



CITY COUNCIL MEETING
Monday, August 3rd, 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 20, 2026 City Council meeting.
 - b. Approve June Financial Report
 - c. Approve Claims for August 3, 2026.
7. Presentations/Communications/Open Forum
8. Public Hearings/Non-Consent Agenda
 - a. **Public Hearing** Fiscal Policy Manual Adoption./ Move to Action.
 - b. **Resolution 2026-78** Approve and Adopt the West Branch Fiscal Policy Manual./ Move to Action.
 - c. **Resolution 2026-79** Approve the addition of a TIF Application for use by the City of West Branch./ Move to Action.
 - d. **Resolution 2026-80** Hiring Simon Palmer as a Streets/Grounds Maintenance worker for the City of West Branch, Iowa, and setting the Salary for the Position for FY27./ Move to Action.
 - e. **Resolution 2026-81** Hiring Brian Alatalo as a Grounds/Streets Maintenance worker for the City of West Branch, Iowa, and setting the Salary for the Position for FY27./ Move to Action.
 - f. **Resolution 2026-82** Amendment to Resolution 2026-58 for the purpose of receiving benefits from the Iowa Department of Natural Resources./ Move to Action.
 - g. **Resolution 2026-83** Approving the Site Plan for Lot 3, Parkside Hills 5th Addition, West Branch, Iowa./ Move to Action.
9. Discussion
 - a. Tidewater Drive – Road Improvement
10. City Administrator Report
 - a. Council Procedures
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 20, 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, City Engineer Dave Schechinger, Finance Officer Heidi Van Auken, and Deputy City Clerk Jessica Brown, Public Works Director Matt Goodale, Parks and Rec Director Erin Laughlin.
Attending by Zoom: Sergeant Cathy Steen, Officer Brad Longlett,

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve Minutes from the July 7, 2026 City Council meeting.

Approve Board of Adjustment Minutes 6/30/2026

Approve Claims for July 20, 2026

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	<u>73,335.00</u>
TOTAL		144,405.42

PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	7/3/2026	68,014.04
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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	<u>192.25</u>
TOTAL		32,592.86

GRAND TOTAL EXPENDITURES	245,012.32
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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

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

- Don Salyer – 805 Prairie View Dr. – Spoke about the neighbor behind him continuing to have weeds, overgrowth and debris in the yard, harboring cats, mice and other rodents that are slipping into their yard as well. They added a privacy fence to their yard and this has not removed the nuisance from their view or issues from creeping into their yard. They were asking for further action from the Council.
- Blue Castle Waste – They were pleased to offer a proposal and wanted to be present in case there were any questions.
- Jayme Cilek – 226 W Main St – Shared concerns about flooding around her driveway and through her yard. It appears to have increased since there has been new development to the East of her home. She fears that this will increase with the potential new development at the National Park Lot that is for sale on Main Street. Currently when there is a lot of rain, there is gravel and debris that runs into the end of their driveway and there are large areas of water collection in their yard. There is also a concern of the extra traffic especially when the highway is shut down and traffic is redirected to Herbert Hoover Hwy/Main Street.
- Kent Stuart- representing his mother that lives on Wetherell Street – He shared their concern with the potential plan for the National Park lots that are for sale. He shared that adding an addition to Wetherell Street and having a true dead end and not at least a cul-de-sac, would be an issue. There is a concern with recreation area as well. Without any green space in the plan and the lack of standard yard space with each lot, where will kids play. They could end up in others yards.
- Linda Kessler- 221 Wetherell Street – Strongly opposed to the dense housing planned on the Main Street lots that are for sale by the National Park services. She was concerned with the outlet on Main Street for this development with the potential of an additional 15 to 30 cars turning on to Main Street with a blind spot over the hill right at that angle as well. Linda expressed concern with the storm water drainage in this area, that is an issue today and shared that it could increase with the addition of the dense housing. She questioned if the addition of this development would fit in with the Historic wellbeing of Main Street.
- Neil Korsmo – Wetherell Street – Neil shared that he has the same issues as the others had previously shared. He also talked about storm water issue and the occurrence of water main breaks in this area now and shared that he is concerned this would increase.
- The Mayor asked that with the comments that have been shared, if they feel that 15 houses would be too dense, what do they feel would be an appropriate number of smaller homes for this area? The consensus was 5 to 7 homes with larger yards.

PUBLIC HEARING / NON-CONSENT AGENDA

Public Hearing Proposed Capital Improvement Plan for Fiscal Years 2028-2032./ Move to Action

Mayor Laughlin called the public hearing to order at 6:20pm. With no questions or discussion items, the Mayor called adjournment of the Public Hearing at 6:21pm.

Resolution 2026-70 Approving Proposed Capital Improvement Plan for Fiscal Years 2028 - 2032./ Move to Action.

Motion by Miller, second by Dean to approve Resolution 2026-70. AYES: Miller, Dean, Noel, Horihan, Sexton. NAYS: None. Motion carried.

Resolution 2026-71 Setting a Public Hearing date for the proposed Fiscal Policies Manual./ Move to action.

Motion by Miller, second by Noel to approve Resolution 2026-71. AYES: Miller, Noel, Dean, Sexton, Horihan. NAYS: None. Motion carried.

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.

Motion by Miller, second by Noel to approve Resolution 2026-72. AYES: Miller, Noel, Sexton, Horihan, Dean. NAYS: None. Motion carried.

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.

This was a change to add a new fire hydrant and some signage for traffic control to the Dentist Office.

Motion by Sexton, second by Noel to approve Resolution 2026-73. AYES: Sexton, Noel, Horihan, Dean, Miller. NAYS: None. Motion carried.

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.

Motion by Miller, second by Dean to approve Resolution 2026-74. AYES: Miller, Dean, Noel, Horihan, Sexton. NAYS: None. Motion carried

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.

Motion by Miller, second by Sexton to approve Resolution 2026-75. AYES: Miller, Sexton, Horihan, Noel, Dean. NAYS: None. Motion carried

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.

Motion by Sexton, second by Dean to approve Resolution 2026-76. AYES: Sexton, Dean, Horihan, Noel, Miller. NAYS: None. Motion carried

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.

Smith Sanitation was announced as the new waste management company for the City of West Branch. The potential start date would be September 1, 2026 with a signed contract and the acquisition of the needed number of carts for the residents. Doug, with Blue Castle Waste requested that the Council take more time to consider each of the four companies that submitted in response of the RFP that was issued. He shared that the RFP had several errors in the document such as due date and accurate number of households, causing inaccuracies in the proposals from their company. LRS representatives also spoke up about their 60 day notice to cure from the City. The Mayor shared that there have been multiple discussions over the last 2 years and issues have not been resolved, so the City was well within their right to end the contract due to LRS' breach of said contract and unsatisfactory service and communication.

