURSE	PLAYGROUND MULCH	2,550.00
JOHN DEERE FINANCIAL	CEMETERY SUPPLIES & CLOTHING	499.07
LEAF CAPITAL FUNDING	COPIER LEASE- CITY OFFICE	396.00
LYNCH'S EXCAVATING	EMERGENCY STORM SEWER REPAIR	6,064.49
MEDIACOM	CABLE SERVICES	41.90
MENARDS	PARK REPAIRS & CONCRETE - P&R	273.16
PLUNKETT'S PEST CONTROL	PEST CONTROL - CITY OFFICE	164.54
STATE INDUSTRIAL PRODUCTS	CHEMICALS	533.96
VERIZON WIRELESS	VERIZON WIRELESS	424.71
WHIMSICAL MAX	PRESENTER - LIBRARY	37.50
SISCO	HEALTH CLAIMS 5-18-2026	1,187.15
METLIFE	INSURANCE PREMIUM	2,468.44
SISCO	INSURANCE PREMIUM	17,334.51
SISCO	HEALTH CLAIMS 5-26-2026	304.02
TOTAL		51,112.43

GRAND TOTAL EXPENDITURES		160,141.17
--------------------------	--	------------

FUND TOTALS		
001 GENERAL FUND	85,563.44	
022 CIVIC CENTER	57.27	
031 LIBRARY	7,499.65	
110 ROAD USE TAX	6,150.45	
112 TRUST AND AGENCY	32,579.37	
600 WATER FUND	11,665.72	
610 SEWER FUND	9,853.36	
740 STORM WATER UTILITY	<u>6,771.91</u>	
GRAND FUND TOTAL	160,141.17	

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM – NONE

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 2026-48 Approve the Annual Maintenance Agreement for Information Technology Support with Mainstay Systems of Iowa LLC./ Move to Action.

Motion by Miller, second by Dean to approve Resolution 2026-48. AYES: Miller, Dean, Noel, Horihan, Sexton. NAYS: None. Motion carried.

Resolution 2026-49 Approve the Annual Subscription Agreement with Tyler Technologies, INC in the Amount of \$25,550.45./ Move to Action.

Motion by Miller, second by Noel to approve Resolution 2026-49. AYES: Miller, Noel, Dean, Sexton, Horihan. NAYS: None. Motion carried.

Resolution 2026-50 Approve Amendment No.7 to the City of West Branch Employee Handbook Regarding Meal Reimbursement Policy./ Move to Action.

Motion by Miller, second by Dean to approve Resolution 2026-50. AYES: Miller, Dean, Sexton, Horihan, Noel. NAYS: None. Motion carried.

Resolution 2026-51 Approve Financial Support of Hoover's Hometown Days 2026 in the Amount of \$10,000.00./ Move to Action.

Motion by Miller, second by Sexton to approve Resolution 2026-51. AYES: Miller, Sexton, Horihan, Noel, Dean. NAYS: None. Motion carried.

Resolution 2026-52 Setting Salaries for Appointed Officials and Employees of the City of West Branch, Iowa for Fiscal Year 2027./ Move to Action.

Motion by Dean, second by Miller to approve Resolution 2026-52. AYES: Dean, Miller, Horihan, Noel, Sexton. NAYS: None. Motion carried.

First Reading - Ordinance 840 Adopt Limits to the use of Automated License Plate Readers and to Provide Public Transparency./ Move to Action.

Chief Hall shared that the items within this Ordinance are to be presented for approval from Senate. This would get things in place before the cameras are installed in West Branch for use. The restrictions are more stringent than the current regulations on running a license plate number or ID for investigation, assuring that privacy is maintained with the LPR system and to avoid misuse of the system.

Motion by Sexton, second by Dean to approve Resolution 2026-52. AYES: Sexton, Dean, Horihan, Noel, Miller. NAYS: None. Motion carried.

DISCUSSION ITEMS

Potential change in the Site Plan for Parkside Hills, Lot12 -

Council person Miller moved to strike this item from the agenda with the developer not in attendance.

CITY ADMINISTRATOR REPORT –

Kofoed shared that there has been good reports and interest in the infill development around the area. He has talked to a couple of hotels to gauge interest in coming to West Branch. The next step could be a hotel feasibility study as they expire every 5 years. Council is in support of doing another study to keep the momentum going.

CITY ATTORNEY REPORT – None

CITY ENGINEER REPORT –

Wapsi Creek – Thursday, June 4th from 3:30 – 7:00pm the Cedar County Conservation would be here to walk the project and meet on the project results. On June 16th, IDALS will be meeting here to discuss and look at funding sources. They will meet at Beranek Park.

STAFF REPORTS

Chief Hall and Admin. Kofoed are reviewing what other cities have in place to regulate the use of electric scooters and to ensure safety with restrictions and guidelines to keep residents safe.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS –

Council and Mayor discussed the continued negative performance from LRS, and outages that have been reported by residents over the previous months. It was established that there had been enough outages to move forward with reaching out to other companies that had been previously interested in working with West Branch and start with the RFP process. With the carts belonging to LRS, we would also need to look into who could supply these for their services and ensure that they would be prepared when notice is given to LRS. It was brought up that West Liberty, Tipton and Wilton have their own service for this and we should explore the option of possibly setting up a 28E agreement with one of them as well.

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 6:24 p.m.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



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)

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

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

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

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

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

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

FOR CITY OFFICE USE: **Approved by:** _____ **Date Approved:** _____

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

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

Other _____

Notes: _____



Special Event Permit Application

Event Title/Name: Hoover's Hometown Days

Event Organization: HHTD Committee Phone: 319 430 0153

Organization Address: 110 Bickford Dr City, State, Zip: West Branch, IA 52358

Event Website: hooverdays.org

Event Email: hooverdayswb@gmail.com

Event Coordinator Name and Title: Jim Hoffman Committee Chair

Event Coordinator Cell #: 319 430 0153

Event Coordinator Email: nanjim@gmail.com

Event Coordinator Address: 110 Bickford Dr West Branch, IA

Description of Event: Hoover's Hometown Days is an annual festival for residents and visitors that combines a variety of activities recognizing the unique heritage of West Branch, Iowa, hometown of Herbert Hoover, while supporting and celebrating our thriving small-town community.

List Below Requested Location(s) - Town Hall, Heritage Square

Request to shut down street(s)-- see attached traffic control plan, along with detour route.

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)
Thursday, Aug 6 @9AM	Friday, Aug 7 th @4PM	Sat, Aug 8 th @10PM	Mon, Aug 10 th by 5 PM

Maximum Number of Attendees During Event: 5000 Maximum Number of Vehicles: 200

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

MSWB will ensure 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. Yes, All Agencies have been contacted. NPS Permit is submitted.

Traffic Control Plan (please attach diagram):

See attached map. Public works will be responsible for setting up and taking down detours. Public Works and



HHTD Committee will open Main Street and 2nd St after activities finish

Public Notification Plan: _____

Detour map shared on social media and available on website. Will also include map with press release for local newspaper.

Amplified Sound/Noise Plan: Band at Wbfd will finish around midnight on Friday. Saturday Bands on Main Street will finish at 4 PM.

Site Plan/Race Course Map (please attach diagram): See attached parade route, detour map. Street closures, barrier placement, etc.

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.)**

See Matt for Details...

Security Plan: West Branch Police department & National Park Services collaborating on security. Request 2 officers at the crosswalk at Parkside & Main St(same as last year) to ensure safe crossing. Per request from WBPD, 2 additional police resources were requested.

Restoration Plan: Basic teardown and cleanup by committee. PW to perform remaining cleanup the following Monday. Local police, Fire, Public Works will assist w/the parade and the setup of the event as appropriate. will solicit football team to both put up and teardown seating, tents, and stage.

Trash Management Plan: Trash cans a& recycling units to be placed downtown by PW. Trash monitoring throughout the event by HHTD. Trash bags will be replaced and placed into the City dumpster(TBD).

