



CITY COUNCIL MEETING
Monday, July 20th, 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 July 7, 2026 City Council meeting.
 - b. Approve Board of Adjustment Minutes 6/30/2026
 - c. Approve Claims for July 7, 2026.
7. Presentations/Communications/Open Forum
8. Public Hearings/Non-Consent Agenda
 - a. **Public Hearing** Proposed Capital Improvement Plan for Fiscal Years 2028-2032./ Move to Action.
 - b. **Resolution 2026-70** Approving Proposed Capital Improvement Plan for Fiscal Years 2028 - 2032./ Move to Action.
 - c. **Resolution 2026-71** Setting a Public Hearing date for the proposed Fiscal Policies Manual./ Move to action.
 - d. **Resolution 2026-72** Approving Pay Estimate No. 6 in the amount of \$32,423.38 to Peterson Contractors, Inc for the 2025 Channel Widening Flood Improvements Project./ Move to Action.
 - e. **Resolution 2026-73** Approving Change Order No.1 in the amount of \$9,570.00 to Triple B Construction Corp. for the W Main Street Overlay Project./ Move to Action.
 - f. **Resolution 2026-74** Approving Pay Estimate No.1 in the amount of \$201,282.04 to Triple B Construction Corp. for the W Main Street Overlay Project./ Move to Action.
 - g. **Resolution 2026-75** Approve Invoices #01261033137, 05261039932, and 06261192608 in the total amount of \$7,356.03 to Eocene (formerly known as Impact7G) for the Wapsi Creek Widening SRF Sponsored Project../ Move to Action.
 - h. **Resolution 2026-76** Approve Invoices #07261310451 in the amount of \$2,633.50 to Eocene (formerly known as Impact7G) for the Wapsi Creek Widening SRF Sponsored Project../ Move to Action.
 - i. **Resolution 2026-77** Accepting a quote for residential solid waste and recycling collection services and direct the City Administrator to negotiate a contract./ Move to Action.
9. Discussion
 - a. TIF Application – Heidi Van Auken to present
 - b. Fiscal Policies Update – Adam Kofoed to present
 - c. Rezoning/Development – 312 W Main Street
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

July 7, 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, WB Fire Chief Gary Savona, City Engineer Dave Schechinger, Sergeant Cathy Steen, Officer Brad Longlett, Finance Officer Heidi Van Auken, and Deputy City Clerk Jessica Brown.

Attending by Zoom: Library Director Jessie Shaffer

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve Minutes from the June 15, 2026 City Council meeting.
Approve Special Event Permit for WBHS Homecoming
Approve Appointment of Jeff Tadlock to the Board of Adjustments
Approve Special Class “C” Retail Alcohol License for Lucky Wife Wine Slushies for HHTD
Approve Special Class “B” Retail Alcohol License for Main Street West Branch for HHTD
Approve Special Class “E” Retail Alcohol License for Jack and Jill Store
Approve Special Class “E” Retail Alcohol License for Maverick #5079
Approval of the May Financial Statement
Approve Claims for July 7, 2026

7/7/2026		
EXPENDITURES		
ESO SOLUTIONS	EMERGENCY SOFTWARE - FIRE	5,014.98
GREATER IOWA CITY	FY27 MEMBER DUES	2,575.00
IMWCA	IMWCA DEPOSIT FY27	9,082.00
IOWA COMMUNITIES ASSURANCE	FY27 ICAP INSURANCE PREMIUM	84,063.00
IOWA LEAGUE OF CITIES	MEMBERSHIP DUES FY27	2,147.00
LEXIPOL	POLICY MANUAL & TRAINING FY27	4,264.33
MAINSTAY SYSTEMS OF IOWA	WATCHGUARD 3 YRS	24,172.00
TYLER TECHNOLOGIES	ANNUAL SOFTWARE MAINT FY27	25,550.45
TOTAL		156,868.76

REGULAR PAYROLL 6/19/2026	72,926.64
VACATION PAYOUT 6/19/2026	1,127.55
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	74,054.19

PAID BETWEEN MEETINGS		
BOUND TREE MEDICAL	MEDICAL SUPPLIES-FIRE	160.98
COMMERCIAL RECREATION	CUBBY SHADE INSTALLATION	12,267.00
CORRIDOR ENERGY COOP	STREET LIGHTS	348.27
CULLIGAN WATER	WATER SOFTENER SERVICE	75.23
DINGES FIRE COMPANY	APPARATUS REPAIRS	4,038.25
DORSEY & WHITNEY	WAPSI '26 SRF SPONSOR PROJECT	10,000.00
EOCENE ENVIRONMENTAL GROUP	WIDENING WAPSI CREEK	3,182.00
HOTSY CLEANING SYSTEMS	MISC PARTS & SOAP	214.10
JOHNSON COUNTY EMERGENCY	FY27 HAZMAT TEAM 28E AGREEMENT	75.00
MEDIACOM	CABLE SERVICES	41.90
PAPAS TRUCK & TRAILER	196 REPAIR	1,729.22
PROTECT YOUTH SPORTS	FIRE CHIEF BACKGROUND CHECKS	43.50
SWANK MOVIE LICENSING	SITE LICENSE-MOVIES	117.00
TUTTLE, PETER	ICE MACHINE REPAIR-FIRE	195.00
WEST BRANCH REPAIRS	DODGE SERVICE & REPAIR	683.30
AMAZON.COM	VARIOUS ITEMS - LIBRARY	1,324.30
CJ COOPER & ASSOCIATES	DOT FOR CDL - PW	75.00
CROELL	WAPSI BATHROOM PAD	657.00
HAWKINS	CHEMICALS	2,796.00
IOWA CITY PRESS-CITIZEN	SUBSCRIPTION 7-1-26-6-30-27	245.02
LIBRARICA	COMPUTER MGMT SOFTWARE-LIB	328.20
LYNCH'S EXCAVATING	GREEN VIEW WATER MAIN BREAK	3,840.00
LYNCH'S PLUMBING	HYDRANT FLUSHING RESIDENT INVOICE	90.95
MAINSTAY SYSTEMS	LAPTOP/DOCK/MONITORS - FIRE, PW, CITY	7,549.00
OLSON, KEVIN	LEGAL SERVICES - JUNE 2026	1,500.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	1,023.10
PACHECO, HUGO VINICIO HERN	PAVERS FOR PICNIC AREA - LIB	1,650.00
PETERSON CONTRACTORS	WAPSI CREEK WIDE PAY EST 4 & 5	257,105.41
PLUNKETT'S PEST CONTROL	PEST CONTROL - TH, LIBRARY, CITY	164.54
QUILL	OFFICE SUPPLIES - POLICE	866.04
STATE HYGIENIC LAB	LAB ANALYSIS	1,326.50
STATE INDUSTRIAL PRODUCTS	CHEMICALS	533.96
VERIZON WIRELESS	VERIZON WIRELESS	424.71
WEST BRANCH TIMES	LEGAL PUBLICATIONS	613.20
ACTION SEWER & SEPTIC	RESTROOM BACK UP & LINE CLEAN	611.00
AMAZON.COM	DOOR STOP,BASE PLUGS - TH, P&R	164.18
AT & T MOBILITY	WIRELESS SERVICE	258.14
BROWN, JESSICA	MPI MILAGE, MEAL REIMBURSEMENT	257.35
DEERY BROTHERS	2019 F550 REPAIR - PW	3,064.36
EARL MAY NURSERY & GARDEN	TREE REPLACMENT FOR ROW TREE	299.00
FRIIS, ALCYIA	MPI MILEAGE REIMBURSEMENT	197.20
FUSIONSITE MIDWEST	CUBBY BACKUP IN BATHROOM	228.99
GOERDT INSPECTION	BLDG INSPECTIONS	1,260.00
GOODALE, MATTHEW	MILEAGE REIMBURSEMENT	178.35
HD SUPPLY	BATHROOM SUPPLIES - P&R	267.12
IMAGINATION PLAYGROUND	YOUTH PROGRAM SUPPLIES	166.37

IOWA ONE CALL	UTILITY LOCATION SERVICE	68.40
JETCO ELECTRIC	DIAGNOSTIC AND REPAIR - PW	851.75
KATRINA KORSMO	SUMMER LIBRARY PROGRAM PRIZES	17.76
LAUGHLIN DESIGN	GAZEBO PAINTING & ROOFING	10,500.00
LYNCH'S PLUMBING	CUBBY PARK SEWER BACKUP	1,096.00
MAINSTAY SYSTEMS	CUBBY SECURITY SYSTEM - P&R	2,043.50
MISCELLANEOUS VENDORS	P&R SWIMMING & STORMWATER REIMB	1,181.75
MOPPY MO'S	JANITORIAL SERVICES - FIRE	17.50
OASIS ELECTRIC	RETROFIT LIGHT FIXTURES - LIB	1,535.15
OVERDRIVE	DIGITAL & AUDIO BOOKS	244.99
STEEN, CATHERINE	NSRO FLIGHT REIMBURSE- STEEN	665.45
STERICYCLE	SHREDDING SERVICES	107.38
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	3,646.77
VAN AUKEN, HEIDI	MPA MILEAGE REIMBURSEMENT	187.89
VEENSTRA & KIMM	VARIOUS PROJECTS	15,401.91
MISCELLANEOUS VENDORS	UB REFUNDS	350.00
SISCO	HEALTH CLAIMS 6-12-2026	480.44
SISCO	HEALTH CLAIMS 6-23-2026	684.75
SISCO	HEALTH CLAIMS 6-26-2026	3,655.61
METLIFE	INSURANCE PREMIUM	2,649.70
SISCO	INSURANCE PREMIUM	18,745.73
UMB BANK	GO BOND FEES	750.00
IOWA ALCOHOL BEV. DIVISION	FIRE DEPT HHTD ALCOHOL LICENSE	24.38
IOWA ALCOHOL BEV. DIVISION	FIRE DEPT HHTD ALCOHOL LICENSE	<u>24.38</u>
TOTAL		387,166.93
GRAND TOTAL EXPENDITURES		618,089.88

FUND TOTALS			REVENUE-FISCAL YEAR 2026		
			FUND		MAY
001	GENERAL FUND	117,865.19	001	GENERAL FUND	194,059.71
022	CIVIC CENTER	65.25	022	CIVIC CENTER	18,570.00
031	LIBRARY	11,535.10	031	LIBRARY	190,794.51
036	TORT LIABILITY	60,693.50	036	TORT LIABILITY	5,458.28
110	ROAD USE TAX	10,839.11	110	ROAD USE TAX	33,416.65
112	TRUST AND AGENCY	47,296.88	112	TRUST & AGENGY	21,329.71
226	DEBT SERVICE	750.00	121	LOCAL OPTION SALES TAX	27,378.88
308	PARK IMP - PEDERSEN VALLEY	8,129.20	125	TIF	27,124.95
321	WIDENING WAPSI CREEK	275,911.04	226	DEBT SERVICE	15,625.56
331	CEDAR JOHNSON RD RECON	3,897.28	300	CAPITAL IMPROVEMENT RESERVE	6,200.38
332	W MAIN ST IMPROVE	5,086.00	500	CEMETERY PERPETUAL FUND	1,222.49
600	WATER FUND	40,719.50	600	WATER FUND	81,988.94
610	SEWER FUND	34,180.60	610	SEWER FUND	87,754.48
740	STORM WATER UTILITY	<u>1,121.23</u>	740	STORM WATER UTILITY	<u>6,192.10</u>
GRAND FUND TOTAL	618,089.88		TOTAL		717,116.64

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

Introduction of Fire Chief Gary Savona made by Mayor Laughlin.
Scott and Julie Kelly – 167 Northridge Dr.: shared a complaint that their neighbor has not been mowing their yard. Scott has offered to help and the response has been, No. They are asking for the yard to get cleaned up. The front was mowed one time after a notice had been received from the City. However, the back yard has not been mowed in over a year.