Motion by Miller, second by Dean to approve Resolution 2026-77. AYES: Miller, Dean, Noel, Horihan, Sexton. NAYS: None. Motion carried

DISCUSSION ITEMS

- a. TIF Application – Van Auken explained the reasoning for the application and what it would bring to West Branch. It was stated from Council that part of the issue with TIF before has been fairness, communication and comparables with each applicant and the size of their development. This application evens this out for each party. Van Auken shared that the LMI area of the TIF processing, has been remove as of July 1, 2026 with the new legislation.
- b. Fiscal Policies Update – With the U of I students that worked with the Capital Improvement group, worked with establishing fiscal health, debt management, standardized purchasing, investing, and accepting donations. The outcome of this study and project will be shared at the Public Hearing at the next Council meeting.
- c. Rezoning/Development – Cobi Hershberger shared that the mission for the National Park property that is for sale on W Main Street is, to create more affordable housing. Not just for first time home byers, but zero entry for the elderly as well. Lots are to 2 acres fenced off with one being a .3 acre area and the other being the remaining of the 2 acres. The potential footprint that was drawn up, was to show the potential of a development of smaller zero entry homes in answer to a need for this type of housing and to utilize the space with homes of its own neighborhood. He appreciated the feedback from the community to see if this would be an option for development to move forward.

CITY ADMINISTRATOR REPORT – Kofoed shared that the City of West Branch has been chosen for the All-Star Community Award and that it will be presented to the City leaders that will be attending the IA League of Cities conference in September.

CITY ATTORNEY REPORT – None

CITY ENGINEER REPORT – Engineer Schechinger shared the W Main Street Overlay project is ahead of schedule. Triple B will be laying asphalt next week and will button things up to be open for Hoover Hometown Days activities. They will begin again after the celebration to finish with striping, seeding, etc. to finish out the project before school starts.

STAFF REPORTS – Goodale shared that Well 4 is currently down and there is pipe laying out in the cemetery. There is work going on to repair this.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS – There was a question of clean up in the alley between 4th and 5th Street. A question of the cross walks being repainted and cleaned up this year as well. Goodale responded that these things are on their list and as time permits with short staffing, they will get these taken care of.

ADJOURNMENT

Motion to adjourn by Miller, second by Horihan. Motion carried on a voice vote. City Council meeting adjourned at 7:10 p.m.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 3, 2026

AGENDA ITEM: June Monthly Financial Report

PREPARED BY: Heidi Van Auken

DATE: July 27, 2026

SUMMARY:

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

BANK TO BOOK RECONCILIATION				
6/30/2026				
BANK BALANCE @				
	CASH - FIDELITY BANK & TRUST			\$ 10,798,086.05
	CASH - FIDELITY BANK & TRUST - PERPETUAL CARE FUND			\$ 39,210.60
	SUB TOTAL			\$ 10,837,296.65
ADD:	CD'S:	Bank/CD #	Maturity Date	
	ENLOW BUILDING CD	LIBERTY SAVINGS-10447	7/13/2026	\$ 12,352.96
	CEMETERY PERPETUAL CARE CD	HILLS BANK-30282503	7/11/2026	\$ 110,582.08
	LIBRARY-HANSEN DONATION CD	GREENSTATE-1041 (Old 1037)	8/4/2026	\$ 65,805.08
	LIBRARY-KROUTH PRINCIPAL CD	GREENSTATE-1045 (Old 1042)	6/2/2027	\$ 60,562.83
	LIBRARY-KROUTH INTEREST CD	GREENSTATE-1046 (Old 1043)	6/2/2027	\$ 28,391.36
	GEN FUND-STREETSCAPE-ACCIONA DONATION CD	GREENSTATE-1044 (Old 1040)	12/7/2026	\$ 8,200.26
	SAVINGS ACCOUNTS			
	GENERAL FUND SAVINGS	GREENSTATE-0001		\$ 5.00
	LIBRARY - KROUTH INTEREST	FIDELITY-SAVINGS ACCOUNT		\$ 8,531.91
	LIBRARY - M GRAY SAVINGS	FIDELITY-SAVINGS ACCOUNT		\$ 16,371.65
	TOTAL CD'S & SAVINGS ACCOUNTS			\$ 310,803.13
	SUB TOTAL			\$ 11,148,099.78
PLUS	O/S DEPOSITS			\$ -
PLUS	ADJUSTMENTS			\$ -
LESS:	O/S CREDIT CARD			\$ -
LESS:	O/S CHECKS			\$ 79,118.26
	ENDING BOOK BALANCE			\$ 11,068,981.52