Restroom Plan: Port-o-Johns (POJ's) will be located at Town Hall, on Downey Str. and on 2nd Str, behind Wbfd, POJ's arrive on Thursday and will be removed on Monday. Public restrooms also available at Fire station, Town Hall, Visitor's Center & businesses.

Signs/Banner Plan: Signs will be made and placed to recognize the event and sponsors. They will be placed on the Stages, at Town Hall, and at the Village Green and advertisements as appropriate. Banner to be placed over Main street near Heritage Square.

Insurance policy: Special Event Policy in process and will be provided as required. City and NPS listed as additionally insured.

Signature: _____ Date: _____

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

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



Special Event Item/Service Fee Schedule

N/A – requesting waiver due to community nature of the event

Services:

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

Delivery and Pickup:

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

Traffic Control/Security:

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

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

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



following safe return of all items requested for deposit.*

Exhibit "A"

Temporary street closures are requested for the event as follows:

Event Street Closures:

- **South 2nd:** From E. Main St. to the Water St. parking lot (in front of the Fire Station) - *NPS Property*
Date/Time: Friday, August 7th - 3:00 p.m. to 5:00 pm. on Saturday August 8th (Coincide with WBFD beer garden closure)
This opens during the parade as detour route.
- **East Main:** At the intersection of E. Main St and N. 1st St (one block east) to the bridge just passed 223 Vintage Co. (for large inflatables) – - *Actually going to close all the way to 4th street*
Date/Time: Saturday, August 8th- 3:00 A.M. to 6:00 pm. on Saturday August 8th
- **East / West Main:** N. First Street to N. Poplar Street - (For vendors, will open for parade to pass through)
Date/Time: Saturday, August 8th - 3:00 a.m. to 6:00 p.m.
Hard barriers are requested on both ends of the street to ensure pedestrian safety. Parade will need to pass through W Main Street. Work with MSWB on barrier plans based on previous years' feedback.
- **South Downey**:** Between Wetherell and Main St. (For seating area, Main Street stage, vendors)
Date/Time: Saturday, August 8th - 3:00 a.m. to 6:00 p.m.
- **North Downey:** Main St. to just past Opera Block building (for vendors)
Date/Time: Saturday, August 8th - 3:00 a.m. to 6:00 p.m.

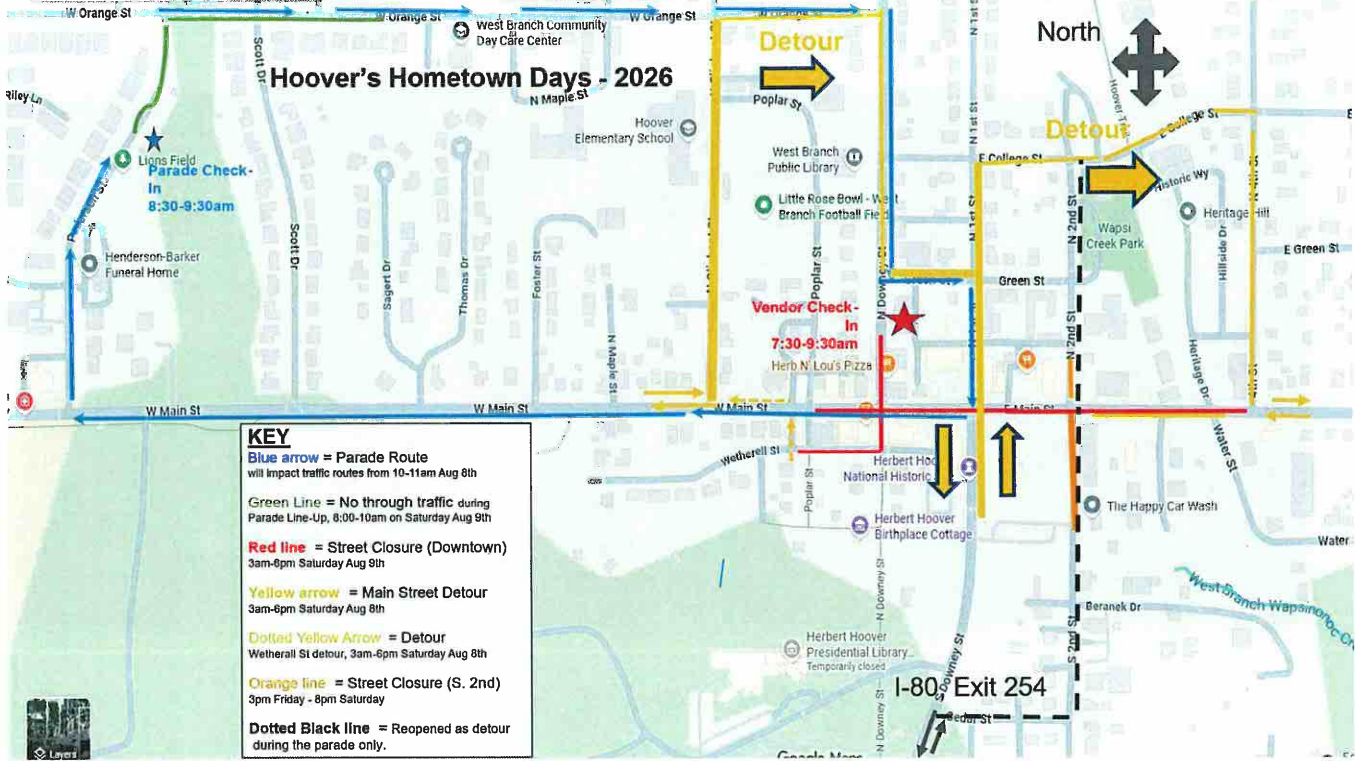
Poplar/Wetherell Detour:

Residents who reside on Wetherell Street will exit (temporarily) left on S. Poplar St. to West Main St. Access to Wetherell Street will be via the Enlow parking lot. The Enlow parking lot will have parking available throughout the event.

Parade line-up & staging area: Does this work with planned Main Street work being completed this summer??

- **Pedersen Street:** West Orange St. to Hilltop Dr. on Saturday, August 8th from 8:15 a.m. to 10:15 a.m.

CITY OF WEST BRANCH IOWA



- = Jersey Barriers Requested for Safety
- = Jersey Barriers Requested for Safety, but must be moved for Parade to pass through
- = Inflatables / Kids Activities
- = Vendors / Food Trucks
- = Regular road barricade





- Two officers (or similar) to assist with traffic control and pedestrian crossings at Parkside Dr and Main Street from 10:30am - 3:30pm.
- Authorize 4 golf carts (HHTD Crew) to bypass street closures and travel on city streets during the festival, as required for event execution and assistance.
- FYI on Beer Garden Areas:
 - Fire Station - Operated and insured by WB Fire Department -
 - Part of Heritage Square - Operated and insured by Down Under will be same as last year

One to add: Wine Slushy vendor that would be licensed as well (pending council approves her license). She'd be on E Main Street next to Village Green (near the HHTD Info Tent).

OTHER ITEMS TO DISCUSS

- First Aid Kits from P&R to be provided
- Two extra Police Officers locations with addition of Mobile Museum (expense to be covered by HHTD)

Notices to tenants on Main St / Downey St./ Wetherall
(Roger/City need to assist)

Action Items:

Insurance details need to be reviewed Application is in process...Martin(Robyn) is expediting.