PUBLIC HEARING / NON-CONSENT AGENDA

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

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.

1st Reading:
2nd Reading:
3rd Reading:

Passed, adopted and approved this 1st day of June, 2026.
June 1, 2026
June 15, 2026
July 7, 2026

Mayor, Roger Laughlin

Attest:

City Clerk, Alycia A Friis

Motion by Dean, second by Miller to approve the Third Reading of and adopt Ordinance 840. AYES: Dean, Miller, Noel, Horihan, Sexton. NAYS: None. Motion carried.

Resolution 2026-61 Approving Change Order #2 in the amount of \$11,830.50 for the W Main Street Overlay Project./ Move to Action.

This has been added due to a subdrain that will go in at the large gravel area for the shoulder widening at the W Main Street Overlay Project.

Motion by Miller, second by Horihan to approve Resolution 2026-61. AYES: Miller, Horihan, Sexton, Noel, Dean. NAYS: None. Motion carried.

Resolution 2026-62 Amending Resolution 2026-52 Setting Salaries for Appointed Officials and Employees of the City of West Branch, Iowa for FY27./ Move to action.

Motion by Miller, second by Horihan to approve Resolution 2026-62. AYES: Miller, Horihan, Sexton, Dean, Noel. NAYS: None. Motion carried.

Resolution 2026-63 Approving Change Order No. 5 to the Contract with Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project./ Move to Action.

Change due to additional grading, remove & replace curb & gutter at Lot 18 to remobilize for grading.

Motion by Miller, second by Dean to approve Resolution 2026-63. AYES: Miller, Dean, Noel, Horihan, Sexton. NAYS: None. Motion carried.

Resolution 2026-64 Approving Pay Estimate No. 10 in the amount of \$42,604.34 to Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project./ Move to Action.

Motion by Dean, second by Miller to approve Resolution 2026-64. AYES: Dean, Miller, Sexton, Horihan, Noel. NAYS: None. Motion carried.

Resolution 2026-65 Approving the use of Perpetual Care Account funds to complete the road improvement project in the West Branch Cemetery./ Move to Action.

Motion by Noel, second by Horihan to approve Resolution 2026-65. AYES: Noel, Horihan, Sexton, Dean, Miller. NAYS: None. Motion carried

Resolution 2026-66 Setting a Public Hearing on the Capital Improvement Plan Implementation./ Move to Action.

Motion by Miller, second by Noel to approve Resolution 2026-66. AYES: Miller, Noel, Dean, Sexton, Horihan. NAYS: None. Motion carried

Resolution 2026-67 Approving a Salary Adjustment for Public Works employee Harrison Goodale./ Move to Action.

Motion by Sexton, second by Horihan to approve Resolution 2026-67. AYES: Sexton, Horihan, Noel, Dean, Miller. NAYS: None. Motion carried

Resolution 2026-68 Approving the Amendment to Resolution 2026-59 in order to receive benefits from the Iowa DOT./ Move to Action.

Motion by Noel, second by Miller to approve Resolution 2026-68. AYES: Noel, Miller, Dean, Horihan, Sexton. NAYS: None. Motion carried

Resolution 2026-69 Approving a Community and Economic Development funding agreement with the Hoover's Hometown Days Committee and authorizing the Mayor to execute the agreement./ Move to Action.

Motion by Miller, second by Noel to approve Resolution 2026-69. AYES: Miller, Noel, Sexton, Horihan, Dean. NAYS: None. Motion carried

Discussion/Possible Action – 707 Cedar-Johnson Road Utility Bill Relief/ Move to Action.

Tim and Lisa Stull of 707 Cedar Johnson Rd. shared information on their yard, what was damaged due to the Cedar-Johnson Road Reconstruction Project and the timing of repairing that area. Much of the yards and areas that were altered due to the project had been reseeded either during the Fall of 2025 or early Spring 2026 and then watered. The Stull's property was missed during this and then had sod laid out in June of 2026. This required the Stull's to water this area heavily during June and ongoing. This has resulted in doubling their normal usage of water. Due to the late placement of the sod, the council agreed that this additional usage should be reduced from their bill, as it was a direct result of the Cities project on their road and due to the contractor's mistake of missing the seeding on their property. The Stull's will then get further credit for a portion of their sewer usage for the summer months when the landscape meter has been returned, read and calculated.

DISCUSSION ITEMS

a. Administrator Kofoed shared the final Capitol Improvement Presentation from the U of I students. Kofoed shared the background of the U or I students research and final presentation to show how their proposed CIP was established. Through public meetings, meet and greets, and City Directors giving feedback from their

areas, the students were able to put together a presentation and plan that will be discussed and voted on through the Public Hearing at the next council meeting.

CITY ADMINISTRATOR REPORT – Kofoed will be attending the Administrator’s summer conference in Okoboji next week from Tuesday to Friday.

CITY ATTORNEY REPORT – None

CITY ENGINEER REPORT –

Engineer Schechinger shared that he has been in talks with the West Branch Village management discussing the connection from their area to full City Sewer. There are programs through the IA Economic Development Association through their CDBG program that can help fund this project. It would be a 2 year project, and through the CDBG grants and with the LMI rate, this would allow for additional support in alleviating flow issues down stream from where the flow would come in from West Branch Village and increase the efficiency within our city.

STAFF REPORTS - NONE

COMMENTS FROM MAYOR AND COUNCIL MEMBERS –

Council person Miller asked about the sidewalk between the Heritage Hill development and the Miller building and what the plan was for this area? Would it be sidewalk, dirt, etc.? The answer appears to be working with PW director Goodale on next steps. Council person Horihan shared a welcome back to Sergeant Steen following her work with the recent incident that resulted in a shooting and following the trip that she then took with the WB middle school students. He also shared a deep Thank you, to Officer Dorsey and the rest of the WBPB officers in stepping up and taking care of the city and PD area during Chief Hall and Sergeant Steen’s absence.

ADJOURNMENT

Motion to adjourn by Miller, second by Noel. Motion carried on a voice vote. City Council meeting adjourned at 6:58 p.m.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk

(The following is a synopsis of the minutes of the West Branch Zoning and Board of Adjustment meeting. The minutes are not approved until the next regularly scheduled Zoning and Board of Adjustment meeting.)

**West Branch, Iowa
Council Chambers**

**Zoning and Board of Adjustment
Regular Meeting**

**June 30, 2026
6:00 p.m.**

Vice Chair Wayne Frauenholtz called the West Branch Zoning and Board of Adjustment regular meeting to order at 6:00 p.m. Roll call: Commission members present: Wayne Frauenholtz, Greg Humrichouse, Jeff Tadlock. City Staff present: City Administrator Adam Kofoed and Zoning Administrator, Terry Goerd

Approving Chairperson, Wayne Frauenholtz –/ Move to action

Motion by Humrichouse, second by Tadlock, motion approved 3-0.

Approving Vice Chairperson, Greg Humrichouse – / Move to action.

Motion by Frauenholtz, seconded by Tadlock, motion approved 3-0.

Approving Secretary, City Administrator Adam Kofoed-. / Move to action.

Motion by Frauenholtz, seconded by Humrichouse, motion approved 3-0.

Approve variance request for 922 Prairie View Drive /Action -

The applicants were requesting a variance for a five-foot fence in their front yard on a corner lot as for a dog. According to zoning ordinances, a corner lot must have two front yards. Front yard fences are only allowed to be four feet tall due to sign visibility around corner lots where there can be sever conflict points.

Goerd and Kofoed both agreed the application only met one of four of Iowa's four-pronged test. It is a requirement the application must meet all four of Iowa's four-pronged test.

Board members agreed that if the rules say it's a four-foot fence it should stay that way.

A motion to deny was made by Humrichouse and seconded by Tadlock. The board voted unanimously to deny the variance request. 3-0 opposed.

ADJOURNMENT

Motion to adjourn by Frauenholtz, second by Humrichouse. Motion carried on a voice vote. Zoning and Board of Adjustment meeting adjourned at 6:23 p.m.