CLERK'S REPORT FOR THE MONTH OF JUNE 2026

DESCRIPTION	CHECKING	INVESTMENT	BEGINNING BALANCE	RECEIPTS	TRANSFER IN	DISBURSED	TRANSFER OUT	NET CHANGE LIABILITIES	CLERK'S BALANCE
GENERAL									
*(001) GENERAL OPERATING FUND	\$ 3,395,679.66	\$ 5.00	\$ 3,395,684.66	\$ 89,479.34		\$ 206,761.73	\$ 169,155.28		\$ 3,109,246.99
** FIRE APPARATUS RESERVE	\$ 214,059.29	\$ -	\$ 214,059.29		\$ 139,182.00				\$ 353,241.29
POLICE APPARATUS RESERVE	\$ 150,727.05	\$ -	\$ 150,727.05		\$ 19,473.28				\$ 170,200.33
PARK & RECREATION RESERVE	\$ 17,340.39	\$ -	\$ 17,340.39						\$ 17,340.39
PUBLIC WORKS RESERVE	\$ 14,660.00	\$ -	\$ 14,660.00		\$ 2,500.00				\$ 17,160.00
SIGNS-ACCIONA DTN INVESTMENT	\$ -	\$ 8,128.32	\$ 8,128.32	\$ 71.94					\$ 8,200.26
PARK EQUIPMENT/RESERVE	\$ 24,246.00	\$ -	\$ 24,246.00		\$ 8,000.00				\$ 32,246.00
(022) CIVIC CENTER	\$ 74,286.40	\$ -	\$ 74,286.40	\$ 275.00		\$ 793.47			\$ 73,767.93
(027) MEMORIAL GARDEN PROJECT	\$ 414.00	\$ -	\$ 414.00						\$ 414.00
(028) SPLASH PAD RESERVE	\$ 100.00	\$ -	\$ 100.00						\$ 100.00
(031) LIBRARY	\$ 149,817.18	\$ 102,130.51	\$ 251,947.69	\$ 1,159.44		\$ 21,769.05			\$ 231,338.08
(036) TORT LIABILITY	\$ 40,099.68	\$ -	\$ 40,099.68	\$ 1,523.23					\$ 41,622.91
SPECIAL REVENUE									
(110) ROAD USE TAX	\$ 336,552.27	\$ -	\$ 336,552.27	\$ 35,023.08		\$ 16,463.24			\$ 355,112.11
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	\$ 591,473.93	\$ -	\$ 591,473.93	\$ 8,088.14		\$ 39,592.35			\$ 559,969.72
(121) LOCAL OPTION SALES TAX	\$ 733,631.56	\$ -	\$ 733,631.56	\$ 25,302.20					\$ 758,933.76
(125) TIF	\$ 292,351.17	\$ -	\$ 292,351.17	\$ 22,609.57		\$ 130,490.00			\$ 184,470.74
(126) TIF LMI MEADOWS PT 4	\$ 131,615.25	\$ -	\$ 131,615.25						\$ 131,615.25
(160) REVOLVING LOAN FUND	\$ 137,082.45	\$ -	\$ 137,082.45						\$ 137,082.45
DEBT SERVICE									
(226) DEBT SERVICE	\$ 189,560.67	\$ -	\$ 189,560.67	\$ 5,056.48		\$ 750.00			\$ 193,867.15
CAPITAL PROJECTS									
(300) CAPITAL IMPROVEMENT RESERVE	\$ 455,513.57	\$ -	\$ 455,513.57	\$ 1,730.55					\$ 457,244.12
(304) W MAIN ST STORMWATER IMP	\$ 10,000.00	\$ -	\$ 10,000.00						\$ 10,000.00
(312) DOWNTOWN EAST REDEVELOPMENT	\$ 172,412.82	\$ -	\$ 172,412.82						\$ 172,412.82
(321) WIDENING WAPSI CREEK @ BERANEK PARK	\$ 5,007.80	\$ -	\$ 5,007.80	\$ 264,628.15		\$ 285,057.67			\$ (15,421.72)
(324) WW TREATMT FAC IMP 2021	\$ 80,000.00	\$ -	\$ 80,000.00						\$ 80,000.00
(331) CEDAR JOHNSON RD RECONSTRUCT	\$ 920,237.15	\$ -	\$ 920,237.15			\$ 8,343.66			\$ 911,893.49
(332) W MAIN ST IMPROVEMENT	\$ 471,468.22	\$ -	\$ 471,468.22			\$ 11,743.74			\$ 459,724.48
PERMANENT									
(500) CEMETERY PERPETUAL FUND	\$ 39,270.60	\$ 110,582.08	\$ 149,852.68	\$ 60.00					\$ 149,912.68
(501) KROUTH PRINCIPAL FUND	\$ (0.00)	\$ 60,020.05	\$ 60,020.05	\$ 583.68					\$ 60,603.73
(502) KROUTH INTEREST FUND	\$ -	\$ 28,118.68	\$ 28,118.68	\$ 272.68					\$ 28,391.36
ENTERPRISE									
(600) WATER FUND	\$ 563,246.32	\$ -	\$ 563,246.32	\$ 80,528.66		\$ 36,414.69			\$ 607,360.29
(603) WATER SINKING FUND	\$ 114,254.08	\$ -	\$ 114,254.08			\$ 111,258.55			\$ 2,995.53
(610) SEWER FUND	\$ 904,224.82	\$ -	\$ 904,224.82	\$ 88,853.73		\$ 24,213.82			\$ 968,864.73
(611) SEWER FUND SPECIAL	\$ 1,140,105.70	\$ -	\$ 1,140,105.70			\$ 524,266.87			\$ 615,838.83
(740) STORM WATER UTILITY	\$ 178,934.76	\$ -	\$ 178,934.76	\$ 6,138.66		\$ 1,841.60			\$ 183,231.82
TOTAL	\$ 11,556,501.99	\$ 308,984.64	\$ 11,865,486.63	\$ 631,384.53	\$ 169,155.28	\$ 1,427,889.64	\$ 169,155.28	\$ -	\$ 11,068,981.52
O/S CHECKS			\$32,509.65						\$79,118.26
ADJUSTMENTS			\$0.00						\$0.00
O/S DEPOSIT			\$0.05						\$0.00
O/S CREDIT CARD			\$0.00						\$0.00
BANK STATEMENT BALANCE			\$11,897,996.23						\$11,148,099.78

CITY OF WEST BRANCH
MTD TREASURERS REPORT
AS OF: JUNE 30TH, 2026

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	3,824,845.71	89,551.28	206,761.73	3,707,635.26	0.00	0.00	3,707,635.26
022-CIVIC CENTER	74,286.40	275.00	793.47	73,767.93	0.00	0.00	73,767.93
027-MEMORIAL GARDEN PROJECT	414.00	0.00	0.00	414.00	0.00	0.00	414.00
028-SPLASH PAD RESERVE	100.00	0.00	0.00	100.00	0.00	0.00	100.00
031-LIBRARY	251,947.69	1,159.44	21,769.05	231,338.08	0.00	0.00	231,338.08
036-TORT LIABILITY	40,099.68	1,523.23	0.00	41,622.91	0.00	0.00	41,622.91
110-ROAD USE TAX	336,552.27	35,023.08	16,463.24	355,112.11	0.00	0.00	355,112.11
112-TRUST AND AGENCY	591,473.93	8,088.14	39,592.35	559,969.72	0.00	0.00	559,969.72
121-OPTION TAX	733,631.56	25,302.20	0.00	758,933.76	0.00	0.00	758,933.76
125-T I F	292,351.17	22,609.57	130,490.00	184,470.74	0.00	0.00	184,470.74
126-TIF LMI MEADOWS PT 4	131,615.25	0.00	0.00	131,615.25	0.00	0.00	131,615.25
160-REVOLVING LOAN FUND	137,082.45	0.00	0.00	137,082.45	0.00	0.00	137,082.45
226-GO DEBT SERVICE	189,560.67	5,056.48	750.00	193,867.15	0.00	0.00	193,867.15
300-CAPITAL IMPROV. RESERVE	455,513.57	1,730.55	0.00	457,244.12	0.00	0.00	457,244.12
304-W MAIN ST STORMWATER IMP	10,000.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00
308-PARK IMP - PEDERSEN VALLE	8,129.20	0.00	8,129.20	0.00	0.00	0.00	0.00
312-DOWNTOWN EAST REDEVELOPME	172,412.82	0.00	0.00	172,412.82	0.00	0.00	172,412.82
321-WIDENING WAPSI CREEK @ BE	5,007.80	264,628.15	285,057.67	(15,421.72)	0.00	0.00	(15,421.72)
324-WW TREATMT FAC IMP 2021	80,000.00	0.00	0.00	80,000.00	0.00	0.00	80,000.00
331-CEDAR JOHNSON RD RECONS	920,237.15	0.00	8,343.66	911,893.49	0.00	0.00	911,893.49
332-W MAIN ST IMPROVE	471,468.22	0.00	11,743.74	459,724.48	0.00	0.00	459,724.48
500-CEMETERY PERPETUAL FUND	149,852.68	60.00	0.00	149,912.68	0.00	0.00	149,912.68
501-KROUTH PRINCIPAL FUND	60,020.05	583.68	0.00	60,603.73	0.00	0.00	60,603.73
502-KROUTH INTEREST FUND	28,118.68	272.68	0.00	28,391.36	0.00	0.00	28,391.36
600-WATER FUND	563,246.32	80,528.66	36,414.69	607,360.29	0.00	0.00	607,360.29
603-WATER SINKING FUND	114,254.08	0.00	111,258.55	2,995.53	0.00	0.00	2,995.53
610-SEWER FUND	904,224.82	88,853.73	24,213.82	968,864.73	0.00	0.00	968,864.73
611-SEWER FUND SPECIAL	1,140,105.70	0.00	524,266.87	615,838.83	0.00	0.00	615,838.83
740-STORM WATER UTILITY	178,934.76	6,138.66	1,841.60	183,231.82	0.00	0.00	183,231.82
GRAND TOTAL	11,865,486.63	631,384.53	1,427,889.64	11,068,981.52	0.00	0.00	11,068,981.52