Get confirmation from Barnhart on jersey barriers usage. – complete



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: June 15, 2026

AGENDA ITEM: Claims for June 15, 2026
--

PREPARED BY: Jessica Brown, Deputy City Clerk
--

DATE: June 15, 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**6/8/2026**

ACTION SEWER	JETTED PLUGGED STORM SEWER	380.00
ADVANTAGE RENTALS	ADVANTAGE RENTALS TIF REBATE 4	5,662.50
AMAZON.COM	VARIOUS ITEMS - LIBRARY	1,121.16
CASEYS GENERAL STORES	CASEY'S TIF REBATE #14	26,286.50
DUBUQUE COUNTY HISTORICAL	SUMMER PROGRAM PRESENTER - LIB	593.80
EMV HOLDINGS	EMV HOLDINGS TIF REBATE #9	15,000.00
HAWKINS	CHEMICALS	2,869.01
MEADOWS DEVELOPMENT	MEADOWS TIF REBATE #5	83,541.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	114.28
STRUTZ, CALEB	SUMMER PROGRAM PRESENTER- LIB	450.00
U.S. POSTAL SERVICE	PO BOX ANNUAL RENTAL	78.00
VEENSTRA & KIMM	VARIOUS PROJECTS	21,422.88

TOTAL		157,519.13
--------------	--	-------------------

REGULAR PAYROLL	6/5/2026	65,432.61
FIRE BI-ANNUAL PAYROLL		38,764.81
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS		104,197.42

PAID BETWEEN MEETINGS

ALLIANT ENERGY	CASSABAUMS RELOCATION	1,691.84
AMAZON.COM	VARIOUS ITEMS - LIBRARY	85.34
CEDAR COUNTY ENGINEER	ROAD ROCK	2,068.36
IOWA ONE CALL	UTILITY LOCATION SERVICE	56.70
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,585.15
OASIS ELECTRIC	BERANEK LIGHT UPDATES - P&R	5,120.12
TRUGREEN PROCESSING CENTER	MURAL PARK LAWN CARE - P&R	40.00
UMB BANK	GO BOND PAYMENTS	821,866.83
ALLIANT ENERGY	ALLIANT ENERGY	16,750.34
AT & T MOBILITY	WIRELESS SERVICE	258.14
CEDAR COUNTY RECORDER	RECORDING FEES	21.00
E O JOHNSON	COPIER MAINTENANCE - LIB	187.12
ELITE HOLDING	SUMMER BALL SHIRTS - P&R	942.00
ILLINOIS LIBRARY ASSOC	SUMMER PROG SUPPLIES-LIBRRY	600.66
KANOPY	ON DEMAND VIDEO SERVICE	49.00
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	318.81
LRS HOLDINGS	TRASH & RECYCLING MAY 2026	20,155.50
MAINSTAY SYSTEMS	UPGRADE WIFI ACCESS - LIBRARY	1,065.00
MOPPY MO'S	JANITORIAL SERVICES- LIB, CITY, TH, P&R	1,312.50
TRUGREEN	LAWN TREATMENTS - P&R	1,023.00
WEX BANK	VEHICLE FUEL	1,715.45
SISCO	HEALTH CLAIMS PD 6-1-2026	239.13
SISCO	HEALTH CLAIMS PD 6-8-2026	689.24

IOWA FINANCE AUTHORITY	SRF LOANS: WATER, SEWER	635,525.42
TOTAL		1,513,366.65
GRAND TOTAL EXPENDITURES		1,775,083.20
FUND TOTALS		
001 GENERAL FUND		103,905.21
022 CIVIC CENTER		728.22
031 LIBRARY		10,456.32
110 ROAD USE TAX		7,624.76
112 TRUST AND AGENCY		15,008.47
125 T I F		130,490.00
226 GO DEBT SERVICE		821,866.83
321 WIDENING WAPSI		9,146.63
331 CEDAR JOHNSON RD		4,446.38
332 W MAIN ST IMPROVE		6,657.74
600 WATER FUND		15,682.02
603 WATER SINKING FUND		111,258.55
610 SEWER FUND		12,664.80
611 SEWER FUND SPECIAL		524,266.87
740 STORM WATER		880.40
GRAND FUND TOTAL		1,775,083.20

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
CLERK & TREASURER	GENERAL FUND	U.S. POSTAL SERVICE	PO BOX ANNUAL RENTAL	78.00
			TOTAL:	78.00
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	LOT SITE REVIEW	375.00
			IISC COMMUNITY PROJECTS	797.13
			TOTAL:	1,172.13
LIBRARY	LIBRARY	OVERDRIVE INC	DIGITAL & AUDIO BOOKS	97.78
		AMAZON.COM.CA., INC.	DIGITAL & AUDIO BOOKS	16.50
			BOOKS - LIBRARY	15.95
			BOOKS - LIBRARY	16.50
			BOOKS - LIBRARY	11.39
			BOOKS - LIBRARY	33.00
			BOOKS - LIBRARY	79.00
			WATER KEY ORG. SUPPLIES	26.33
			MARKERS	44.49
			SUMMER PROGRAM SUPPLIES	745.39
			BOOKS	149.11
			SUMMER PROGRAM PRESENTER -	593.80
			SUMMER PROGRAM PRESENTER-	450.00
			TOTAL:	2,279.24
TIF DEBT SERVICE	T I F	CASEYS GENERAL STORES, INC.	CASEY'S TIF REBATE #14	26,286.50
		MEADOWS DEVELOPMENT INC	MEADOWS TIF REBATE #5	83,541.00
		EMV HOLDINGS LLC	EMV HOLDINGS TIF REBATE #9	15,000.00
		ADVANTAGE RENTALS, LLC	ADVANTAGE RENTALS TIF REBA	5,662.50
			TOTAL:	130,490.00
CAPITAL PROJECT	WIDENING WAPSI CRE	VEENSTRA & KIMM INC.	CHANNEL WIDENING FLOOD IMP	1,478.78
			CHANNEL WIDENING FLOOD IMP	7,667.85
			TOTAL:	9,146.63
CAPITAL PROJECT	CEDAR JOHNSON RD R	VEENSTRA & KIMM INC.	CEDAR JOHNSON RD RECON	4,446.38
			TOTAL:	4,446.38
CAPITAL PROJECT	W MAIN ST IMPROVE	VEENSTRA & KIMM INC.	W MAIN ST IMPROVE	6,541.99
			W MAIN ST OVERLAY	115.75
			TOTAL:	6,657.74
WATER OPERATING	WATER FUND	HAWKINS INC.	CHEMICALS	2,869.01
			TOTAL:	2,869.01
STORM WATER UTILITY	STORM WATER UTILIT	ACTION SEWER & SEPTIC SERVICES INC.	JETTED PLUGGED STORM SEWER	380.00
			TOTAL:	380.00

DEPARTMENT FUND VENDOR NAME DESCRIPTION AMOUNT

```

===== FUND TOTALS =====
001 GENERAL FUND 1,250.13
031 LIBRARY 2,279.24
125 T I F 130,490.00
321 WIDENING WAPSI CREEK @ BE 9,146.63
331 CEDAR JOHNSON RD RECONS 4,446.38
332 W MAIN ST IMPROVE 6,657.74
600 WATER FUND 2,869.01
740 STORM WATER UTILITY 380.00
-----
GRAND TOTAL: 157,519.13
-----

```

TOTAL PAGES: 2



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: June 15, 2026

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

PREPARED BY: Alycia Friis, City Clerk
--

DATE: June 11, 2026

BACKGROUND:

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

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

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

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

ORDINANCE NO. 840

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

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

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

71.01 PURPOSE AND INTENT:

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

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

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

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

71.02 DEFINITIONS:

AUTOMATIC LICENSE PLATE READER SYSTEM

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

71.03 ORDINANCE:

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

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

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

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

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

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

Passed, adopted and approved this 1st day of June, 2026.

1st Reading: June 1, 2026
2nd Reading: June 15, 2026
3rd Reading: July 7, 2026

Mayor, Roger Laughlin

Attest:

City Clerk, Alycia A Friis

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

City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	June 15, 2026
AGENDA ITEM:	Resolution 2026-53 Approving the Workers' Compensation Proposal with Iowa Municipal Workers' Compensation Association (IMWCA) for Fiscal Year 2026.
PREPARED BY:	Alycia Friis, City Clerk
DATE:	June 11, 2026

SUMMARY:

The total estimated coverage premium for FY27 is \$36,312.00.