Submitted by:

Adam Kofoed
City Administrator



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: July 20, 2026

AGENDA ITEM: Claims for July 20, 2026
--

PREPARED BY: Jessica Brown, Deputy City Clerk
--

DATE: July 20, 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**7/20/2026**

AMAZON.COM	VARIOUS ITEMS	1,682.26
CEDAR COUNTY AUDITOR	SOLID WASTE ASSESSMENT FY27	15,555.32
CORRIDOR ENERGY COOP	STREET LIGHTS	347.36
FRIIS, ALCIA	MILEAGE TO DUBUQUE - FRIIS	124.84
HD SUPPLY	TOILET PAPER - LIBRARY	77.43
HI-LINE	SHOP SUPPLIES - PW	384.73
IMWCA	IMWCA FY 27 INSTALLMENT 1	3,890.00
INTERSTATE POWER SYSTEMS	GENERATOR CONTRACT	1,130.97
IOWA ASSN. MUN. UTILITIES	QUARTERLY SAFETY TRAINING DUES	1,027.00
IOWA DEPT OF NATURAL RES	FY27 WATER SUPPLY FEE	270.08
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	209.17
LIBERTY DOORS	TOWN HALL DOOR	18,005.00
LRS HOLDINGS	TRASH & RECYCLING JUNE 2026	19,262.68
MEDIACOM	CABLE SERVICES	41.90
MISCELLANEOUS VENDOR	MARLENE LABAR: VASE LINERS	56.92
OLSON, KEVIN D	LEGAL SERVICES - JULY 2026	1,500.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	1,243.99
PARKSIDE SERVICE	SKID LOADER TIRE REPAIR - PW	112.16
PIP PRINTING & MARKETING	BUSINESS CARDS - DEP CLERK	85.02
QUILL	OFFICE SUPPLIES - CITY & PD	436.81
STATE HYGIENIC LAB	LAB ANALYSIS	1,241.50
STEEN, CATHERINE	HOTEL, MEALS, PARKING -STEEN	1,223.32
US BANK	CREDIT CARD PURCHASES	2,443.24
USA BLUE BOOK	WATER PLANT PARTS	718.72
UTILITY SERVICE	WATER TOWER MAINT PAYMENT	73,335.00
TOTAL		144,405.42

**PAYROLL-WAGES, TAXES,
EMPLOYEE BENEFITS****7/3/2026****68,014.04****PAID BETWEEN MEETINGS**

ALLIANT ENERGY	ALLIANT ENERGY	22,651.99
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,594.94
VARIOUS VENDORS	UB REFUNDS	556.88
MOPPY MO'S	CLEANING SERVICES-CITY TH P&R	665.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	73.69
TRUGREEN	LAWN TREATMENT - P&R	1,425.00
TYLER TECHNOLOGIES	UB NOTIFICATION FEE	0.10
WEX BANK	VEHICLE FUEL	1,374.51
ALATORRE	WINDOW CLEANING - CITY	86.00
CULLIGAN WATER TECH	WATER SOFTENER SERVICE - FIRE	31.49
DEPT OF THE TREASURY	PCORI FEE 2026	44.24
EAST CENT INTERGOVT	DUES 7-1-26 TO 6-30-27	2,007.20

IOWA PARKS AND REC	IOWA P&R MEMBERSHIP FY27	180.00
KANOPY	ON DEMAND VIDEO SERVICE	49.00
MOPPY MO'S	CLEANING SERVICE - POLICE	472.50
PLUNKETT'S PEST CONTROL	PEST CONTROL - LIBRARY	149.00
PYRAMID SERVICES	MOWER PARTS - PW	356.60
QUILL CORP	OFFICE SUPPLIES - CITY	87.98
VARIOUS VENDORS	UB REFUNDS	92.87
VARIOUS VENDORS	UB REFUNDS- LANDSCAPE	495.72
GLOBAL PAYMENTS	POSTAGE FEE	5.90
SISCO	HEALTH CLAIMS 7-6-2026	192.25

TOTAL	32,592.86
--------------	------------------

GRAND TOTAL EXPENDITURES	245,012.32
---------------------------------	-------------------

FUND TOTALS

001 GENERAL FUND	83,697.52
022 CIVIC CENTER	18,689.15
031 LIBRARY	10,315.57
110 ROAD USE TAX	6,565.04
112 TRUST AND AGENCY	15,665.61
600 WATER FUND	92,385.81
610 SEWER FUND	17,236.18
740 STORM WATER	457.44

GRAND FUND TOTAL	245,012.32
-------------------------	-------------------

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	QUILL CORP	OFFICE SUPPLIES - POLICE	183.02
		US BANK CORPORATE CARD	CREDIT CARD PURCHASES	56.05
			CREDIT CARD PURCHASES	91.88
		STEEN, CATHERINE	HOTEL, MEALS, PARKING -STE	1,223.32
			TOTAL:	1,554.27
FIRE OPERATION	GENERAL FUND	US BANK CORPORATE CARD	CREDIT CARD PURCHASES	7.00
			TOTAL:	7.00
STREET LIGHTING	GENERAL FUND	CORRIDOR ENERGY COOPERATIVE	STREET LIGHTS	347.36
			TOTAL:	347.36
PARK & RECREATION	GENERAL FUND	US BANK CORPORATE CARD	CREDIT CARD PURCHASES	9.94
			CREDIT CARD PURCHASES	7.00
		HD SUPPLY, INC.	PAPER TOWELS - P&R	27.12
			TOTAL:	44.06
CEMETERY	GENERAL FUND	MISCELLANEOUS V MARLENE LABAR	MARLENE LABAR: VASE LINERS	56.92
			TOTAL:	56.92
CLERK & TREASURER	GENERAL FUND	PIP PRINTING & MARKETING SERVICES	BUSINESS CARDS - DEP CLERK	85.02
		QUILL CORP	OFFICE SUPPLIES - CITY	253.79
		US BANK CORPORATE CARD	CREDIT CARD PURCHASES	821.82
			CREDIT CARD PURCHASES	134.10
			CREDIT CARD PURCHASES	49.98
		FRIIS, ALCYIA	MILEAGE TO DUBUQUE - FRIIS	124.84
			TOTAL:	1,469.55
LEGAL SERVICES	GENERAL FUND	OLSON, KEVIN D	LEGAL SERVICES - JULY 2026	1,500.00
			TOTAL:	1,500.00
SOLID WASTE	GENERAL FUND	CEDAR COUNTY AUDITOR	SOLID WASTE ASSESSMENT FY2	15,555.32
		LRS HOLDINGS, LLC	TRASH & RECYCLING JUNE 202	19,262.68
			TOTAL:	34,818.00
LOCAL CABLE ACCESS	GENERAL FUND	MEDIACOM	CABLE SERVICES	41.90
			TOTAL:	41.90
TOWN HALL	CIVIC CENTER	LIBERTY DOORS INC	TOWN HALL DOOR	18,005.00
			TOTAL:	18,005.00
LIBRARY	LIBRARY	OVERDRIVE INC	DIGITAL & AUDIO BOOKS	1,027.61
			DIGITAL & AUDIO BOOKS	23.49
			DIGITAL & AUDIO BOOKS	192.89
		US BANK CORPORATE CARD	CREDIT CARD PURCHASES	8.97
			CREDIT CARD PURCHASES	61.99
			CREDIT CARD PURCHASES	31.40
			CREDIT CARD PURCHASES	5.67
			CREDIT CARD PURCHASES	137.83
		AMAZON.COM.CA., INC.	KIDS COMPUTER MONITOR	124.47
			NOTEBOOKS	4.71
			SUMMER PROGRAM SUPPLIES	231.05
			BOOKS	280.93
			CARBON MONOXIDE DETECTOR	19.88
			BOOKS - LIBRARY	18.70
			PAPER TOWELS	42.22

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			YOUTH PROGRAM SUPPLIES	36.87
			BOOKS	40.20
			BOOKS - LIBRARY	37.37
			BOOKS - LIBRARY	22.55
			BOOKS - LIBRARY	15.97
			SUMMER PROGRAM SUPPLIES	36.50
			BOOKS	53.99
			BOOKS - LIBRARY	61.85
			BOOKS - LIBRARY	15.40
			DISPLAY TABLE - LIBRARY	47.49
			CHILDREN'S COMPUTER & PHON	510.77
			SUMMER PROGRAM SUPPLIES	42.56
			BOOKS	38.74
			BOOKS - LIBRARY	10.99
			BOOKS - LIBRARY	10.99-
		LEAF CAPITAL FUNDING LLC	COPIER LEASE - LIBRARY	209.17
		HD SUPPLY, INC.	TOILET PAPER - LIBRARY	50.31
			TOTAL:	3,431.59
ROADS & STREETS	ROAD USE TAX	PARKSIDE SERVICE	SKID LOADER TIRE REPAIR -	112.16
		US BANK CORPORATE CARD	CREDIT CARD PURCHASES	771.47
			CREDIT CARD PURCHASES	213.14
			CREDIT CARD PURCHASES	35.00
		HI-LINE INC	SHOP SUPPLIES - PW	384.73
			TOTAL:	1,516.50
POLICE OPERATIONS	TRUST AND AGENCY	IMWCA	IMWCA FY 27 INSTALLMENT 1	617.64
			TOTAL:	617.64
FIRE OPERATION	TRUST AND AGENCY	IMWCA	IMWCA FY 27 INSTALLMENT 1	2,571.05
			TOTAL:	2,571.05
BUILDING INSPECTIONS	TRUST AND AGENCY	IMWCA	IMWCA FY 27 INSTALLMENT 1	12.65
			TOTAL:	12.65
ROADS & STREETS	TRUST AND AGENCY	IMWCA	IMWCA FY 27 INSTALLMENT 1	386.03
			TOTAL:	386.03
LIBRARY	TRUST AND AGENCY	IMWCA	IMWCA FY 27 INSTALLMENT 1	22.80
			TOTAL:	22.80
PARK & RECREATION	TRUST AND AGENCY	IMWCA	IMWCA FY 27 INSTALLMENT 1	87.42
			TOTAL:	87.42
CEMETERY	TRUST AND AGENCY	IMWCA	IMWCA FY 27 INSTALLMENT 1	36.42
			TOTAL:	36.42
CLERK & TREASURER	TRUST AND AGENCY	IMWCA	IMWCA FY 27 INSTALLMENT 1	39.87
			TOTAL:	39.87
WATER OPERATING	WATER FUND	IOWA DEPARTMENT OF NATURAL RESOURCES	FY27 WATER SUPPLY FEE	270.08
		STATE HYGIENIC LAB	WATER LAB ANALYSIS	46.50
		IOWA ASSN. MUN. UTILITIES	QUARTERLY SAFETY TRAINING	1,027.00
		IMWCA	IMWCA FY 27 INSTALLMENT 1	86.02
		USA BLUE BOOK	WATER PLANT PARTS	718.72
		UTILITY SERVICE CO., INC.	S WATER TOWER MAINT PAYMEN	37,895.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			N WATER TOWER MAINT PAYMEN	35,440.00
			TOTAL:	75,483.32
SEWER OPERATING	SEWER FUND	STATE HYGIENIC LAB	WASTE WATER LAB ANALYSIS	1,195.00
		IMWCA	IMWCA FY 27 INSTALLMENT 1	30.10
		INTERSTATE POWER SYSTEMS INC	GENERATOR CONTRACT	1,130.97
			TOTAL:	2,356.07

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

001	GENERAL FUND	39,839.06
022	CIVIC CENTER	18,005.00
031	LIBRARY	3,431.59
110	ROAD USE TAX	1,516.50
112	TRUST AND AGENCY	3,773.88
600	WATER FUND	75,483.32
610	SEWER FUND	2,356.07

GRAND TOTAL:		144,405.42

NOTICE OF PROPOSED CAPITAL IMPROVEMENT PLAN FOR FISCAL
YEARS 2028 - 2032

The City Council of the City of West Branch, Iowa, will meet on July 20, 2026, at six o'clock p.m., at the Council Chambers, 110 N Poplar St., West Branch, Iowa, for the purpose of instituting proceedings and taking action on the proposal to approve and move forward with the Capital Improvement Plan for Fiscal Years 2028 – 2032.