*** END OF REPORT ***

CITY OF WEST BRANCH
YTD TREASURERS REPORT
AS OF: JUNE 30TH, 2026

FUND	BEGINNING CASH BALANCE	Y-T-D REVENUES	Y-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	3,220,597.35	2,515,167.15	2,028,129.24	3,707,635.26	0.00	0.00	3,707,635.26
022-CIVIC CENTER	61,098.15	25,000.00	12,330.22	73,767.93	0.00	0.00	73,767.93
027-MEMORIAL GARDEN PROJECT	414.00	0.00	0.00	414.00	0.00	0.00	414.00
028-SPLASH PAD RESERVE	100.00	0.00	0.00	100.00	0.00	0.00	100.00
031-LIBRARY	215,963.28	214,898.72	199,523.92	231,338.08	0.00	0.00	231,338.08
036-TORT LIABILITY	1,577.05	124,650.47	84,604.61	41,622.91	0.00	0.00	41,622.91
110-ROAD USE TAX	284,973.83	353,214.39	279,326.11	358,862.11	0.00	(3,750.00)	355,112.11
112-TRUST AND AGENCY	535,294.96	454,571.66	429,896.90	559,969.72	0.00	0.00	559,969.72
119-EMERGENCY TAX FUND	7,019.38	0.00	7,019.38	0.00	0.00	0.00	0.00
121-OPTION TAX	497,744.44	322,592.32	61,403.00	758,933.76	0.00	0.00	758,933.76
125-T I F	43,717.03	595,970.71	455,217.00	184,470.74	0.00	0.00	184,470.74
126-TIF LMI MEADOWS PT 4	83,542.25	48,073.00	0.00	131,615.25	0.00	0.00	131,615.25
160-REVOLVING LOAN FUND	137,082.45	0.00	0.00	137,082.45	0.00	0.00	137,082.45
226-GO DEBT SERVICE	301,593.80	806,701.43	914,428.08	193,867.15	0.00	0.00	193,867.15
300-CAPITAL IMPROV. RESERVE	315,593.26	141,650.86	0.00	457,244.12	0.00	0.00	457,244.12
304-W MAIN ST STORMWATER IMP	10,000.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00
308-PARK IMP - PEDERSEN VALLE	14,827.20	0.00	14,827.20	0.00	0.00	0.00	0.00
312-DOWNTOWN EAST REDEVELOPME	172,412.82	0.00	0.00	172,412.82	0.00	0.00	172,412.82
321-WIDENING WAPSI CREEK @ BE	12,835.10	1,208,529.92	1,236,786.74	(15,421.72)	0.00	0.00	(15,421.72)
324-WW TREATMT FAC IMP 2021	80,000.00	367,753.20	367,753.20	80,000.00	0.00	0.00	80,000.00
326-ROUNDAABOUT MAIN & CEDAR-J	156,500.72	0.00	156,500.72	0.00	0.00	0.00	0.00
327-SPONS WATER QUAL IMP 2021	(20,000.00)	20,000.00	0.00	0.00	0.00	0.00	0.00
329-EASTSIDE WATER MAIN PH1	320,331.70	0.00	320,331.70	0.00	0.00	0.00	0.00
331-CEDAR JOHNSON RD RECONS	(457,812.03)	3,529,500.00	2,159,794.48	911,893.49	0.00	0.00	911,893.49
332-W MAIN ST IMPROVE	41,500.00	520,774.70	102,550.22	459,724.48	0.00	0.00	459,724.48
500-CEMETERY PERPETUAL FUND	143,818.44	6,094.24	0.00	149,912.68	0.00	0.00	149,912.68
501-KROUTH PRINCIPAL FUND	58,176.59	2,427.14	0.00	60,603.73	0.00	0.00	60,603.73
502-KROUTH INTEREST FUND	27,257.36	1,134.00	0.00	28,391.36	0.00	0.00	28,391.36
600-WATER FUND	486,610.52	914,479.65	793,729.88	607,360.29	0.00	0.00	607,360.29
603-WATER SINKING FUND	13,396.12	113,533.97	123,934.56	2,995.53	0.00	0.00	2,995.53
610-SEWER FUND	861,793.27	1,117,733.01	1,010,661.55	968,864.73	0.00	0.00	968,864.73
611-SEWER FUND SPECIAL	646,290.72	576,587.67	607,039.56	615,838.83	0.00	0.00	615,838.83
740-STORM WATER UTILITY	239,492.60	75,082.54	131,343.32	183,231.82	0.00	0.00	183,231.82
GRAND TOTAL	8,513,742.36	14,056,120.75	11,497,131.59	11,072,731.52	0.00	(3,750.00)	11,068,981.52
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*** END OF REPORT ***