RESOLUTION 2026-53

**A RESOLUTION APPROVING THE WORKERS' COMPENSATION PROPOSAL
WITH IOWA MUNICIPALITIES WORKERS' COMPENSATION ASSOCIATION
(IMWCA) FOR FISCAL YEAR 2027.**

WHEREAS, the City of West Branch, Iowa received an insurance renewal quote from the Iowa Municipalities Workers' Compensation Association (IMWCA); and

WHEREAS, after reviewing the insurance renewal quote, the City Council has decided to accept the quote of IMWCA, effective July 1, 2026.

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

Passed and approved this 15th day of June, 2026.

Roger Laughlin, Mayor

Attest:

Alycia Friis, City Clerk

West Branch (0851)

Estimated Premium Schedule as of 5/14/2026

Policy Period: 7/1/2026-7/1/2027

Workers' Compensation Coverage

Class Code	Description	Rate	Payroll	Premium	Modified Premium	Discounted Premium
5506	Street or Road Paving	4.762%	100,976	4,808	4,471	2,937
7520	Waterworks Operations & Driver	2.077%	63,272	1,314	1,222	803
7580	Sewage Disposal Plant Operation	1.795%	25,607	460	428	281
7705V	Ambulance Service Companies, Volunteer EMS providers & drivers.	4.085%	309	13	12	8
7711	Volunteer Firefighters & Drivers	54.496%	72,053	39,266	36,517	23,992
7720	Police Officers & Drivers	2.086%	414,884	8,654	8,048	5,288
7720V	Reserve Peace Officers & Drive	2.086%	1,968	41	38	25
8380	Automobile - All Others	2.125%	69,734	1,482	1,378	905
8810	Clerical Office Employees - NO	0.139%	476,447	662	616	405
8810V	Elected or Appointed Officials	0.139%	13,236	18	17	11
9101	Public Library/Museums - Maint	3.644%	389	14	13	9
9102	Parks NOC - All Employees	2.101%	55,788	1,172	1,090	716
9220	Cemetery Operations & Drivers	3.7%	15,035	556	517	340
9402	Street Cleaning & Drivers	3.198%	10,916	349	325	214
9410	Municipal Employees	1.692%	11,377	192	179	118
Totals:			1,331,991	59,001	54,871	36,052

Your IMWCA Discount for Workers' Compensation Coverage:

Longevity Credit:	\$ 2,744	5%
Loss Experience Credit:	\$ 6,036	11%
Large Premium Discount:	\$ 6,036	11%
Total Discount:	\$ 14,815	27%

Workers' Compensation Premium Calculation

Pure Premium:	\$ 59,001
Experience Modification Factor: X	.93
Modified Premium:	\$ 54,871
IMWCA Discount Amount: -	\$ 14,815
Discounted Premium:	\$ 40,056
Good Experience Bonus: X	.90
Expense Constant: +	\$ 160
Annual Premium:	\$ 36,212
Total Premium:	\$ 36,212

Other Coverage

Non-Statutory Medical Coverage

Rate: \$10/Volunteer, Minimum Premium \$100

Estimated Number of Volunteers 0 Rate: 10 Premium: 0

Premium generated by count falls beneath minimum premium standards, therefore a minimum premium of \$100 has been used.

Non-Stat. Vol. Premium: 0

Minimum Premium: 100

Total Estimated Coverage Premium: \$ 36,312

This is not an invoice.

- Precision for calculations have been increased for loss costs, rates, and ELRs from two decimal places to three decimal places effective January 1, 2026



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	June 15, 2026
AGENDA ITEM:	Resolution 2026-54 Approving a Liability Insurance Proposal with Iowa Communities Assurance Pool (ICAP).
PREPARED BY:	Alycia Friis, City Clerk
DATE:	June 11, 2026

SUMMARY:

This is the City's insurance company for liability insurance. The premium is \$84,823.00 for FY27 (July 1, 2026 to June 30, 2027).

RESOLUTION 2026-54

RESOLUTION APPROVING A LIABILITY INSURANCE PROPOSAL WITH IOWA COMMUNITIES ASSURANCE POOL (ICAP).

WHEREAS, the City of West Branch, Iowa received an insurance renewal quote from the Iowa Communities Assurance Pool (ICAP); and

WHEREAS, after reviewing the insurance renewal quote, the City Council has decided to accept it and continue membership with ICAP, effective July 1, 2026.

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

Passed and approved this 15th day of June, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: June 15, 2026

AGENDA ITEM: Resolution 2026-55 Approving Pay Estimate Number 4 in the amount of \$247,717.75 to Peterson Contractors, Inc. for the 2025 Channel Widening Flood Improvements Project.

PREPARED BY: City Clerk, Alycia Friis
--

DATE: June 11, 2026

SUMMARY:

Peterson Contractors, Inc of Reinbeck, Iowa was awarded the construction contract for the 2025 Channel Widening Flood Improvement Project by the West Branch City Council through the passage of Resolution 2025-87 on August 4, 2025 in the amount of \$1,110,692.64.

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

Pay Estimate Number	Amount	Resolution #	Date
1	\$124,909.08	2025-123	November 17, 2025
2	\$324,462.77	2025-132	December 15, 2025
3	<u>\$341,878.81</u>	2026-34	April 20,2026
	\$791,250.66		

RESOLUTION 2026-55

RESOLUTION APPROVING PAY ESTIMATE NUMBER 4 IN THE AMOUNT OF \$247,717.75 TO PETERSON CONTRACTORS, INC. FOR THE 2025 CHANNEL WIDENING FLOOD IMPROVEMENTS PROJECT

WHEREAS, Peterson Contractors, Inc. of Reinbeck, Iowa was awarded the construction contract for the 2025 Channel Widening Flood Improvement Project (the “Project”) by the West Branch City Council through the passage of Resolution 2025-87 on August 4, 2025 in the amount of \$1,110,692.64; and

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

WHEREAS, it is now necessary for the City Council to accept Pay Estimate Number 4 in the amount of \$247,717.75 to Peterson Contractors, Inc.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the West Branch, Iowa, that Pay Estimate Number 4 in the amount of \$247,717.75 to Peterson Contractors, Inc. is approved.

PASSED AND APPROVED this 15th day of June, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia A Friis, City Clerk

J25379

VEENSTRA & KIMM INC.

2600 University Parkway, Suite 1
Coralville, Iowa 52241

319.466.1000
www.v-k.net



PAY ESTIMATE NO. 4
CHANNEL WIDENING FLOOD IMPROVEMENTS
WEST BRANCH, IOWA

May 20, 2026

Contract Amount \$1,110,692.00
Contract Date August 4, 2025
Pay Period April 4, 2026 - May 19, 2026