The Plan will incorporate the recommendations from the City Directors for future needed projects and the feedback that the U of I students gathered during their research of West Branch on projects and how they rank in an order of importance.

At that time and place, oral or written objections may be filed or made to the proposal to accept the CIP. After receiving objections, the City may determine to approve and initiate the plan, in which case, the decision will be final unless appealed to the District Court within fifteen (15) days thereafter.

By order of the City Council of the City of West Branch, Iowa.

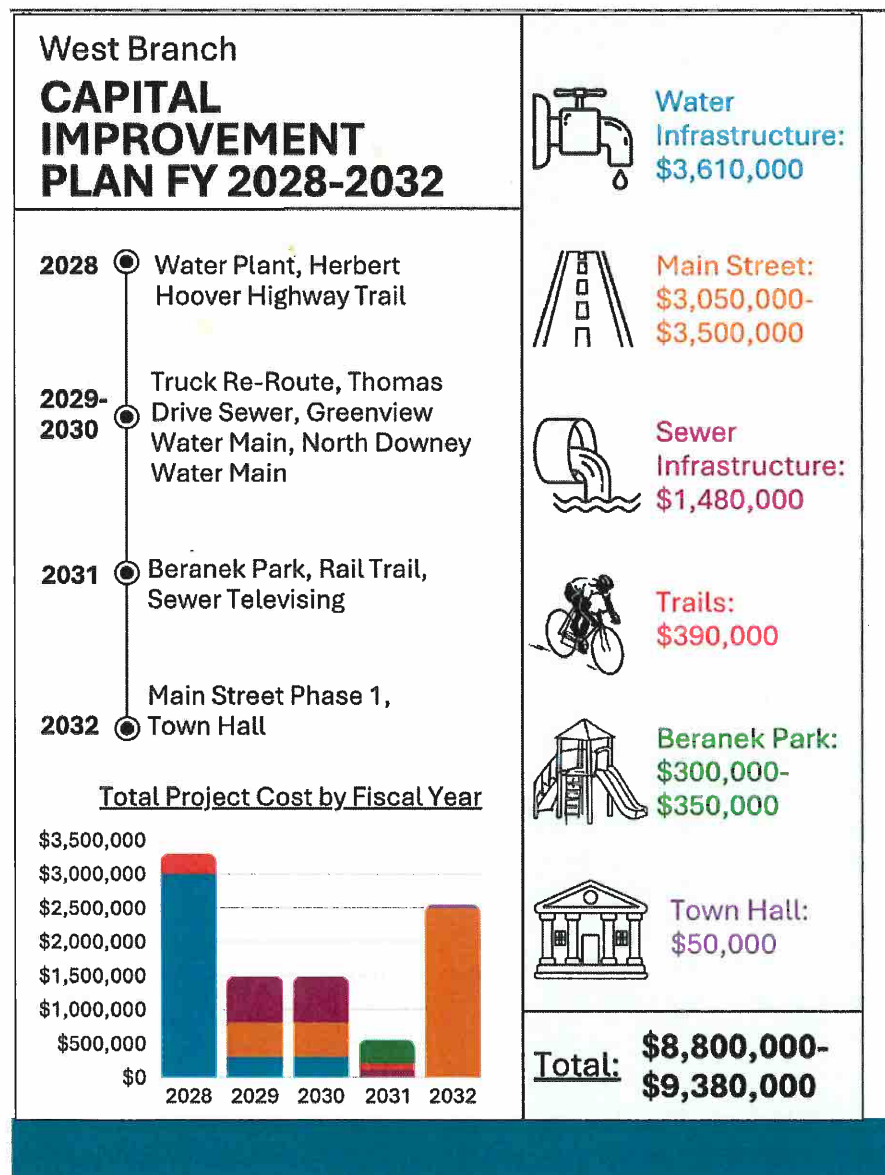
Alycia Friis
City Clerk

SPECIAL MEMORANDUM

TO: Mayor and Council
CC: Executive Team Staff
FROM: Adam Kofoed
City Administrator

RE: City Administrator
Special Report

The Plan



Introduction

The attached FY 2028–2032 Capital Improvement Plan (CIP) is intended to serve as a long-range planning and budgeting tool to help the City of West Branch identify major capital needs, prioritize projects, and align infrastructure investments with community goals, operational capacity, and financial feasibility. The CIP covers the five-year period from **July 1, 2027 through June 30, 2032** and was developed in partnership with the University of Iowa's Iowa Initiative for Sustainable Communities.

This CIP reflects a more structured and public-facing planning process than prior efforts. City department heads submitted **21 project proposals** across public works, parks and recreation, fire, police, library, and administration. The City also created a **CIP Review Committee** made up of elected officials, a Planning & Zoning representative, and three residents. In addition, residents were invited to provide feedback through a public survey. Projects were then evaluated using criteria such as regulatory compliance, resident impact, public health and safety, project timing, feasibility, operational cost, and outside funding opportunities.

Projects Included

After reviewing committee scores, resident feedback, and potential financing, the plan recommends **11 projects** for inclusion in the FY 2028–2032 CIP. The recommended projects are: **Water Plant Renovations, Herbert Hoover Highway Trail, East Green Street Truck Re-Route, Thomas Drive Sewer Main Replacement, Greenview Water Main Replacement, North Downey Water Main Replacement, Beranek Park Playground Improvements, Rail Trail, Sewer Televising, Main Street Phase 1 / Main Street Super Project, and Town Hall Improvements**. These projects were selected because they best balance critical infrastructure needs, public safety, regulatory requirements, quality-of-life improvements, and fiscal practicality.

Why Projects Were Selected

The plan makes clear that **public infrastructure ranked as the highest priority**, particularly projects related to water, sewer, and street systems. The **Water Plant Renovations** project received the highest committee score and overwhelming resident support, reflecting ongoing concerns about aging filters, water quality, and long-term reliability of the treatment facility. Other high-priority utility projects include the Thomas Drive sewer main replacement, Greenview and North Downey water main replacements, and sewer televising to identify maintenance issues before they become emergencies. The plan also includes strategic quality-of-life and economic development projects such as the Herbert Hoover Highway Trail, Rail Trail, Beranek Park improvements, and downtown/Main Street improvements.

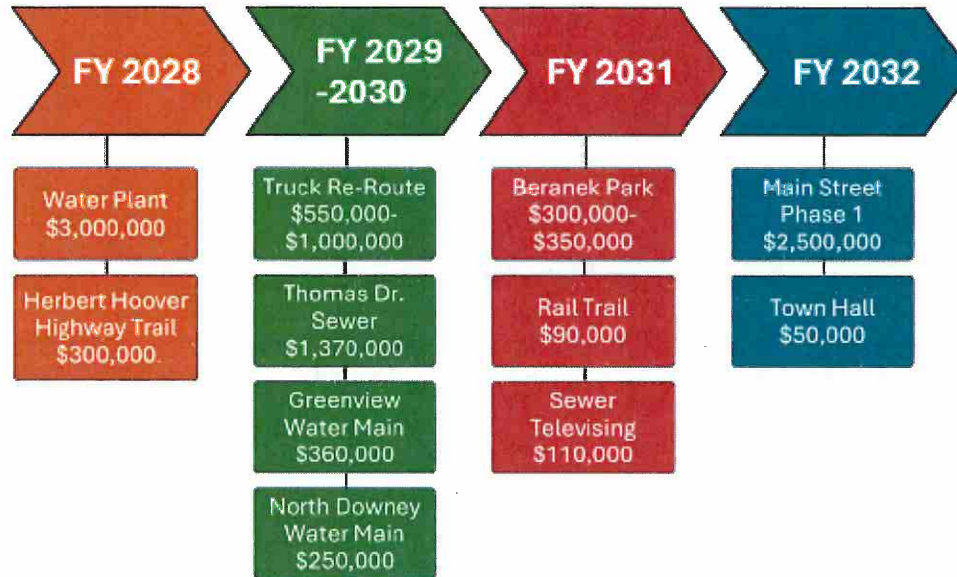
Future Projects

The CIP also identifies **potential funding sources** for each recommended project, including State Revolving Fund loans, General Obligation bonds, Local Option Sales Tax revenue, sewer fund revenues, grant opportunities through the Iowa DOT and DNR, Community Project Funding, Community Catalyst, and private fundraising. The intent is to phase projects in a way that supports responsible debt management while still addressing urgent infrastructure needs. Projects **not prioritized** within this five-year CIP include the splash pad, ladder truck, new police/fire station, recreation/community center, new library, pedestrian bridge, 300 Street improvements, South Baker/Downey overlay, and cemetery expansion. While these projects are not

included in the current five-year plan, the document recommends they remain under consideration for future CIPs as the City grows and funding opportunities evolve. Overall, the CIP gives the City a clear roadmap for major capital investments over the next five years while preserving flexibility to adjust project timing as costs, emergencies, development pressures, and grant opportunities change.

Recommended Projects

Figure 4. Recommended CIP Projects





REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: July 20, 2026

AGENDA ITEM: Resolution 2026-70 Approving a proposed Capital Improvement Plan for the City of West Branch Fiscal Years 2028 - 2032.
--

PREPARED BY: City Clerk, Alycia Friis
--

DATE: July 16, 2026

SUMMARY:

The City Council of the City of West Branch, Iowa has worked in conjunction with the University of Iowa's Iowa Initiative for Sustainable Communities in creating a Capital Improvement Plan for FY28 – FY32.

Following the Public Hearing, we are now ready to approve and adopt the proposed CIP for FY28 – FY32.