PROGRAM EXPENDITURES FOR THE MONTH OF JUNE 2026

100.00%

FUNCTIONS	BUDGET EXP	MTD EXP	YTD EXP	REMAINING BALANCE	PERCENT OF EXPENSES
PUBLIC SAFETY					
POLICE DEPARTMENT					
GENERAL FUND	\$ 635,858.00	\$ 43,915.75	\$ 537,449.39	\$ 98,408.61	84.52%
TORT LIABILITY	\$ 17,000.00	\$ -	\$ 13,233.25	\$ 3,766.75	77.84%
TRUST & AGENCY	\$ 174,566.00	\$ 13,642.68	\$ 159,872.27	\$ 14,693.73	91.58%
FIRE DEPARTMENT					
GENERAL FUND	\$ 319,400.00	\$ 45,184.58	\$ 150,503.79	\$ 168,896.21	47.12%
TORT LIABILITY	\$ 40,000.00	\$ -	\$ 30,340.39	\$ 9,659.61	75.85%
TRUST & AGENCY	\$ 71,280.00	\$ 4,876.03	\$ 47,012.77	\$ 24,267.23	65.96%
BUILDING INSPECTIONS					
GENERAL FUND	\$ 59,193.00	\$ 4,978.23	\$ 46,864.96	\$ 12,328.04	79.17%
TRUST & AGENCY	\$ 18,820.00	\$ 837.64	\$ 10,259.05	\$ 8,560.95	54.51%
ANIMAL CONTROL	\$ 4,050.00	\$ -	\$ 276.00	\$ 3,774.00	6.81%
TOTAL PUBLIC SAFETY	\$ 1,340,167.00	\$ 113,434.91	\$ 995,811.87	\$ 344,355.13	74.31%
PUBLIC WORKS					
ROADS & STREETS					
GENERAL FUND	\$ 50,750.00	\$ -	\$ 56,592.00	\$ (5,842.00)	111.51%
TORT LIABILITY	\$ 22,000.00	\$ -	\$ 16,645.40	\$ 5,354.60	75.66%
ROAD USE TAX FUND	\$ 340,002.00	\$ 16,463.24	\$ 279,326.11	\$ 60,675.89	82.15%
TRUST & AGENCY	\$ 78,418.00	\$ 7,283.58	\$ 54,674.52	\$ 23,743.48	69.72%
STREET LIGHTING - GENERAL FUND	\$ 45,000.00	\$ 2,962.32	\$ 38,764.06	\$ 6,235.94	86.14%
SOLID WASTE - GENERAL FUND	\$ 333,562.00	\$ 20,155.50	\$ 255,804.07	\$ 77,757.93	76.69%
TOTAL PUBLIC WORKS	\$ 869,732.00	\$ 46,864.64	\$ 701,806.16	\$ 167,925.84	80.69%
TOTAL HEALTH & SOCIAL SERVICES	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CULTURE & RECREATION					
LIBRARY					
GENERAL FUND	\$ 218,201.00	\$ 21,769.05	\$ 199,523.92	\$ 18,677.08	91.44%
TORT LIABILITY	\$ 10,000.00	\$ -	\$ 7,323.78	\$ 2,676.22	73.24%
TRUST & AGENCY	\$ 43,518.00	\$ 4,221.23	\$ 47,934.67	\$ (4,416.67)	110.15%
PARKS & RECREATION					
GENERAL FUND	\$ 267,669.00	\$ 20,905.52	\$ 213,362.40	\$ 54,306.60	79.71%
TORT LIABILITY	\$ 10,000.00	\$ -	\$ 6,408.92	\$ 3,591.08	64.09%
TRUST & AGENCY	\$ 43,280.00	\$ 2,834.82	\$ 38,537.40	\$ 4,742.60	89.04%
CEMETERY					

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
GENERAL FUND	\$ 141,908.00	\$ 3,981.79	\$ 114,629.50	\$ 27,278.50	80.78%
TORT LIABILITY	\$ 5,000.00	\$ -	\$ 2,247.09	\$ 2,752.91	44.94%
TRUST & AGENCY	\$ 34,225.00	\$ 1,321.27	\$ 16,385.29	\$ 17,839.71	47.88%
CIVIC CENTER					
GENERAL FUND	\$ 17,900.00	\$ 793.47	\$ 12,330.22	\$ 5,569.78	68.88%
COMMUNITY & CULTURAL DEV.	\$ 30,000.00	\$ 24.24	\$ 13,345.60	\$ 16,654.40	44.49%
LOCAL CABLE ACCESS	\$ 22,741.00	\$ 141.90	\$ 16,740.49	\$ 6,000.51	73.61%
HISTORIC PRESERVATION	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.00%
TOTAL CULTURE & RECREATION	\$ 846,442.00	\$ 55,993.29	\$ 688,769.28	\$ 157,672.72	81.37%
COMMUNITY & ECONOMIC DEV.					
ECONOMIC DEVELOPMENT	\$ 122,500.00	\$ 35,625.00	\$ 108,828.74	\$ 13,671.26	88.84%
PLANNING & ZONING	\$ 39,000.00	\$ 1,967.13	\$ 34,035.97	\$ 4,964.03	87.27%
TIF DEBT SERVICE	\$ 170,779.00	\$ 130,490.00	\$ 162,439.00	\$ 8,340.00	95.12%
TIF LMI MEADOWS PT 4	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	0.00%
TOTAL COMMUNITY & E.D.	\$ 362,279.00	\$ 168,082.13	\$ 305,303.71	\$ 56,975.29	84.27%
GENERAL GOVERNMENT					
MAYOR & COUNCIL					
GENERAL FUND	\$ 19,000.00	\$ 435.19	\$ 20,804.41	\$ (1,804.41)	109.50%
TRUST & AGENCY	\$ 3,248.00	\$ 47.39	\$ 1,528.59	\$ 1,719.41	47.06%
CLERK & TREASURER					
GENERAL FUND	\$ 239,898.00	\$ 24,350.38	\$ 199,408.36	\$ 40,489.64	83.12%
TORT LIABILITY	\$ 13,000.00	\$ -	\$ 8,405.78	\$ 4,594.22	64.66%
TRUST & AGENCY	\$ 65,192.00	\$ 4,527.71	\$ 53,692.34	\$ 11,499.66	82.36%
LEGAL SERVICES	\$ 27,000.00	\$ 2,134.20	\$ 26,421.50	\$ 578.50	97.86%
TOTAL GENERAL GOVERNMENT	\$ 367,338.00	\$ 31,494.87	\$ 310,260.98	\$ 57,077.02	84.46%
GO DEBT SERVICE	\$ 941,653.00	\$ 750.00	\$ 914,428.08	\$ 27,224.92	97.11%
CAPITAL PROJECTS					
(308) PARK IMPROVEMENTS	\$ 14,827.00	\$ 8,129.20	\$ 14,827.20	\$ (0.20)	100.00%
(321) WIDENING WAPSI CREEK	\$ 1,000,000.00	\$ 285,057.67	\$ 1,236,786.74	\$ (236,786.74)	123.68%
(324) WW TREATMENT FACILITY 2021	\$ 1,100,000.00	\$ -	\$ 367,753.20	\$ 732,246.80	33.43%
(326) ROUNDABOUT MAIN & CEDAR	\$ -	\$ -	\$ 62,302.50	\$ (62,302.50)	#DIV/0!
(331) CEDAR JOHNSON RD RECON	\$ 4,000,000.00	\$ 8,343.66	\$ 2,159,794.48	\$ 1,840,205.52	53.99%
(332) W MAIN ST IMPROVEMENT	\$ 100,000.00	\$ 11,743.74	\$ 102,550.22	\$ (2,550.22)	102.55%
TOTAL CAPITAL PROJECTS	\$ 6,214,827.00	\$ 313,274.27	\$ 3,944,014.34	\$ 2,270,812.66	63.46%