Peterson Contractors, Inc.
104 Blackhawk Street
Reinbeck, IA 50669

BID ITEMS

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.1	Clearing & Grubbing	LS	1	\$ 54,000.00	\$ 54,000.00	100%	\$ 54,000.00
1.2	Excavation, Cl 10, Channel	CY	37,984	\$ 3.00	\$ 113,952.00	37,984	\$ 113,952.00
1.3	Excavation, Cl 10, Waste	CY	24,744	\$ 8.00	\$ 197,952.00	25,534	\$ 204,272.00
1.4	Excavation, Cl 13, Waste	CY	2,500	\$ 17.50	\$ 43,750.00	2,500	\$ 43,750.00
1.5	Topsoil, Strip, Salvage+Spread	CY	4,580	\$ 7.25	\$ 33,205.00	5,310	\$ 38,497.50
1.6	Rmvl of Exist Struct Bridge	Ea.	1	\$ 23,000.00	\$ 23,000.00	1	\$ 23,000.00
1.7	Rmvl of Exist Struct	Ea.	1	\$ 1,500.00	\$ 1,500.00	1	\$ 1,500.00
1.8	Rmv Pipe LE 36"	LF	256	\$ 25.00	\$ 6,400.00	256	\$ 6,400.00
1.9	Connect to Exist San Sewer Pipe	Ea.	3	\$ 5,750.00	\$ 17,250.00	3	\$ 17,250.00
1.10	Manhole, San SWR, SW-301, 48"	Ea.	2	\$ 8,500.00	\$ 17,000.00	2	\$ 17,000.00
1.11	Manhole, San SWR, SW-301, 72"	Ea.	1	\$ 15,500.00	\$ 15,500.00	1	\$ 15,500.00
1.12	Manhole Adjustment, Major	Ea.	1	\$ 2,000.00	\$ 2,000.00	1	\$ 2,000.00
1.13	San SWR GMain, DIP Cl 52, Trnch, 8"	LF	61	\$ 350.00	\$ 21,350.00	61	\$ 21,350.00
1.14	San SWR GMain, DIP Cl 52, Trnch, 16"	LF	119	\$ 425.00	\$ 50,575.00	119	\$ 50,575.00
1.15	San SWR GMain, DIP Cl 52, Trnch, 18"	LF	63	\$ 500.00	\$ 31,500.00	63	\$ 31,500.00
1.16	Intake, SW-511	Ea.	2	\$ 4,800.00	\$ 9,600.00	1	\$ 4,800.00
1.17	St SWR G-Main, Trnch, RCP (Class III) 18"	LF	425	\$ 82.00	\$ 34,850.00	328	\$ 26,896.00
1.18	St SWR G-Main, Trnch, RCP (Class III) 24"	LF	30	\$ 150.00	\$ 4,500.00	30	\$ 4,500.00
1.19	Apron, Concrete, 18" Dia.	Ea.	2	\$ 2,600.00	\$ 5,200.00	3	\$ 7,800.00
1.20	Utility Conc Encasement	Ea.	3	\$ 20,000.00	\$ 60,000.00	3	\$ 60,000.00
1.21	Toe Wood	LF	536	\$ 55.00	\$ 29,480.00	536	\$ 29,480.00
1.22	Rock Riffles (Shot Rock)	Ton	1,796	\$ 54.50	\$ 97,882.00	1,641.03	\$ 89,436.14
1.23	J-Hook	Ea.	1	\$ 13,000.00	\$ 13,000.00	1	\$ 13,000.00
1.24	Stone Toe Protection, Shot Rock	Ton	85	\$ 70.00	\$ 5,950.00	85	\$ 5,950.00
1.25	Rock Erosion Control (REC), Rev Stone Cl E	Ton	113	\$ 56.00	\$ 6,328.00	113	\$ 6,328.00
1.26	Floodplain Native Seed	Acres	3.5	\$ 935.00	\$ 3,272.50	3.5	\$ 3,272.50
1.27	Sudas Type 1	Acres	1.3	\$ 1,200.00	\$ 1,560.00	1.3	\$ 1,560.00
1.28	Upland Slope Native Seed	Acres	1.9	\$ 1,000.00	\$ 1,900.00	2.43	\$ 2,430.00
1.29	Wetland Grass Seeding (Install Only)	Acre	0.19	\$ 1,000.00	\$ 190.00	0.19	\$ 190.00
1.30	Floating Silt Curtain	Ea.	3	\$ 1,200.00	\$ 3,600.00	3	\$ 3,600.00
1.31	Silt Fence	LF	7,253	\$ 1.50	\$ 10,879.50	5,310	\$ 7,965.00
1.32	Rolled Erosion Control Mat	Sq	555	\$ 24.00	\$ 13,320.00	412.06	\$ 9,889.44
1.33	12" Line Stop	Ea.	2	\$ 20,000.00	\$ 40,000.00	1	\$ 20,000.00
1.34	12" DIP Water Main	LF	144	\$ 180.00	\$ 25,920.00	144	\$ 25,920.00
1.35	12" 45° Bends (DIP)	Ea.	4	\$ 1,100.00	\$ 4,400.00	4	\$ 4,400.00
1.36	Plant Trees	Ea.	25	\$ 500.00	\$ 12,500.00	17.5	\$ 8,750.00
1.37	Macadam Stone 9"	CY	302	\$ 45.00	\$ 13,590.00	5.92	\$ 266.40
1.38	Choke Stone 6"	CY	269	\$ 44.00	\$ 11,836.00	593.67	\$ 26,121.48
1.39	Seeding Maintenance Agreement	LS	1	\$ 4,000.00	\$ 4,000.00		\$ -
1.40	PPP & Erosion Control	LS	1	\$ 6,000.00	\$ 6,000.00	100%	\$ 6,000.00
1.41	Mobilization	LS	1	\$ 48,000.00	\$ 48,000.00	100%	\$ 48,000.00
1.42	Construction Survey	LS	1	\$ 14,000.00	\$ 14,000.00	100%	\$ 14,000.00
Contract Price:					\$ 1,110,692.00		\$ 1,071,101.46

SUMMARY		Total Approved	Total Completed
		Contract Price \$ 1,110,692.00	\$ 1,071,101.46
Approved Change Order (list each)			
	Revised Contract Price	\$ 1,110,692.00	\$ 1,071,101.46

Total Earned \$ 1,071,101.46
Retainage (3%) \$ 32,133.04

Total Earned Less Retainage \$ 1,038,968.41

Total Previously Approved (list each)	Pay Estimate No. 1	\$ 124,909.08	
	Pay Estimate No. 2	\$ 324,462.77	
	Pay Estimate No. 3	\$ 341,878.81	

Total Previously Approved \$ 791,250.66

Percent Complete 98%

Amount Due This Request \$ 247,717.75

The amount \$247,717.75 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:
Peterson Contractors, Inc.

Recommended By:
Veenstra & Kimm, Inc.

Approved By:
West Branch, Iowa

Signature: 

Signature: 

Signature: _____

Name: Cordell Q. Peterson

Name: Eric Gould

Name: _____

Title: president

Title: Engineer

Title: _____

Date: 5.27.26

Date: May 20, 2026

Date: _____



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	June 15, 2026
AGENDA ITEM:	Resolution 2026-56 Approving Change Order #1 in the amount of \$9,200.00 for the 2025 Channel Widening Flood Improvements Project.
PREPARED BY:	City Clerk, Alycia Friis
DATE:	June 11, 2026

SUMMARY:

Peterson Contractors, Inc of Reinbeck, Iowa was awarded the construction contract for the 2025 Channel Widening Flood Improvement Project by the West Branch City Council through the passage of Resolution 2025-87 on August 4, 2025 in the amount of \$1,110,692.64.

The City has received and approved the following Change Orders for the project to date:

Pay Estimate Number	Amount	Resolution #	Date
1	\$9,200.00	2026-562	June 15,2026

RESOLUTION 2026-56

A RESOLUTION APPROVING CHANGE ORDER #1 IN THE AMOUNT OF \$9,200.00 FOR THE 2025 CHANNEL WIDENING FLOOD IMPROVEMENTS PROJECT

WHEREAS, Peterson Contractors, Inc. of Reinbeck, Iowa was awarded the construction contract for the 2025 Channel Widening Flood Improvement Project (the “Project”) by the West Branch City Council through the passage of Resolution 2025-87 on August 4, 2025 in the amount of \$1,110,692.64; and

WHEREAS, Change Order #1 makes modifications to the project as described on Exhibit A; and

WHEREAS, Change Order #1 decreases the contract amount by \$9,200.00; and

WHEREAS, it is now necessary to approve Change Order #1 in the amount of \$9,200.00 for the 2025 Channel Widening Flood Improvements Project.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, that Change Order #1 in the amount of \$9,200.00 for the 2025 Channel Widening Flood Improvements Project is approved.

Passed and approved this 15th day of June, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia A Friis, City Clerk



MEMORANDUM

To: City of West Branch & Stevens Erosion Control Date: May 19, 2026
From: Eric Gould, Veenstra & Kimm, Inc. V&K No: 368324
Re: Seeding & Tree Maintenance

This memo is to document the structure for the final payment of the trees and maintenance of the seeding.

At the time of the project completion, \$8,750 will have been paid for the trees and \$0 for the maintenance.