RESOLUTION 2026-70

**RESOLUTION APPROVING A PROPOSED CAPITAL IMPROVEMENT PLAN FOR
THE CITY OF WEST BRANCH FISCAL YEARS 2028 - 2032**

WHEREAS, the City Council of the City of West Branch, Iowa has worked in conjunction with the University of Iowa's Iowa Initiative for Sustainable Communities in creating a Capital Improvement Plan for FY28 – FY32; and

WHEREAS, there has been a Public Hearing as required by State law, to all the City Council of the City of West Branch, Iowa to adopt the aforementioned Capital Improvement Plan for FY28 – FY32; and

WHEREAS, following the Public Hearing and allowing public feedback on the proposed Capital Improvement Plan for the City of West Branch FY28 – FY32, it is now time to adopt said plan.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the aforementioned Capital Improvement Plan for the City of West Branch, Iowa is hereby approved.

Passed and approved this 20th day of July, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: July 20, 2026

AGENDA ITEM:	Resolution 2026-71 Setting a Public Hearing date for the proposed Fiscal Policies Manual./ Move to Action.
---------------------	--

PREPARED BY:	City Administrator, Adam Kofoed
---------------------	---------------------------------

DATE:	July 10, 2026
--------------	---------------

ITEM SUMMARY

Key enhancements include:

- Establishing formal debt management guidelines, including debt affordability limits and credit rating objectives.
- Creating standardized purchasing and competitive quotation procedures for public improvements.
- Formalizing donation acceptance and surplus asset disposal processes.
- Strengthening cash reserve requirements and financial reporting standards.
- Updating investment policies to ensure compliance with Iowa Code and improve investment oversight.
- Increasing transparency through quarterly financial and investment reporting to the City Council.

Adoption of these policies will provide a comprehensive framework for the City's financial management, improve consistency across departments, strengthen internal controls, and ensure continued fiscal responsibility as West Branch continues to grow.

Resolution to set a Public Hearing for August 3, 2026 at 6:00pm.

RESOLUTION 2026-71

RESOLUTION SETTING A PUBLIC HEARING ON THE FISCAL POLICIES MANUAL

WHEREAS, the City Council of the City of West Branch, Iowa, has heretofore deemed it necessary and desirable to create a Fiscal Policies Manual for the City of West Branch; and

WHEREAS, accordingly, the City Council, did heretofore direct the preparation of plans and specifications for said manual; and

WHEREAS, it is now necessary to set a date for a public hearing on the formalization of this manual; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that a public hearing on the Fiscal Policies Manual shall be set for 6:00 p.m. on Monday, August 3, 2026, in the Council Chambers at 110 N. Poplar Street. Further, the City Clerk is further directed to publish notice of said public hearing as required by law.

Passed and approved this 20th day of July, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: July 20, 2026

AGENDA ITEM:	Resolution 2026-72 Approving Pay Estimate Number 6 in the amount of \$32,423.38 to Peterson Contractors, Inc. for the 2025 Channel Widening Flood Improvements Project.
---------------------	--

PREPARED BY:	City Clerk, Alycia Friis
---------------------	--------------------------

DATE:	July 16, 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	\$247,717.75	2026-55	June 15, 2026
5	<u>9,387.66</u>	2026-60	June 15, 2026
	\$1,048,356.07		

RESOLUTION 2026-72

**RESOLUTION APPROVING PAY ESTIMATE NUMBER 6 IN THE AMOUNT OF
\$32,423.38 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 6, the final payment, within this project, in the amount of \$32,423.38 to Peterson Contractors, Inc.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the West Branch, Iowa, that Pay Estimate Number 6 in the amount of \$32,423.38 to Peterson Contractors, Inc. is approved.

PASSED AND APPROVED this 20th day of July, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia A Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: July 20, 2026

AGENDA ITEM: Resolution 2026-73 Approving Change Order #1 in the amount of \$9,570.00 for the W Main Street Overlay Project.

PREPARED BY: City Clerk, Alycia Friis
--

DATE: July 16, 2026

SUMMARY:

Triple B Construction Corp. of Wilton, Iowa was awarded the construction contract for the W Main Street Overlay Project (the “Project”) by the West Branch City Council through the passage of Resolution 2026-45 on May 4, 2026 in the amount of \$742,540.50.

Change Order	Amount	Resolution	Date
1	\$9,570.00	2026-73	July 20, 2026
2	<u>\$11,830.50</u>	2026-61	July 7, 2026
	\$21,400.50		

RESOLUTION 2026-73

**A RESOLUTION APPROVING CHANGE ORDER #1 IN THE AMOUNT OF \$9,570.00
FOR THE W MAIN STREET OVERLAY PROJECT**

WHEREAS, Triple B Construction Corp. of Wilton, Iowa was awarded the construction contract for the W Main Street Overlay Project (the “Project”) by the West Branch City Council through the passage of Resolution 2026-45 on May 4, 2026 in the amount of \$742,540.50; and

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

WHEREAS, Change Order #1 increases the contract amount by \$9,570.00; and

WHEREAS, it is now necessary to approve Change Order #1 in the amount of \$9,570.00 for the W Main Street Overlay Project.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, that Change Order #1 in the amount of \$9,570.00 for the W Main Street Overlay Project is approved.

Passed and approved this 20th day of July, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia A Friis, City Clerk



VEENSTRA & KIMM INC.

2600 University Parkway, Suite 1
Coralville, Iowa 52241

319.466.1000
www.v-k.net

June 16, 2026

CHANGE ORDER NO. 1

WEST MAIN STREET OVERLAY
WEST BRANCH, IOWA

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

1. Additional labor, equipment and material to remove and replace hydrant assembly near 829 W Main Street including Mueller hydrant with Storz adapters, 6" solid sleeve with MegaLugs, and drainage rock and blocking. LS \$ 8,200.00
2. Additional labor, equipment and materials for a special sign for the dentist office traffic to assess business during construction activities. 1 Ea. @\$500/Ea. \$ 500.00
3. Contractor overhead and mark-up 10%. No additional days added to contract. LS \$ 870.00

Total: \$ 9,570.00

Change Order No. 1 increases the contract amount by \$ 9,570.00.

TRIPLE B CONSTRUCTION CORP.

CITY OF WEST BRANCH, IOWA

By BG/-

By _____

Title President

Title _____

Date 6/15/26

Date _____

VEENSTRA & KIMM, INC.

ATTEST:

By [Signature]

By _____

Title Project Engineer

Title _____

Date June 16, 2026

Date _____

V&K Job No. 368332

BUILDING RELATIONSHIPS **ENGINEERING SOLUTIONS**



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: July 20, 2026

AGENDA ITEM: Resolution 2026-74 Approving Pay Estimate #1 in the amount of \$201,282.04 for the W Main Street Overlay Project.

PREPARED BY: City Clerk, Alycia Friis
--

DATE: July 16, 2026

SUMMARY:

Triple B Construction Corp. of Wilton, Iowa was awarded the construction contract for the W Main Street Overlay Project (the "Project") by the West Branch City Council through the passage of Resolution 2026-45 on May 4, 2026 in the amount of \$742,540.50.

Pay Estimate	Amount	Resolution	Date
1	\$201,282.04	2026-74	July 20, 2026

RESOLUTION 2026-74

RESOLUTION APPROVING PAY ESTIMATE NUMBER 1 IN THE AMOUNT OF \$201,282.04 TO TRIPLE B CONSTRUCTION CORP FOR THE W MAIN STREET OVERLAY PROJECT.

WHEREAS, Triple B Construction Corp. of Wilton, Iowa was awarded the construction contract for the W Main Street Overlay Project (the “Project”) by the West Branch City Council through the passage of Resolution 2026-45 on May 4, 2026 in the amount of \$742,540.50; and

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

WHEREAS, it is now necessary for the City Council to accept Pay Estimate Number 1 in the amount of \$201,282.04 to Triple B Construction Corp.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the West Branch, Iowa, that Pay Estimate Number 1 in the amount of \$201,282.04 to Triple B Construction Corp. is approved.

PASSED AND APPROVED this 20th day of July, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia A Friis, City Clerk



VEENSTRA & KIMM INC.

2600 University Parkway, Suite 1
Coralville, Iowa 52241

319.466.1000
www.v-k.net

July 13, 2026

PAY ESTIMATE NO. 1

WEST MAIN STREET OVERLAY

WEST BRANCH, IOWA

Triple B Construction
710 Ayres Progress Drive
Wilton, IA 52778

Contract Amount \$742,540.50

Contract Date April 1, 2025

Pay Period June 2, 2026 - July 13, 2026

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.1	Topsoil, Strip, Salvage & Spread	CY	651	\$ 16.00	\$ 10,416.00	0	\$ -
1.2	Topsoil, Furn+Spread	CY	325	\$ 42.00	\$ 13,650.00		\$ -
1.3	Excav, Class 10, Roadway & Borrow	CY	1,608	\$ 25.00	\$ 40,200.00	800	\$ 20,000.00
1.4	Excavation, Class 10, Waste	CY	697	\$ 21.00	\$ 14,637.00	350	\$ 7,350.00
1.5	Excavation, Class 13, Waste	CY	884	\$ 15.00	\$ 13,260.00	450	\$ 6,750.00
1.6	Excav, Class 13, Stockpile & Spread	CY	48	\$ 35.00	\$ 1,680.00	15	\$ 525.00
1.7	Sidewalk Removal	SY	27	\$ 10.00	\$ 270.00	16	\$ 160.00
1.8	Driveway Removal	SY	192	\$ 20.00	\$ 3,840.00	71	\$ 1,420.00
1.9	Pavement Removal	SY	39	\$ 50.00	\$ 1,950.00	32	\$ 1,600.00
1.10	Pipe Removal	LF	141	\$ 15.00	\$ 2,115.00	57	\$ 855.00
1.11	Remove and Reinstall Traffic Signs	Ea.	7	\$ 320.00	\$ 2,240.00		\$ -
1.12	Pav't Scarification	SY	8,141	\$ 4.00	\$ 32,564.00	7860	\$ 31,440.00
1.13	Subbase, Modified, 6"	CY	425	\$ 80.00	\$ 34,000.00	238.5	\$ 19,080.00
1.14	Erosion Stone	Ton	30	\$ 60.00	\$ 1,800.00	14.4	\$ 864.00
1.15	St SWR, Trenched, RCP CI III, 15"	LF	164	\$ 85.00	\$ 13,940.00		\$ -
1.16	St SWR, Trenched, RCP CI III, 18"	LF	196	\$ 88.00	\$ 17,248.00	196	\$ 17,248.00
1.17	St SWR, Trench, Gasket C443, 18"	LF	110	\$ 92.00	\$ 10,120.00	32	\$ 2,944.00
1.18	Storm Sewer, Trenched, RACP, 36"	LF	173	\$ 215.00	\$ 37,195.00		\$ -
1.19	Storm Sewer, Trenched, CMP, 24"	LF	56	\$ 140.00	\$ 7,840.00	60	\$ 8,400.00
1.20	Apron, RACP, 36"	Ea.	1	\$ 7,000.00	\$ 7,000.00		\$ -
1.21	Apron, CMP, 24"	Ea.	1	\$ 1,400.00	\$ 1,400.00	1	\$ 1,400.00
1.22	Intake, SW-512	Ea.	4	\$ 2,200.00	\$ 8,800.00	1	\$ 2,200.00
1.23	Intake Adjustment, Top Only	Ea.	1	\$ 1,000.00	\$ 1,000.00		\$ -
1.24	Manhole Adjustment, Minor	Ea.	2	\$ 1,500.00	\$ 3,000.00		\$ -
1.25	Manhole Adjustment, Major	Ea.	1	\$ 3,000.00	\$ 3,000.00		\$ -
1.26	Modify Intake for Connection	Ea.	1	\$ 2,500.00	\$ 2,500.00	1	\$ 2,500.00
1.27	HMA ST, 1/2" Base Mix, Pg-58-28S	Ton	534	\$ 134.00	\$ 71,556.00		\$ -
1.28	HMA ST, 3/8" Intermed Mix, Pg-58-28S	Ton	861	\$ 134.00	\$ 115,374.00		\$ -
1.29	HMA ST, 3/8" Surf Mix, No Friq Pg-58-28S	Ton	916	\$ 134.00	\$ 122,744.00		\$ -
1.30	Sidewalk, PCC, 6", C4 Mix	SY	15	\$ 102.00	\$ 1,530.00		\$ -
1.31	Pavement, PCC, 7", C4 Mix	SY	144	\$ 155.00	\$ 22,320.00	126	\$ 19,530.00
1.32	Driveway, PCC 7", C4 Mix	SY	58	\$ 102.00	\$ 5,916.00		\$ -