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
BUSINESS TYPE ACTIVITIES					
WATER FUND	\$ 707,280.00	\$ 36,414.69	\$ 605,595.91	\$ 101,684.09	85.62%
WATER SINKING FUND	\$ 135,040.00	\$ 111,258.55	\$ 123,934.56	\$ 11,105.44	91.78%
SEWER FUND	\$ 515,250.00	\$ 24,213.82	\$ 364,530.88	\$ 150,719.12	70.75%
SEWER FUND SPECIAL	\$ 641,280.00	\$ 524,266.87	\$ 607,039.56	\$ 34,240.44	94.66%
STORM WATER UTILITY	\$ 39,905.00	\$ 1,841.60	\$ 31,343.32	\$ 8,561.68	78.54%
TOTAL BUSINESS TYPE ACTIVITIES	\$ 2,038,755.00	\$ 697,995.53	\$ 1,732,444.23	\$ 306,310.77	84.98%
NON-DEPARTMENTAL TRANSFERS					
GENERAL FUND	\$ 194,298.00	\$ -	\$ 194,298.00	\$ -	100.00%
EMERGENCY TAX FUND	\$ 7,020.00	\$ -	\$ 7,019.38	\$ 0.62	99.99%
LOCAL OPTION SALES TAX	\$ 61,403.00	\$ -	\$ 61,403.00	\$ -	100.00%
TIF	\$ 292,778.00	\$ -	\$ 292,778.00	\$ -	100.00%
(326) ROUNDABOUT PROJECT	\$ 156,501.00	\$ -	\$ 94,198.22	\$ 62,302.78	60.19%
(329) EAST SIDE WATER MAINS PH1	\$ 320,332.00	\$ -	\$ 320,331.70	\$ 0.30	100.00%
WATER FUND	\$ 209,640.00	\$ -	\$ 188,133.97	\$ 21,506.03	89.74%
SEWER FUND	\$ 710,823.00	\$ -	\$ 646,130.67	\$ 64,692.33	90.90%
STORM WATER UTILITY	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -	100.00%
TOTAL NON-DEPARMENTAL TRANSFERS	\$ 2,052,795.00	\$ -	\$ 1,904,292.94	\$ 148,502.06	92.77%
TOTAL FOR ALL FUNCTIONS	\$ 15,033,988.00	\$ 1,427,889.64	\$ 11,497,131.59	\$ 3,536,856.41	76.47%

CITY OF WEST BRANCH
EXPENDITURES BY ACTIVITY (UNAUDITED)
AS OF: JUNE 30TH, 2026

001-GENERAL FUND

100.00% OF FISCAL YEAR

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL NON-PROGRAM	2,052,795.00	0.00	1,904,292.94	92.77	148,502.06
TOTAL PUBLIC SAFETY	1,340,167.00	113,434.91	995,811.87	74.31	344,355.13
TOTAL PUBLIC WORKS	869,732.00	46,864.64	701,806.16	80.69	167,925.84
TOTAL HEALTH & SOCIAL SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	846,442.00	55,993.29	688,769.28	81.37	157,672.72
TOTAL COMMUNITY & ECON DEVELOP	362,279.00	168,082.13	305,303.71	84.27	56,975.29
TOTAL GENERAL GOVERNMENT	367,338.00	31,494.87	310,260.98	84.46	57,077.02
TOTAL DEBT SERVICE	941,653.00	750.00	914,428.08	97.11	27,224.92
TOTAL CAPITAL PROJECTS	6,214,827.00	313,274.27	3,944,014.34	63.46	2,270,812.66
TOTAL BUSINESS TYPE/ENTERPRISE	2,038,755.00	697,995.53	1,732,444.23	84.98	306,310.77
TOTAL EXPENDITURES	15,033,988.00	1,427,889.64	11,497,131.59	76.47	3,536,856.41



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 3, 2026

AGENDA ITEM: Claims for August 3,, 2026
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PREPARED BY: Jessica Brown, Deputy City Clerk
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DATE: August 3, 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**8/3/2026**

AMAZON.COM	MULTIPLE ITEMS- LIBRARY, PD, CLERK	596.21
COMPREHENSIVE HEALTH LAW	ODARA TRAINING - POLICE	3,143.13
GOERDT INSPECTION	BLDG INSPECTIONS	966.00
HD SUPPLY	HAND SOAP - LIBRARY	97.82
IOWA ONE CALL	UTILITY LOCATION SERVICE	69.30
KOFOED, ADAM	REIMB FOR TRAINING OKOBOJI	1,240.20
LYNCH'S EXCAVATING	THOMAS DR MANHOLE REPLACEMENT	8,428.25
OASIS ELECTRIC	RETRIFUT LIGHT CALL BACK-LIB	1,125.34
REVIZE	FY27 WEBSITE PAYMENT	5,050.00
SCHAFER, JESSICA	SUMMER LIB. PROGRAM SUPPLIES	76.54
STEEN, CATHERINE	MOTOROLA CLIP BODY CAMERA	67.90
STERICYCLE	SHREDDING SERVICES	107.76

TOTAL		20,968.45
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VACATION PAYOUT 7/17/2026	938.24
REGULAR PAYROLL 7/17/2026	78,465.39
REGULAR PAYROLL 7/31/2026	59,422.59
PAYROLL-WAGES, TAXES,	
EMPLOYEE BENEFITS	138,826.22

PAID BETWEEN MEETINGS

AMAZON.COM	MUTLTPLT ITEMS - LIBRARY	197.35
ANTHONY TATMAN	RETURN TO WORK EVALUATION	300.00
ARW CONSTRUCTION	LIBRARY ROOF 50% DEPOSIT	17,200.00
BEAVER HEATING & AIR	AIR CONDITIONER SERVICE	245.00
BIBLIONIX	CIRCULATION/CATALOG SOFTWARE	1,870.00
HAWKINS	CHEMICALS	3,000.29
HOOVER'S HOMETOWN DAYS	HHTD FY27 SERVICE AGREEMENT	5,000.00
IOWA COMMUNITIES ASSUR	FY27 FAITHFUL PERFORM OF DUTY	100.00
JOHN DEERE FINANCIAL	UNIFORMS - PW	159.99
KIESLER POLICE SUPPLY	STREAMLIGHT BATTERIES	165.00
VARIOUS VENDORS	UB REFUNDS	313.88
PLUNKETT'S PEST CONTROL	PEST CONTROL - TOWN HALL	164.54
STATE INDUSTRIAL PRODUCTS	CHEMICALS	533.96
UMB BANK N.A.	BOND FEE GO 2025	600.00
UNITED STATES GEOLOGICAL	STREAM GAGE MAINT & OPERATION	11,140.00
VERIZON WIRELESS	VERIZON WIRELESS	469.51
WEST BRANCH TIMES	LEGAL PUBLICATIONS & PW JOB AD	552.00
SISCO	HEALTH CLAIMS 7-17-2026	65.20
SISCO	HEALTH CLAIMS 7-20-2026	1,102.38
SISCO	HEALTH CLAIMS 7-27-2026	10.00
METLIFE	INSURANCE PREMIUM	3,116.92
SISCO	INSURANCE PREMIUM	22,672.13

TOTAL	68,978.15
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GRAND TOTAL EXPENDITURES	228,772.82
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FUND TOTALS

001 GENERAL FUND	87,135.93
022 CIVIC CENTER	57.27
031 LIBRARY	30,760.65
036 TORT LIABILITY	72.00
110 ROAD USE TAX	9,025.63
112 TRUST AND AGENCY	46,770.06
226 GO DEBT SERVICE	600.00
600 WATER FUND	18,477.92
610 SEWER FUND	23,825.50
740 STORM WATER	12,047.86