In May of 2027, Stevens Erosion Control and the City of West Branch will need to contact Eric Gould and Amy Bouska to complete a walk through to assess the condition of the trees and seeding. At that time, the final payment for the trees in the amount of \$3,750 and the first payment for the maintenance in the amount of \$2,000 will be made.

In May of 2028 and 2029, Stevens Erosion Control and the City of West Branch will need to contact Eric and Amy for the assessment. Each year following the walk through, payments of \$1,000 will be made for maintenance.

J25379



VEENSTRA & KIMM INC.
2600 University Parkway, Suite 1
Coralville, Iowa 52241

319.466.1000
www.v-k.net

May 19, 2026

CHANGE ORDER NO. 1

**CHANNEL WIDENING FLOOD IMPROVEMENTS
WEST BRANCH, IOWA**

Change Order No. 1 is for the following modifications to the project:

- 1. In lieu of installing a line stop north of the channel near Beranek Park, an Inserta Valve was installed to control the water for testing purposes.

LS \$ 9,200.00

Total: \$ 9,200.00

Change Order No. 1 increases the contract amount by \$ 9,200.00.

PETERSON CONTRACTORS, INC.

CITY OF WEST BRANCH, IOWA

By *[Signature]*

By _____

Title president

Title _____

Date 5.27.26

Date _____

VEENSTRA & KIMM, INC.

ATTEST:

By *[Signature]*

By _____

Title Project Engineer

Title _____

Date May 19, 2026

Date _____

V&K Job No. 368324

BUILDING RELATIONSHIPS ENGINEERING SOLUTIONS



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: June 15, 2026

AGENDA ITEM: Resolution 2026-57 Appointing Gary Savona to the position of Fire Chief for the City of West Branch and setting the Annual Salary for the position.

PREPARED BY: Alycia Friis, City Clerk
--

DATE: June 11, 2026

BACKGROUND:

Gary Savona was recommended as the new Fire Chief by the interview panels consisting of city council, staff, current firefighters, and members of the public. Council approved the panel's recommendation and Gary Savona has accepted an employee agreement laying out the terms of his employment.

Savona brings with him, eighteen years of firefighting experience. The Council opted to hire Gary Savona with a five-year vacation rate due the number of service years in the firefighting profession.

RESOLUTION 2026-57

A RESOLUTION APPOINTING GARY SAVONA TO THE POSITION OF FIRE CHIEF FOR THE CITY OF WEST BRANCH AND SETTING THE ANNUAL SALARY FOR THE POSITION.

WHEREAS, upon the recommendation of the Fire Chief Selection Committee and the City Council for the City of West Branch, both parties are interested in hiring Gary Savona to serve in the role of Fire Chief; and

WHEREAS, Gary Savona has been a dedicated firefighting professional for the past eighteen years, and will be a great asset as the Chief for the West Branch Fire Department; and

WHEREAS, the West Branch Fire Chief recruitment was advertised and managed in accordance State and Federal laws; and

WHEREAS, Gary Savona, a high performing current firefighter, based on current hiring practices, market conditions for similar positions, and hiring negotiations should receive the recommended annual salary as shown within this resolution;

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

Section 1. That the City of West Branch, Iowa will hire Gary Savona as the Fire Chief for the West Branch Fire Department.

Section 2. The following person and position named shall be paid the annual salary wage indicated and the City Clerk and/or Finance Officer is authorized to issue payroll checks, less legally required or authorized deductions for the amounts set out below, and make such contributions to IPERS and Social Security or other purposes as required by law or authorization of the Council.

Position	Name	Annual Salary	Status
Fire Chief	Gary Savona	\$95,000	Exempt

Section 3. The above-named employee is subject to the City of West Branch Personnel Policies and Procedures applicable to their department.

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

Passed and approved this 15th day of June 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: June 15, 2026

AGENDA ITEM: Resolution 2026-58 Approving the Application for the Purpose of receiving benefits from the Iowa DNR.
--

PREPARED BY: Alycia Friis, City Clerk
--

DATE: June 11, 2026

BACKGROUND:

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

We are now ready to submit a grant request to the Iowa DNR REAP program to potentially secure the funds needed to build the trail. This grant can offer up to \$75,000.00 in funding if awarded for the project.

RESOLUTION NO. 2026 - 58

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST BRANCH, IOWA APPROVING THE APPLICATION(S) FOR THE PURPOSE OF RECEIVING BENEFITS FROM THE IOWA DEPARTMENT OF NATURAL RESOURCES.

WHEREAS, the Iowa Department of Natural Resources has grant funds available that target Outdoor Recreation, Conservation and Historic Preservation, and

WHEREAS, the Iowa DNR, Resource Enhancement & Protection (REAP), has a grant application cycle that ends August 14, 2026 and

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

WHEREAS, one or more applications from the City of West Branch, and/or from organizations with projects that will take place on municipal property, will be submitted to the Iowa DNR REAP program by the August 14, 2026 deadline,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of West Branch, Iowa that the City of West Branch authorizes the following grant applications to be submitted to the Iowa DNR Reap program for the August, 2026 application cycle:

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

Passed and adopted this 15th day of June, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia A Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: June 15, 2026

AGENDA ITEM: Resolution 2026-59 Approving the Application for the purpose of receiving benefits from the Iowa DOT.
--

PREPARED BY: Alycia Friis, City Clerk
--

DATE: June 11, 2026

BACKGROUND:

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

We are now ready to submit a grant request to the Iowa DOT program to potentially secure the funds needed to build the trail and in conjunction with other grant funds.

RESOLUTION NO. 2026 - 59

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

WHEREAS, the Iowa DOT has grant funds available that target the acquisition, construction or improvement of recreational trails open for public use or trails that will be dedicated to public use, and

WHEREAS, the Iowa DOT, State Recreational Trails Program (SRT), has a grant application cycle that ends July 1, 2026 and

WHEREAS, the City of West Branch is supportive of these targets for improvements to the community and County and will maintain the completed project to ensure safe, public use, and

WHEREAS, one or more applications from the City of West Branch, and/or from organizations with projects that will take place on municipal property, will be submitted to the Iowa DOT SRT program by the July 1, 2026 deadline,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of West Branch, Iowa that the City of West Branch authorizes the following grant applications to be submitted to the Iowa DOT SRT program for the July, 2026 application cycle:

1. Connection Trail in front of the West Branch High School, to connect to the Johnson County Trail and to connect the trail to the Federal Park in West Branch.
2. Potential addition of manual stop lights on W Main Street, at the WB high school entrance across from Dawson Drive.

Passed and adopted this 15th day of June, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia A Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: June 15, 2026

AGENDA ITEM: Resolution 2026-60 Approving Pay Estimate Number 5 in the amount of \$9,387.66 to Peterson Contractors, Inc. for the 2025 Channel Widening Flood Improvements Project.

PREPARED BY: City Clerk, Alycia Friis
--

DATE: June 11, 2026

SUMMARY:

Peterson Contractors, Inc of Reinbeck, Iowa was awarded the construction contract for the 2025 Channel Widening Flood Improvement Project by the West Branch City Council through the passage of Resolution 2025-87 on August 4, 2025 in the amount of \$1,110,692.64.

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

Pay Estimate Number	Amount	Resolution #	Date
1	\$124,909.08	2025-123	November 17, 2025
2	\$324,462.77	2025-132	December 15, 2025
3	\$341,878.81	2026-34	April 20, 2026
4	<u>\$247,717.75</u>	2026-55	June 15, 2026
	\$1,038,968.41		

RESOLUTION 2026-60

RESOLUTION APPROVING PAY ESTIMATE NUMBER 5 IN THE AMOUNT OF \$9,387.66 TO PETERSON CONTRACTORS, INC. FOR THE 2025 CHANNEL WIDENING FLOOD IMPROVEMENTS PROJECT

WHEREAS, Peterson Contractors, Inc. of Reinbeck, Iowa was awarded the construction contract for the 2025 Channel Widening Flood Improvement Project (the “Project”) by the West Branch City Council through the passage of Resolution 2025-87 on August 4, 2025 in the amount of \$1,110,692.64; and

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

WHEREAS, it is now necessary for the City Council to accept Pay Estimate Number 5 in the amount of \$9,387.66 to Peterson Contractors, Inc.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the West Branch, Iowa, that Pay Estimate Number 5 in the amount of \$9,387.66 to Peterson Contractors, Inc. is approved.