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.33	Detectable Warning	SF	30	\$ 30.00	\$ 900.00		\$ -
1.34	Painted Pav't Markings, Solvent/Waterborne	Sta	120.3	\$ 65.00	\$ 7,819.50		\$ -
1.35	Hydra Seed, Fertiliz, Mulch, Type 1 Urban	Acre	1.21	\$ 6,050.00	\$ 7,320.50		\$ -
1.36	Turf Reinforce Mat, Type 2.C (RECP)	SY	3,597	\$ 1.50	\$ 5,395.50		\$ -
1.37	Silt Fence	LF	575	\$ 4.00	\$ 2,300.00	100	\$ 400.00
1.38	Asphalt Smoothness Testing	LS	1	\$ 3,500.00	\$ 3,500.00		\$ -
1.39	Traffic Control	LS	1	\$ 7,000.00	\$ 7,000.00	0.5	\$ 3,500.00
1.40	Construction Survey	LS	1	\$ 7,500.00	\$ 7,500.00	0.5	\$ 3,750.00
1.41	Mobilization	LS	1	\$ 70,000.00	\$ 70,000.00	0.5	\$ 35,000.00
1.42	Maintenance of Postal Service	LS	1	\$ 2,000.00	\$ 2,000.00	0.25	\$ 500.00
1.43	SWPPP Preparation	LS	1	\$ 1,500.00	\$ 1,500.00	0	\$ -
1.44	SWPPP Management	LS	1	\$ 2,200.00	\$ 2,200.00	0	\$ -
Contract Price:					\$ 742,540.50		\$ 187,416.00

MATERIALS STORED SUMMARY			
	Description	# of Units	Extended Cost
Total			\$ -

SUMMARY			
		Total Approved	Total Completed
Contract Price		\$ 742,540.50	\$ 187,416.00
Approved Change Order (list each)	Change Order No. 1	\$ 9,570.00	\$ 9,570.00
	Change Order No. 2	\$ 11,830.50	\$ 10,521.26
	Revised Contract Price	\$ 763,941.00	\$ 207,507.26

Stored

Total Earned \$ 207,507.26

Retainage (3%) \$ 6,225.22

Total Earned Less Retainage \$ 201,282.04

Total Previously Approved (list each)			

Total Previously Approved \$ -

Percent Complete 27%

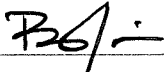
Amount Due This Request \$ 201,282.04

The amount \$201,282.04 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:
Triple B Construction

Recommended By:
Veenstra & Kimm, Inc.

Approved By:
West Branch, Iowa

Signature: 
Name: Brad Jipp
Title: President
Date: 7/13/26

Signature: 
Name: Eric Gould
Title: Engineer
Date: July 13, 2026

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



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: July 20, 2026

AGENDA ITEM: Resolution 2026-75 - Approve invoices #01261033137, 05261039932, and 06261192608 in the total amount of \$7356.03 to Eocene (formerly known as Impact7G) for the Wapsi Creek Widening SRF Sponsored Project.
--

PREPARED BY: City Clerk, Alycia Friis
--

DATE: July 16, 2026

SUMMARY:

In October 2021, the City of West Branch was approved for Sponsored Project funds in the amount of \$719,000 associated with the Wastewater Treatment Facility Project

The City Council approved a Professional Services Agreement with Impact7G to assist Veenstra & Kimm with the design and construction of an SRF project (Wapsi Creek Widening) in an amount not to exceed \$164,300.

The City has received and paid the following invoices to Impact7G for the project to date:

Invoice	Amount	Purpose	Date
25942	\$20,782	Data collection	6/6/2022
26230	\$25,385	Data collection & planning & design	6/17/2022
25519	\$5,508	Data collection, design & funding mmgt.	6/24/2022
26665	\$9,768	Data collection & design	7/18/2022
26986	\$17,253	Data collection, design & funding mmgt.	8/19/2022
27315	\$4,802	Data collection, design & funding mmgt.	9/19/2022
27724	\$1,424	Data collection & design	11/7/2022
28474	\$6,456	Data collection, design & funding mmgt.	12/19/2022
28888	\$1,429	Funding mmgt & planning & design	2/6/2023
28265	\$1,267	Data collection, planning & design	2/21/2023
29216	\$7,056	Funding mmgt	2/21/2023
29478	\$5,210	Funding mmgt, planning & design	3/25/2023
29822	\$2,940	Funding mmgt	5/15/2023
31168	\$5,020	Funding mmgt	9/5/2023
31444	\$770.00	Funding mmgt	10/2/2023
33192	\$4970.00	Funding mmgt	2/20/2024
34364	\$382.50	Funding mmgt	7/1/2024
34618	\$5753.67	Public outreach	8/19/2024
34740	\$2852.50	Public outreach	9/3/2024
35132	\$2581.25	Public outreach	10/7/2024
13-35378	\$4,228.37	Public outreach	10/21/2024
13-35964	\$ 592.55	Public outreach	11/18/2024
13-35922	\$ 210.00	Public outreach	01/06/2025
12251031535	\$5522.69	Construction Admin & funding mmgt	12/15/2025
1261033137	\$686.39	Construction Admin	01/20/2026

5261039932	\$3487.64	Construction Admin & Funding Mmgt	05/18/2026
6261192608	<u>\$3182.00</u>	Construction Admin & Funding Mmgt	06/16/2026
	\$151,540.95		

RESOLUTION 2026-75

**A RESOLUTION APPROVING INVOICES #01261033137, 05261039932, and
06261192608 IN A TOTAL AMOUNT OF \$7356.03 TO EOCENE (FORMERLY KNOWN
AS IMPACT7G INC.)
FOR THE WAPSI CREEK WIDENING – SRF SPONSORED PROJECT**

WHEREAS, The City of West Branch Sponsored Project application associated with Clean Water SRF project CS1920982-01 has been approved by the Iowa Environmental Protection Commission for \$719,000; and

WHEREAS, the City of West Branch is utilizing these funds to implement a water quality improvement project within the West Branch Wapsinonoc Creek Watershed based on the Watershed Assessment completed by Impact7G (now known as Eocene Environmental Group); and

WHEREAS, the proposed plan includes implementation of a series of water quality practices with and adjacent to the Wapsinonoc Creek south of East Main Street; and

WHEREAS, the project includes in-stream practices, re-meandering reaches, reconnecting the floodplain, buffer restoration and the creation of oxbows; and

WHEREAS, Eocene Environmental Group (aka Impact7G) has been working closely with the City Engineer on the preliminary and final design; and

WHEREAS, it is now necessary to approve the previously paid invoices #01261033137, 05261039932, and 06261192608 in the total amount of \$7356.03.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned invoices are now approved.

Passed and approved this 20th day of July, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia A Friis, City Clerk



Invoice

Invoice Date: 06/08/2026
Project NO: 20500117
Invoice Number: 06261192608
Project Name: 20500117 West Branch Wapsi
Creek SRF Sponsored Project
PO Number: May 2026

Bill To:

CITY OF WEST BRANCH
110 N Poplar St
PO Box 218
West Branch, IA 52358
United States of America

Please Remit To:

Eocene Environmental Group, Inc.
5930 Grand Ave
West Des Moines, IA 50266
United States of America
AR@eocene.com
Payment term Net 30

Invoice Summary

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining
Additional Expenses/Services	930.00	100.00%	930.00	0.00	0.00
Construction Administration	27,600.00	52.07%	11,276.03	3,096.00	13,227.97
Data Collection	64,400.00	100.00%	64,400.00	0.00	0.00
Planning and Design	22,700.00	100.00%	22,699.99	0.00	0.01
Project & SRF Funding Management	29,400.00	98.43%	28,852.93	86.00	461.07
Public Outreach and Education	20,200.00	100.00%	20,200.00	0.00	0.00
Total	165,230.00	91.72%	148,358.95	3,182.00	13,689.05

Pay This Amount 3,182.00

Department Wapsi
Vendor # 1337
Account # 371-5-8-751-6490
6-9-26
Widening Wapsi Creek

PAID

JUN 16 2026

CHECK# 44127

C-200160 CITY OF WEST BRANCH
Project 20500117 West Branch Wapsi Creek SRF Sponsored Project

Invoice 06261192608
Date 06/08/2026

Project & SRF Funding Management

Task 1 - Project & SRF Funding Management

Water Resources Engineer 3

Units	Rate	Amount
0.50	172.00	86.00
Total		86.00

Construction Administration

Task 5 - Construction Administration

Water Resources Engineer 3

Units	Rate	Amount
18.00	172.00	3,096.00
Total		3,096.00
Total this Invoice		3,182.00