GRAND FUND TOTAL	228,772.82
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	STEEN, CATHERINE	MOTOROLA CLIP BODY CAMERA	67.90
		AMAZON.COM.CA.,INC.	CANDY - PD	42.44
		COMPREHENSIVE HEALTH LAW SERVICES, LLC	ODARA TRAINING - POLICE	3,143.13
			TOTAL:	3,253.47
BUILDING INSPECTIONS	GENERAL FUND	GOERDT INSPECTION & CONSULTATION SERVI	BLDG INSPECTIONS	966.00
			TOTAL:	966.00
PARK & RECREATION	GENERAL FUND	HD SUPPLY, INC.	HHTD TRASH BAGS	53.12
			TOTAL:	53.12
CLERK & TREASURER	GENERAL FUND	AMAZON.COM.CA.,INC.	CO2 MONITOR - CLERK	29.99
			OFFICE SUPPLIES - CLERK	47.62
			REIMB FOR TRAINING OKOBOJI	1,240.20
			SHREDDING SERVICES	107.76
			FY27 WEBSITE PAYMENT	5,050.00
			TOTAL:	6,475.57
LIBRARY	LIBRARY	OASIS ELECTRIC LLC SCHAFFER, JESSICA AMAZON.COM.CA.,INC.	RETRIFUT LIGHT CALL BACK-L	1,125.34
			SUMMER LIB. PROGRAM SUPPLI	76.54
			FOLDER TABS	6.99
			YOUTH PROGRAM SUPPLIES	54.20
			BOOKS, DVDS, LIBRARY OF TH	373.58
			LIBRARY OF THINGS - LIBRAR	5.95
			REIMB BOOKS - LIBRARY	53.99-
			BOOKS & SUMMER PROG SUPP-	35.44
			BOOKS & SUMMER PROG SUPP-	107.98
			BOOK REFUND - LIBRARY	53.99-
			HAND SOAP - LIBRARY	44.70
			TOTAL:	1,722.74
		HD SUPPLY, INC.		
SEWER OPERATING	SEWER FUND	IOWA ONE CALL LYNCH'S EXCAVATING INC	UTILITY LOCATION SERVICE	69.30
			THOMAS DR MANHOLE REPLACEM	8,428.25
			TOTAL:	8,497.55

===== FUND TOTALS =====		
001	GENERAL FUND	10,748.16
031	LIBRARY	1,722.74
610	SEWER FUND	8,497.55

	GRAND TOTAL:	20,968.45

NOTICE OF PROPOSED FISCAL POLICIES MANUAL FOR THE CITY OF
WEST BRANCH

The City Council of the City of West Branch, Iowa, will meet on August 3, 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 adoption and implementation of a Fiscal Policies Manual.

The manual will incorporate the recommendations from the Fiscal Policies group from the U of I students and City leaders during their research of West Branch and their Fiscal activity.

At that time and place, oral or written objections may be filed or made to the proposal to accept the Fiscal Policies Manual. After receiving objections, the City may determine to approve and adopt the manual, 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



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 3, 2026
AGENDA ITEM:	Resolution 2026-78 Approve and Adopt the proposed Fiscal Policies Manual./ Move to Action.
PREPARED BY:	City Administrator, Adam Kofoed
DATE:	July 29, 2026

ITEM SUMMARY

Policy Section	Recommended Policies	Revised / New	Justification
Fiscal Management Policies	Accounting, Auditing, and Financial Reporting	Revised	Mandates certain actions the City must take that are best practices for responsible fiscal management, such as: • A Financial Plan • Annual Financial Reporting • Annual CIP Budgets Independent Auditing
	Cash Reserve Policies	Revised	Mandates what Cash Reserves in specific funds may be used for.
	Donation Acceptance	New	Provides guidelines on how donations should be managed.
	Surplus Terms of Sale	New	Provides guidelines on how surplus items from City departments should be handled and sold. Includes Asset Inventory policy.
Debt Management Policies	Debt Purpose	New	Determines what projects debt can be incurred to fund.
	Debt Procedure	New	Covers what sort of debt or bonds should be preferred by the City.
	Debt Administration	Revised	Provides guidelines on how debt should be managed:

			- How much debt the City can incur as a percentage of assessed value - How much of the property tax levy can be put towards debt service
	Advance Refundings	New	Covers the repayment of bonds and other debt before the term of said debt.
	Arbitrage Compliance	New	Legal compliance policy.
	City's Debt / Credit Rating	New	Covers where the City can borrow from, and how much to maintain best credit rating.
Purchasing Policies	Contract Bidding	New	Adds a contract bidding process for public projects.
	Competitive Quotation Process	New	Covers procedure for contract bidding when threshold is less than required for a full contract bidding process (\$100,000).
	Contract Administration	Revised	Guidelines on how public contracts should be administered, when contract re-negotiation is necessary.
	Emergency Repairs	New	Covers what the City may contract without normal procedures in case of an emergency.
Investment Policies	Scope of Investment Policy	Revised	Initial section was based on Iowa City policies. Updated with current wording of Iowa City policy.
	Objectives of Investment Policy	Revised	Provides further clarification on specific goals for return on investment.
	Prudence	Revised	New guidelines on what prudence means in terms of public investment.
	Instruments Eligible for Investment	New	Specific list of investments that are safe enough for public funds.
	Investment Maturity Limitations	Revised	Covers investment of operating funds that are not immediately required for expenses.
	Safekeeping and Custody	Revised	Expands policy to stay legally compliant.
	Ethics and Conflicts of Interest	Revised	Adds actions that must be taken if a conflict of interest is present.
	Reporting	Revised	Make fiscal reports to City Council quarterly rather than annually.

RESOLUTION 2026-78

**A RESOLUTION TO APPROVE AND ADOPT THE CITY OF WEST BRANCH
FISCAL POLICY MANUAL**

WHEREAS, it has been deemed necessary to develop and provide guidance to the City's financial management system; and

WHEREAS, City of West Branch department leaders in conjunction with the University of Iowa's Initiative for Sustainable Communities have create a four part manual to address areas of Fiscal Management, Debt Management, Purchasing, and Investment Policies for the fiscal well being of the City; and

WHEREAS, the City's intent is to support a sound and efficient financial management system which best utilizes resources and provides an acceptable service level to the citizens of West Branch.; and

WHEREAS, the City Council as a policy making group is still accountable for the efficient and responsive operation of the City; 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 Fiscal Policy Manual; and

WHEREAS, following the Public Hearing and allowing public feedback on the proposed Fiscal Policy Manual for the City of West Branch, 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 Fiscal Policy Manual is hereby approved and adopted following passage of this resolution.

Passed and approved this 3rd day of August 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



Fiscal Policies

Updated: 5/6/2026

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Fiscal Management Policy:

Financial Management Policies

The following financial policies have been developed to provide guidance to the City's financial management system. The City's intent is to support a sound and efficient financial management system which best utilizes resources and provides an acceptable service level to the citizens of West Branch. The following statements are not intended to restrict the City Council's authority in determining service needs and /or activities of the City. These financial policies do not limit the City Council's ability and responsibility to respond to service delivery needs above or beyond these policies. The City Council as a policy making group is still accountable for the efficient and responsive operation of the City.