PASSED AND APPROVED this 15th day of June, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia A Friis, City Clerk



June 10, 2026

Peterson Contractors, Inc.
 104 Blackhawk Street
 Reinbeck, IA 50669

PAY ESTIMATE NO. 5
CHANNEL WIDENING FLOOD IMPROVEMENTS
WEST BRANCH, IOWA

Contract Amount \$1,110,692.00
 Contract Date August 4, 2025
 Pay Period May 19, 2026 - June 10, 2026

BID ITEMS

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.1	Clearing & Grubbing	LS	1	\$ 54,000.00	\$ 54,000.00	100%	\$ 54,000.00
1.2	Excavation, CI 10, Channel	CY	37,984	\$ 3.00	\$ 113,952.00	37,984	\$ 113,952.00
1.3	Excavation, CI 10, Waste	CY	24,744	\$ 8.00	\$ 197,952.00	25,534	\$ 204,272.00
1.4	Excavation, CI 13, Waste	CY	2,500	\$ 17.50	\$ 43,750.00	2,500	\$ 43,750.00
1.5	Topsoil, Strip, Salvage+Spread	CY	4,580	\$ 7.25	\$ 33,205.00	5,310	\$ 38,497.50
1.6	Rmvl of Exist Struct Bridge	Ea.	1	\$ 23,000.00	\$ 23,000.00	1	\$ 23,000.00
1.7	Rmvl of Exist Struct	Ea.	1	\$ 1,500.00	\$ 1,500.00	1	\$ 1,500.00
1.8	Rmv Pipe LE 36"	LF	256	\$ 25.00	\$ 6,400.00	256	\$ 6,400.00
1.9	Connect to Exist San Sewer Pipe	Ea.	3	\$ 5,750.00	\$ 17,250.00	3	\$ 17,250.00
1.10	Manhole, San SWR, SW-301, 48"	Ea.	2	\$ 8,500.00	\$ 17,000.00	2	\$ 17,000.00
1.11	Manhole, San SWR, SW-301, 72"	Ea.	1	\$ 15,500.00	\$ 15,500.00	1	\$ 15,500.00
1.12	Manhole Adjustment, Major	Ea.	1	\$ 2,000.00	\$ 2,000.00	1	\$ 2,000.00
1.13	San SWR GMain, DIP CI 52, Trnch, 8"	LF	61	\$ 350.00	\$ 21,350.00	61	\$ 21,350.00
1.14	San SWR GMain, DIP CI 52, Trnch, 16"	LF	119	\$ 425.00	\$ 50,575.00	119	\$ 50,575.00
1.15	San SWR GMain, DIP CI 52, Trnch, 18"	LF	63	\$ 500.00	\$ 31,500.00	63	\$ 31,500.00
1.16	Intake, SW-511	Ea.	2	\$ 4,800.00	\$ 9,600.00	1	\$ 4,800.00
1.17	St SWR G-Main, Trnch, RCP (Class III) 18"	LF	425	\$ 82.00	\$ 34,850.00	328	\$ 26,896.00
1.18	St SWR G-Main, Trnch, RCP (Class III) 24"	LF	30	\$ 150.00	\$ 4,500.00	30	\$ 4,500.00
1.19	Apron, Concrete, 18" Dia.	Ea.	2	\$ 2,600.00	\$ 5,200.00	3	\$ 7,800.00
1.20	Utility Conc Encasement	Ea.	3	\$ 20,000.00	\$ 60,000.00	3	\$ 60,000.00
1.21	Toe Wood	LF	536	\$ 55.00	\$ 29,480.00	536	\$ 29,480.00
1.22	Rock Riffles (Shot Rock)	Ton	1,796	\$ 54.50	\$ 97,882.00	1,641.03	\$ 89,436.14
1.23	J-Hook	Ea.	1	\$ 13,000.00	\$ 13,000.00	1	\$ 13,000.00
1.24	Stone Toe Protection, Shot Rock	Ton	85	\$ 70.00	\$ 5,950.00	85	\$ 5,950.00
1.25	Rock Erosion Control (REC), Rev Stone CI E	Ton	113	\$ 56.00	\$ 6,328.00	113	\$ 6,328.00
1.26	Floodplain Native Seed	Acres	3.5	\$ 935.00	\$ 3,272.50	3.5	\$ 3,272.50
1.27	Sudas Type 1	Acres	1.3	\$ 1,200.00	\$ 1,560.00	1.3	\$ 1,560.00
1.28	Upland Slope Native Seed	Acres	1.9	\$ 1,000.00	\$ 1,900.00	2.53	\$ 2,530.00
1.29	Wetland Grass Seeding (Install Only)	Acre	0.19	\$ 1,000.00	\$ 190.00	0.19	\$ 190.00
1.30	Floating Silt Curtain	Ea.	3	\$ 1,200.00	\$ 3,600.00	3	\$ 3,600.00
1.31	Silt Fence	LF	7,253	\$ 1.50	\$ 10,879.50	5,370	\$ 8,055.00
1.32	Rolled Erosion Control Mat	Sq	555	\$ 24.00	\$ 13,320.00	424.06	\$ 10,177.44
1.33	12" Line Stop	Ea.	2	\$ 20,000.00	\$ 40,000.00	1	\$ 20,000.00
1.34	12" DIP Water Main	LF	144	\$ 180.00	\$ 25,920.00	144	\$ 25,920.00
1.35	12" 45° Bends (DIP)	Ea.	4	\$ 1,100.00	\$ 4,400.00	4	\$ 4,400.00
1.36	Plant Trees	Ea.	25	\$ 500.00	\$ 12,500.00	17.5	\$ 8,750.00
1.37	Macadam Stone 9"	CY	302	\$ 45.00	\$ 13,590.00	5.92	\$ 266.40
1.38	Choke Stone 6"	CY	269	\$ 44.00	\$ 11,836.00	593.67	\$ 26,121.48
1.39	Seeding Maintenance Agreement	LS	1	\$ 4,000.00	\$ 4,000.00		\$ -
1.40	PPP & Erosion Control	LS	1	\$ 6,000.00	\$ 6,000.00	100%	\$ 6,000.00
1.41	Mobilization	LS	1	\$ 48,000.00	\$ 48,000.00	100%	\$ 48,000.00
1.42	Construction Survey	LS	1	\$ 14,000.00	\$ 14,000.00	100%	\$ 14,000.00
Contract Price:					\$ 1,110,692.00		\$ 1,071,579.46

SUMMARY		Total Approved	Total Completed
Contract Price		\$ 1,110,692.00	\$ 1,071,579.46
Approved Change Order (list each)	Change Order # 1	\$ 9,200.00	\$ 9,200.00
	Revised Contract Price	\$ 1,119,892.00	\$ 1,080,779.46

Total Earned \$ 1,080,779.46
Retainage (3%) \$ 32,423.38

Total Earned Less Retainage \$ 1,048,356.07

Total Previously Approved (list each)			
	Pay Estimate No. 1	\$ 124,909.08	
	Pay Estimate No. 2	\$ 324,462.77	
	Pay Estimate No. 3	\$ 341,878.81	
	Pay Estimate No. 4	\$ 247,717.75	

Total Previously Approved \$ 1,038,968.41

Percent Complete 100%


Amount Due This Request \$ 9,387.66


The amount \$9,387.66 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:
Peterson Contractors, Inc.

Recommended By:
Veenstra & Kimm, Inc.