Invoice

Invoice Date: 01/08/2026
Project NO: 20500117
Invoice Number: 01261033137
Project Name: 20500117 West Branch Wapsi
Creek SRF Sponsored Project
PO Number: December 2025

Bill To:

CITY OF WEST BRANCH
110 N Poplar St
PO Box 218
West Branch, IA 52358
United States of America

Please Remit To:

Eocene Environmental Group, Inc.
5930 Grand Ave
West Des Moines, IA 50266
United States of America
AR@eocene.com
Payment term Net 30

Invoice Summary

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining
Additional Expenses/Services	930.00	100.00%	930.00	0.00	0.00
Construction Administration	27,600.00	28.37%	7,145.00	686.39	19,768.61
Data Collection	64,400.00	100.00%	64,400.00	0.00	0.00
Planning and Design	22,700.00	100.00%	22,699.99	0.00	0.01
Project & SRF Funding Management	29,400.00	97.99%	28,809.93	0.00	590.07
Public Outreach and Education	20,200.00	100.00%	20,200.00	0.00	0.00
Total	165,230.00	87.68%	144,184.92	686.39	20,358.69

Pay This Amount 686.39

Department 321
Vendor # 1337
Account # 321-5-8-751-6498
Widening Wapsi Creek

PAID

JAN 20 2025

CHECK# 43727

C-200160 CITY OF WEST BRANCH

Project 20500117 West Branch Wapsi Creek SRF Sponsored Project

Invoice

01261033137

Date

01/08/2026

Construction Administration

Task 5 - Construction Administration

Env. Scientist/ Specialist 4

Units	Rate	Amount
4.25	161.50	686.39
Total		686.39
Total this Invoice		686.39

inverted, 90

10195V

111000/5



Invoice

Invoice Date: 05/08/2026
Project NO: 20500117
Invoice Number: 05261039932
Project Name: 20500117 West Branch Wapsi Creek SRF Sponsored Project
PO Number: April 2026

Bill To:
CITY OF WEST BRANCH
110 N Poplar St
PO Box 218
West Branch, IA 52358
United States of America

Please Remit To:
Eocene Environmental Group, Inc.
5930 Grand Ave
West Des Moines, IA 50266
United States of America
AR@eocene.com
Payment term Net 30

Invoice Summary

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining
Additional Expenses/Services	930.00	100.00%	930.00	0.00	0.00
Construction Administration	27,600.00	40.86%	7,831.39	3,444.64	16,323.97
Data Collection	64,400.00	100.00%	64,400.00	0.00	0.00
Planning and Design	22,700.00	100.00%	22,699.99	0.00	0.01
Project & SRF Funding Management	29,400.00	98.14%	28,809.93	43.00	547.07
Public Outreach and Education	20,200.00	100.00%	20,200.00	0.00	0.00
Total	165,230.00	89.79%	144,871.31	3,487.64	16,871.05

Pay This Amount 3,487.64

Department 321 Wapsi
Vendor # 1337
Account # ~~321 4 8 751~~
321-5-8-751-6490

Am K 5-11-26

PAID

MAY 18 2026

CHECK# 44040

C-200160 CITY OF WEST BRANCH
Project 20500117 West Branch Wapsi Creek SRF Sponsored Project

Invoice 05261039932
Date 05/08/2026

Project & SRF Funding Management

Task 1 - Project & SRF Funding Management

Water Resources Engineer 3

Units	Rate	Amount
0.25	172.00	43.00
Total		43.00

Construction Administration

Task 5 - Construction Administration

Env. Scientist/ Specialist 4

Water Resources Engineer 3

Units	Rate	Amount
7.75	161.50	1,251.64
12.75	172.00	2,193.00
Total		3,444.64
Total this Invoice		3,487.64



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: July 20, 2026

AGENDA ITEM: Resolution 2026-76 - Approve invoice #07261310451 in the total amount of \$2633.50 to Eocene (formerly known as Impact7G) for the Wapsi Creek Widening SRF Sponsored Project.

PREPARED BY: City Clerk, Alycia Friis
--

DATE: July 16, 2026

SUMMARY:

In October 2021, the City of West Branch was approved for Sponsored Project funds in the amount of \$719,000 associated with the Wastewater Treatment Facility Project

The City Council approved a Professional Services Agreement with Impact7G to assist Veenstra & Kimm with the design and construction of an SRF project (Wapsi Creek Widening) in an amount not to exceed \$164,300.

The City has received and paid the following invoices to Impact7G for the project to date:

Invoice	Amount	Purpose	Date
25942	\$20,782	Data collection	6/6/2022
26230	\$25,385	Data collection & planning & design	6/17/2022
25519	\$5,508	Data collection, design & funding mmgt.	6/24/2022
26665	\$9,768	Data collection & design	7/18/2022
26986	\$17,253	Data collection, design & funding mmgt.	8/19/2022
27315	\$4,802	Data collection, design & funding mmgt.	9/19/2022
27724	\$1,424	Data collection & design	11/7/2022
28474	\$6,456	Data collection, design & funding mmgt.	12/19/2022
28888	\$1,429	Funding mmgt & planning & design	2/6/2023
28265	\$1,267	Data collection, planning & design	2/21/2023
29216	\$7,056	Funding mmgt	2/21/2023
29478	\$5,210	Funding mmgt, planning & design	3/25/2023
29822	\$2,940	Funding mmgt	5/15/2023
31168	\$5,020	Funding mmgt	9/5/2023
31444	\$770.00	Funding mmgt	10/2/2023
33192	\$4970.00	Funding mmgt	2/20/2024
34364	\$382.50	Funding mmgt	7/1/2024
34618	\$5753.67	Public outreach	8/19/2024
34740	\$2852.50	Public outreach	9/3/2024
35132	\$2581.25	Public outreach	10/7/2024
13-35378	\$4,228.37	Public outreach	10/21/2024
13-35964	\$ 592.55	Public outreach	11/18/2024
13-35922	\$ 210.00	Public outreach	01/06/2025
12251031535	\$5522.69	Construction Admin & funding mmgt	12/15/2025
1261033137	\$686.39	Construction Admin	01/20/2026

5261039932	\$3487.64	Construction Admin & Funding Mmgt	05/18/2026
6261192608	<u>\$3182.00</u>	Construction Admin & Funding Mmgt	06/16/2026
	\$151,540.95		

RESOLUTION 2026-76

**A RESOLUTION APPROVING INVOICES #07261310451 IN THE AMOUNT OF
\$2633.50 TO EOCENE (FORMERLY KNOWN AS IMPACT7G INC.)
FOR THE WAPSI CREEK WIDENING – SRF SPONSORED PROJECT**

WHEREAS, The City of West Branch Sponsored Project application associated with Clean Water SRF project CS1920982-01 has been approved by the Iowa Environmental Protection Commission for \$719,000; and

WHEREAS, the City of West Branch is utilizing these funds to implement a water quality improvement project within the West Branch Wapsinonoc Creek Watershed based on the Watershed Assessment completed by Impact7G (now known as Eocene Environmental Group); and

WHEREAS, the proposed plan includes implementation of a series of water quality practices with and adjacent to the Wapsinonoc Creek south of East Main Street; and

WHEREAS, the project includes in-stream practices, re-meandering reaches, reconnecting the floodplain, buffer restoration and the creation of oxbows; and

WHEREAS, Eocene Environmental Group (aka Impact7G) has been working closely with the City Engineer on the preliminary and final design; and

WHEREAS, it is now necessary to approve the invoice #07261310451 in the amount of \$2633.50.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned invoice is now approved.

Passed and approved this 20th day of July, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia A Friis, City Clerk



Invoice

Invoice Date: 07/06/2026
Project NO: 20500117
Invoice Number: 07261310451
Project Name: 20500117 West Branch Wapsi
Creek SRF Sponsored Project
PO Number: June 2026

Bill To:
CITY OF WEST BRANCH
110 N Poplar St
PO Box 218
West Branch, IA 52358
United States of America

Please Remit To:
Eocene Environmental Group, Inc.
5930 Grand Ave
West Des Moines, IA 50266
United States of America
AR@eocene.com
Payment term Net 30

Invoice Summary

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining
Additional Expenses/Services	930.00	100.00%	930.00	0.00	0.00
Construction Administration	27,600.00	61.61%	14,372.03	2,633.50	10,594.47
Data Collection	64,400.00	100.00%	64,400.00	0.00	0.00
Planning and Design	22,700.00	100.00%	22,699.99	0.00	0.01
Project & SRF Funding Management	29,400.00	98.43%	28,938.93	0.00	461.07
Public Outreach and Education	20,200.00	100.00%	20,200.00	0.00	0.00
Total	165,230.00	93.31%	151,540.95	2,633.50	11,055.55

Pay This Amount 2,633.50

Department Wapsi
Vendor # 1337
Account # _____

C-200160 CITY OF WEST BRANCH
Project 20500117 West Branch Wapsi Creek SRF Sponsored Project

Invoice 07261310451
Date 07/06/2026

Construction Administration

Task 5 - Construction Administration

Env. Scientist/ Specialist 3

Water Resources Engineer 3

Units	Rate	Amount
1.25	146.00	182.50
14.25	172.00	2,451.00
Total		2,633.50
Total this Invoice		2,633.50

Department _____
Vendor # _____
Account # _____



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: July 20, 2026

AGENDA ITEM:	Resolution 2026-77 - Accepting a quote for residential solid waste and recycling collection services with and direct the City Administrator to negotiate a contract.
---------------------	---

PREPARED BY:	City Clerk, Alycia Friis
---------------------	--------------------------

DATE:	July 16, 2026
--------------	---------------

Below is a summary of the top two quotes for solid waste and recycling services:

Smith Sanitation July 26

Trash - 35 gallon	\$17.50
Recycling – 65/95 gal	<u>\$4.00</u>
New monthly cost	\$21.50

Trash - 65 gallon	\$18.50
Recycling – 65/95 gal	<u>\$4.00</u>
New monthly cost	\$22.50

ABC Disposal July 26

Trash – 35 gallon	\$18.25 – \$19.94 by Year 5
Recycling – 65/95 gal	<u>\$4.75 - \$5.19 by Year 5</u>
New monthly cost	\$23.00 \$25.13

Trash – 65 gallon	\$19.00 - \$20.76 by Year 5
Recycling – 65/95 gal	<u>\$4.75 - \$5.19 by Year 5</u>
New monthly cost	\$23.75 \$25.95

RESOLUTION 2026-77

A RESOLUTION ACCEPTING A QUOTE FOR RESIDENTIAL SOLID WASTE AND RECYCLING COLLECTION SERVICES WITH SMITH SANITATION SERVICES AND DIRECT THE CITY ADMINISTRATOR TO NEGOTIATE A CONTRACT.

WHEREAS, managing municipal solid waste is important to a sustainable environment for future generations to enjoy a clean, safe and healthier world; and

WHEREAS, the City of West Branch regards this service as an important and a critical part of establishing a high quality of life in this community; and

WHEREAS, office staff evaluated four proposals from vendors who responded to a Request for Proposal placed by the City of West Branch for those interested in providing residential solid waste and recycling collection services; and

WHEREAS, the proposals were evaluated based on service quality and dependability, service offerings, and competitive pricing; and

WHEREAS, Smith Sanitation Services was recommended as the best company for the value to negotiate a contract for services; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, that the City Administrator is authorized to negotiate contract with Smith Sanitation Services, for Residential Solid Waste and Recycling Collection Services.

Passed and approved this 20th day of July, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: July 20, 2026

AGENDA ITEM: TIF Application Discussion
--

PREPARED BY: Heidi Van Auken

DATE: July 16, 2026

SUMMARY:

In collaboration with the IISC Fiscal Policy & CIP Team, we created an application for developers, businesses, and anyone who wants to ask the City for Tax Increment Financing (TIF) dollars. (TIF is a public financing method used to subsidize redevelopment, infrastructure, and community-improvement projects. It works by capturing future increases in property tax revenues within a designated geographic district to help fund these projects.)

There was a need to create a TIF application to standardize the review process and ensure proposed projects meet public development goals. The application verifies that developments would not be financially feasible without public tax dollars, protects the city from legal risks, and formalizes community benefits. Below are some more specific reasons why our city should require a TIF application:

It requires developers to prove that the project cannot move forward or provide necessary community benefits "but for" the requested TIF assistance.

The form helps the city evaluate if the private investment will generate enough tax revenue to cover the requested public subsidies and infrastructure costs.

It collects critical financial and project data so the city can assess the applicant's experience, track record, and financial stability before committing public funds.

It serves as a formal agreement where the city can tie TIF dollars to specific requirements like job creation, infrastructure expansion, targeting slum/blight, and/or attracting commercial, industrial, or residential development.

It provides all the necessary information in one packet to all relevant parties and decision makers. A standardized application ensures that all necessary criteria are met, minimizing confusion and bias, while presenting information clearly and completely.



Tax Increment Financing Application

1. TIF is not an entitlement program. This policy shall not be construed as obligating the City to use TIF for all projects that satisfy the criteria set forth in this policy. The final decision to provide economic development incentives shall be at the sole discretion of the City and shall be determined on a case-by-case basis. The application can be denied at any step of the process.
2. Each project shall pass the "but for" test. The "but for" test means the project would not occur as designed or envisioned "but for" the availability of the TIF funding.
3. TIF shall not be provided for projects that would place extraordinary demands on city services or for projects that would generate significant adverse environmental impacts.
4. TIF assistance should be evaluated for all projects on an equitable basis, while recognizing that the amount of TIF assistance may vary among projects based on project size, type, location, community impact, and market condition.
5. No TIF Agreements shall be formally approved that are dependent on other projects that have not been formally approved first.
6. Upon receiving an application for financial assistance, the City will determine if any public infrastructure is necessary in order to complete the project. If it is determined that public infrastructure is necessary, the costs associated with constructing said improvements will be paid for first with any increment generated off of the project. Any increment remaining after the public improvement costs have been covered may be eligible for rebate.
7. Applicants should submit the required documentation as early in the development review process as possible. No applications will be considered for currently ongoing or finished projects.

8. Any project making an application for TIF funds must be located in a designated TIF district.
9. Speculative projects (with no guarantee of type of businesses to locate in the project or type and quality of jobs) shall not be considered for funding.
10. TIF projects will be funded on a “pay-as you go, and/or pay for performance” basis. Once the improvement is made and the owner/developer pays their taxes, the City shall refund a portion of their incremental property taxes according to the criteria established in the Development Agreement.
 - 10.a) In the Development Agreement, criteria will be designated and clearly outlined.
 - 10.b) Failure to meet the conditions of the development agreement is grounds for revocation of the TIF assistance.
11. The City shall have complete and sole discretion in determining eligibility for rebates and in computing the amount of each and any rebate. The Developer shall only apply for Tax Increment Rebates under one of the incentive programs for any particular Project, and under no circumstances shall any Project receive tax increment rebates under more than one of the incentive programs.
12. No prefunding of tax obligation is allowed. All incremental taxes must be paid to the County, remitted by the County to the City pursuant to Iowa Code Section 403.19, and then rebated pursuant to and conditioned on the terms of the Development Agreement entered between and among the Developer and the City.
13. The TIF rate used for the purpose of calculating the rebate excludes certain property tax revenues, and is subject to change annually.
14. All documentation will be retained by the City as the official application and record for this program. All documents are subject to verification, and properties must be in conformance with the Zoning Ordinance, Building Codes, and all other applicable laws, ordinances, or regulations.
15. Developer will be required to pay to the City one half (1/2) the sum costs incurred by the City in connection with the drafting and execution of the Development Agreement. The developer will pay the entirety of: publication fees for legal notices, engineering costs, actual costs associated with City Council meetings relating to the TIF application, and reasonable legal fees of the City relating to the TIF application.

Developer must pay the City within 30 days of the date on which the City presents a statement to the Developer demonstrating such costs, or if not previously paid the costs shall be deducted from the first Tax Increment Rebate(s).

15.a) Miscellaneous studies, such as Traffic Control, Infrastructure Annexation etc., will be decided on a case-by-case basis in the Developer Agreement.

16. No TIF Agreements shall be formally approved before the City's maximum direct costs related to site development, provision of public infrastructure, etc., have first been fully evaluated and agreed to by the City and Developer.

17. If the project does not meet all of the above standards, TIF funding may still be considered for a project if one or more of the following actions are taken:

a. A financial impact statement is prepared that shows the Taxpayer Return on Investment justifies the exception,

b. An impact statement is prepared that demonstrates a significant positive impact on the community such as job creation/retention, increased amenities, or a visual enhancement,

c. A finding is made that there exist extraordinary environmental remediation costs for which sufficient funding is not otherwise available,

d. A finding is made that the project will support an adopted neighborhood plan or public objective, or will cause a significant removal of slum and blight.

18. Projects receiving TIF are ineligible to receive tax abatement.



Tax Increment Financing Application

Email Completed Application to:

Adam Kofoed and Heidi Van Auken

Call [\(319\)643-5888](tel:3196435888) if there are any questions

Only completed applications will be considered

Name of Business: _____

Mailing Address: _____

Organization's HQ City, State, Zip: _____

Name of Applicant: _____

Type of Entity: _____

Location of the proposed project: _____

County Assessor's Parcel Numbers: _____

Do you already own this property?: _____

Type of business for which TIF funds are requested: _____

Current zoning of the parcel: _____

Will the parcel zoning change? If yes, to what: _____

Which Urban Redevelopment District is the proposed project located in?

Is the proposed project in a slum or blight zone? _____

For what type of project are TIF funds being requested:

Residential ☐ Commercial ☐ Infrastructure ☐ Property Redevelopment ☐

Amount of TIF funds being requested:

Building: _____

Infrastructure: _____

Property Redevelopment: _____

Estimated start and end date: _____

How many jobs will this project add to West Branch? _____

What are the expected pay ranges of these positions?

Description and History of the Business:

Description of the Project:

How will this development benefit the West Branch Community:

If the applying business employs over X (50?) individuals, answer the following section:

Estimated water consumption (In gallons/month): _____

Estimated monthly sanitary sewer use:

Flow: _____

Biochemical oxygen demand: _____

Suspended solids: _____

Other: _____

On a separate document please detail:

1. A Pro Forma that shows evidence that the project requires TIF to be economically viable
2. Are you applying for any funding from the state? If yes, attach applications
3. Utility needs for the project
4. IRS w-9 form



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: July 20, 2026

AGENDA ITEM:	Discussion: Fiscal Policies Manual
---------------------	---

PREPARED BY:	City Administrator, Adam Kofoed
---------------------	---------------------------------

DATE:	July 10, 2026
--------------	---------------

ITEM SUMMARY

As part of the City's partnership with the University of Iowa's Initiative for Sustainable Communities (IISC), staff worked with graduate students to comprehensively review and modernize the City's financial policies. The existing policies were consolidated, updated to reflect current best practices, and expanded to address areas where formal guidance previously did not exist.

The proposed Fiscal Policies Manual reorganizes the City's financial policies into four comprehensive sections:

- Fiscal Management Policies
- Debt Management Policies
- Purchasing Policies
- Investment Policies

The manual includes numerous updates and additions, including policies governing cash reserves, debt issuance and administration, purchasing procedures, competitive bidding, emergency repairs, donation acceptance, surplus property sales, investment practices, financial reporting, and internal controls. Several new policies have been added to strengthen financial oversight while revising existing policies to align with current Iowa law and Government Finance Officers Association (GFOA) best practices.

Key enhancements include:

- Establishing formal debt management guidelines, including debt affordability limits and credit rating objectives.
- Creating standardized purchasing and competitive quotation procedures for public improvements.
- Formalizing donation acceptance and surplus asset disposal processes.
- Strengthening cash reserve requirements and financial reporting standards.

- Updating investment policies to ensure compliance with Iowa Code and improve investment oversight.
- Increasing transparency through quarterly financial and investment reporting to the City Council.

Adoption of these policies will provide a comprehensive framework for the City's financial management, improve consistency across departments, strengthen internal controls, and ensure continued fiscal responsibility as West Branch continues to grow.



CIVIL ENGINEERS
LAND PLANNERS
LAND SURVEYORS
LANDSCAPE ARCHITECTS
ENVIRONMENTAL SPECIALISTS

1917 S. GILBERT ST.
IOWA CITY, IOWA 52240
(319) 351-8282
www.mmsconsultants.net

Date	Revision
------	----------

SITE CONCEPT

MMS CONSULTANTS, INC.

Date:	6/15/26
Designed by:	Field Book No:
Drawn by: JDM	Scale: 1"=50'
Checked by:	Sheet No:
Project No:	1
of:	1