Approved By:
West Branch, Iowa

Signature: 
Name: cordell q. peterson
Title: president
Date: 6.10.26

Signature: 
Name: Eric Gould
Title: Engineer
Date: June 10, 2026

Signature: _____
Name: _____
Title: _____
Date: _____

REQUEST FOR PROPOSALS (RFP)

Hotel Feasibility Study and Market Analysis

City of West Branch, Iowa

Issue Date: July 1, 2026

Proposal Due Date: Aug. 1, 2026

Contact Person:

Adam Kofoed, City Administrator

City of West Branch

PO Box 218, 110 N. Poplar St., West Branch, IA 52358

319 643 5888

adam@westbranchiowa.org

1. INTRODUCTION

The City of West Branch, Iowa, is seeking proposals from qualified consulting firms to conduct a comprehensive Hotel Feasibility Study and Market Analysis. The purpose of this study is to evaluate the viability of attracting and supporting a hotel development within the community and to provide recommendations regarding hotel type, size, amenities, market positioning, and potential development sites.

The study will serve as a decision-making tool for the City Council, economic development stakeholders, potential developers, and investors.

2. COMMUNITY OVERVIEW

West Branch is located in eastern Iowa along Interstate 80 between Iowa City and the Quad Cities. The community serves as the home of the Herbert Hoover National Historic Site and the Herbert Hoover Presidential Library and Museum, attracting visitors from across the nation. The city is experiencing residential and commercial growth and is strategically positioned to capture tourism, business travel, and regional event traffic.

The City seeks to understand the market demand for hotel accommodations and identify opportunities for future hospitality investment.

3. PROJECT OBJECTIVES

The selected consultant shall:

- Evaluate the market feasibility of a hotel in West Branch.
- Determine existing and projected lodging demand.
- Assess potential hotel product types and market segments.
- Identify optimal hotel size, room count, and service level.
- Analyze potential development sites.
- Estimate occupancy rates, average daily rates (ADR), and revenue potential.
- Identify risks and opportunities associated with hotel development.
- Provide recommendations to assist the City in attracting hotel developers and investors.

4. SCOPE OF SERVICES

The consultant shall perform, at a minimum, the following tasks:

Task 1 – Market Assessment

Analyze regional and local lodging demand drivers, including:

- Tourism and visitor attractions
- Interstate travel patterns
- Business and corporate travel
- University-related visitation
- Sporting events and tournaments
- Community festivals and special events
- Government travel
- Regional economic growth trends

Task 2 – Competitive Hotel Market Analysis

Evaluate existing lodging facilities within an appropriate market area, including:

- Number of hotels
- Room inventory
- Occupancy trends
- ADR and RevPAR data
- Hotel classifications
- Market penetration rates
- Future hotel developments

The analysis should include nearby markets such as Iowa City, Coralville, North Liberty, and other relevant communities.

Task 3 – Demand Analysis

Estimate demand generated by:

- Tourism attractions
- Interstate travelers
- Business travelers
- Local employers
- University of Iowa-related activities
- Regional events
- Future growth and development projects

Task 4 – Site Evaluation

Evaluate potential hotel development sites and identify:

- Accessibility
- Visibility
- Utility availability
- Development constraints
- Compatibility with surrounding land uses

Task 5 – Financial Feasibility

Provide:

- Recommended hotel type (limited service, extended stay, boutique, etc.)
- Recommended room count
- Occupancy projections
- ADR projections
- Revenue estimates
- Operating assumptions
- Development cost ranges
- Investment considerations

Task 6 – Economic Impact Analysis

Estimate:

- Job creation
- Property tax impacts

- Local spending impacts
- Tourism-related benefits
- Economic development impacts

Task 7 – Final Recommendations

Provide:

- Overall feasibility determination
- Recommended hotel concept(s)
- Market positioning strategy
- Development attraction recommendations
- Public-private partnership opportunities, if applicable

5. DELIVERABLES

The selected consultant shall provide:

Draft Report

A comprehensive draft report for City review.

Final Report

A final report incorporating City comments, including:

- Executive Summary
- Market Analysis
- Financial Feasibility Analysis
- Site Analysis
- Recommendations

Presentation

Presentation of findings to:

- City Council
- Economic Development stakeholders
- Other designated audiences

6. CONSULTANT QUALIFICATIONS

The City seeks firms with demonstrated experience in:

- Hotel feasibility studies
- Hospitality market analysis
- Economic development consulting
- Tourism analysis
- Financial feasibility studies

Preference will be given to firms with experience in small and mid-sized communities in the Midwest.

7. PROPOSAL REQUIREMENTS

Proposals shall include:

Firm Information

- Firm name
- Address
- Primary contact
- Years in business

Project Understanding

A description of the firm's understanding of the project and proposed approach.

Project Team

Identification of key personnel and their qualifications.

Relevant Experience

Descriptions of at least three comparable hotel feasibility studies completed within the last five years.

Work Plan

Detailed project schedule and methodology.

Cost Proposal

Provide:

- Lump-sum project cost
- Hourly rates (if applicable)
- Reimbursable expenses

References

Minimum of three client references.

8. EVALUATION CRITERIA

Proposals will be evaluated based on:

Criteria	Weight
Relevant Experience	30%
Project Approach	25%
Qualifications of Team	20%
Cost Proposal	15%
References	10%

9. PROJECT SCHEDULE

Milestone	Date
RFP Issued	[Date]
Questions Due	[Date]
Proposals Due	[Date]
Consultant Selection	[Date]
Notice to Proceed	[Date]
Draft Report Due	Approximately 60 Days After Notice
Final Report Due	Approximately 90 Days After Notice

10. RESERVATION OF RIGHTS

The City reserves the right to:

- Reject any or all proposals.
- Waive informalities or irregularities.
- Request additional information from proposers.
- Negotiate modifications to proposals.
- Award the contract in the best interest of the City.

11. SUBMISSION INSTRUCTIONS

Submit one electronic PDF proposal no later than **4:00pm on Aug. 1** to:

Adam Kofoed

City Administrator

City of West Branch

adam@westbranchiowa.org

Late submissions may not be considered.

Background Information Available Upon Request

The City can provide available information related to:

- Comprehensive Plan
- Economic Development Strategic Plan
- Tourism data
- Traffic counts
- Development opportunity sites
- Community demographic information
- Existing zoning and land use information

The City of West Branch appreciates your interest and looks forward to receiving your proposal.

2023 Solid Waste Price Analysis

Municipal Run

Community	# Units 2020 Census	65 Gallon Trash	65 Recycling	Total Rate	Price Unit	Notes	Actual 23 Revenue	Actual 23 Expenditures
West Liberty	1400	\$ 36.21	\$ 3.50	\$ 39.71	\$ 36.21		\$ 608,337	\$ 614,314
Tipton	1450	\$ 25.75		\$ 25.75	\$ 35.85		\$ 623,866	\$ 596,150
Coralville	9,700	\$ 27.67	\$ -	\$ 27.67	\$ 10.37		\$ 1,206,522	\$ 1,393,418
Burlington	11,200	18.35	4.15	\$ 22.50	\$ 16.39		\$ 2,202,803	\$ 1,915,528
*Privately Outsourced								
West Branch	1150	\$ 14.75	\$ 4.75	\$ 19.50	\$ 15.10		\$ 208,316	\$ 224,187
Camanche	2152	18.71	0	\$ 18.71	\$ 14.58	Recycle twice a month	\$ 376,515	\$ 383,828
Charles City	3350	20.75	0	\$ 20.75	\$ 18.65		\$ 749,857	\$ 745,161
Humdoldt	4500	16.49		\$ 16.49	\$ 8.52	Bag program	\$ 460,070	\$ 442,117
Sac City	910	19.05	4.25	\$ 23.30	\$ 32.10		\$ 350,562	\$ 452,077
Rock Valley	1590	15.76	0	\$ 15.76	\$ 18.43		\$ 351,722	\$ 460,154
Mason City	12725	13.55	0	\$ 13.55	\$ 11.76		\$ 1,796,457	\$ 1,830,828