SECTION 1: OBJECTIVE OF CASH MANAGEMENT POLICY

The City Council of the City of West Branch is the trustee of the public revenues which it collects, and it therefore has an obligation to the community to ensure that the City's cash resources are managed effectively, efficiently, and as economically as possible. This policy represents principles and practices that follow generally accepted accounting principles which should be used to help the City maintain financial stability.

The support of and commitment to the City's credit control policy, by the City Council and the city's officials, is an integral part of proper cash management, and by approving this policy the City Council pledges itself to such support and commitment.

SECTION 2: EFFECTIVE CASH MANAGEMENT

1. Cash Collections

All monies due to the City must be collected as soon as possible, either on or immediately after due date, and deposited on a daily basis. Any delinquent amounts should be pursued vigorously in any legal manner to include:

- Utility shutoffs as provided by local ordinance and state law
- Iowa Department of Administrative Services
- Certification to taxes through the County Treasurer
- Third party collection agencies

The respective responsibilities of the City Administrator, Finance Officer, City Clerk and Deputy Clerk and other Department Directors are defined in this document. Where practical, all receipts should be handled by City Clerk's office. Off sight collections shall be promptly

delivered to the City Office and deposited into City approved accounts. Each off-sight collection point will be insured/bonded as necessary.

2. Payments to Creditors

The City Administrator or Finance Officer shall ensure that all bids and quotations invited by and contracts entered into by the City stipulate payment terms favorable to the City, for example, payment should fall due no sooner than at the conclusion of the month following the month in which a particular service is rendered to or goods are received by the City and approved by the City Council. This rule shall be departed from only where there are financial incentives for the City to effect earlier payment, and preauthorized by resolution of the City Council, such as payroll, or payroll taxes. Any early payment shall be approved by the City Council at the next council meeting.

Notwithstanding the foregoing policy directives, the City Administrator or Finance Officer shall make full use of any extended terms of payment offered by suppliers and not settle any accounts earlier than such extended due date, except if it is determined that there are financial incentives for the City to do so.

Special payments to creditors shall only be made with the express prior approval of the City Council, who shall be satisfied that there are compelling reasons for making such payments prior to the normal monthly processing.

3. Management of Inventory

Each Department Director shall ensure that the inventory in their department does not exceed what is normally required in those cases where items which are not readily available from suppliers, and emergency requirements in the case of items which are readily available from suppliers.

Each Department Director shall periodically (annually by end of fiscal year) review the levels of inventory held, and shall ensure that any surplus items be made available for sale at a public auction or by other means of disposal, as provided in the City's policies.

4. Cash Management Program

An annual estimate will be prepared of the City's cash flows divided into calendar months. The estimate shall indicate when and for what periods and amounts idle revenues may be invested, when and for what amounts investments will have to be liquidated, and when (if applicable) either long-term or short-term debt must be incurred. Department Directors shall furnish the City Administrator all cash flow information as is required for large dollar items. The threshold for this notification shall be \$7,500.00.

SECTION 3: OPENING OF BANK ACCOUNTS

City of West Branch shall maintain bank accounts. Each bank account must be in the name of the City, and all monies received by the City must be paid into this bank account or accounts, promptly and in accordance with any requirements that may be prescribed.

A bank account may not be opened:

- other than in the name of the City of West Branch;
- abroad; or
- with an institution not recognized as a bank in the State of Iowa.

SECTION 4: CONTROL OF MUNICIPAL BANK ACCOUNTS

The City Administrator, Finance Officer or City Clerk of the City must administer all of the City's bank accounts, is accountable to the City Council for the City's bank accounts, and must enforce compliance with City's purchasing policies. The Deputy Clerk will have "view" only access for purposes of performing specific job duties.

SECTION 5: WITHDRAWALS FROM CITY BANK ACCOUNTS

Only the City Administrator, Finance Officer or City Clerk of the City, or other city official of the City acting on the written authority of the City Council, may withdraw money or authorize the withdrawal of money from any of the City's bank accounts. All money will be withdrawn by pre-numbered checks, cashier's check or electronic transfers from the City's bank account only with approval of the City Council.

Such withdrawals may be made only to:

- transfer money from checking account to money market or savings account or vice versa.
- to defray expenditures appropriated in terms of an approved budget.
- pay to another government agency money received by the City on behalf of the agency, including money collected by the City on behalf of the agency by agreement, or any insurance or other payments received by the City for the agency (sales tax, or subrecipients for grants, payroll taxes, IPERS, sales tax, debt payments, for example).
- refund money incorrectly paid to the City or consumer deposits with the city for utilities, in accordance with City policy.
- refund guarantees, sureties and security deposits.
- make investments for cash management purposes in accordance with the City's investment policy.

SECTION 6: CASH MANAGEMENT & INVESTMENTS

The City Council of West Branch, Iowa does hereby name the following as official depositories for City funds and sets the maximum amount of deposit opposite the name of each institution:

<u>DEPOSITORY NAME</u>	<u>MAXIMUM DEPOSIT</u>
Fidelity Bank & Trust, West Branch IA	\$12,000,000
Green State Credit Union, Iowa City, IA	\$250,000
Hills Bank & Trust Company, Iowa City, IA	\$250,000
Liberty Trust & Savings Bank, Durant, IA	\$250,000

An investment policy was established and approved by City Council Resolution 964 in 2011. A monthly report describing the activity of investment purchases will be submitted to the City Council at the end of each month.

SECTION 7: REVENUE MANAGEMENT

REVENUE POLICY

The Finance Officer or City Clerk of the City is responsible for the management of the revenue of the City. The Finance Officer, City Clerk or Deputy Clerk, must among other things, take all reasonable steps to ensure that all money received is promptly deposited in accordance with the requirements of this policy into the City's primary and other bank accounts with oversight by the City Administrator. The City Clerk or Finance Officer must also ensure that all revenues received by the City, including revenue received by any collecting agent on its behalf, is reconciled on a monthly basis. The City Clerk or Finance Officer must take all reasonable steps to ensure that any funds collected by the City on behalf of another governmental agency are transferred to that agency as prescribed by the agreement or grant contract but at least on a quarterly basis, and that such funds are not used for purposes of the City.

1. The City will initiate efforts to maintain a diversified and stable revenue system in an attempt to avoid short run fluctuations in any one revenue source.
2. Annual revenues will be estimated by an objective, and whenever possible analytical process.
3. Existing revenue sources will be re-examined annually with new revenue sources investigated during the annual budget preparation process.
4. Revenues will be estimated at a level to fund estimated expenditures on an annual basis. Revenues may exceed expenditures if the fund balances of any fund need to be increased to meet minimum balance requirements. Additionally, surplus fund balances may supplement revenues in order to fund estimated expenditure levels.

5. Property tax revenue collections will be established through a tax levy rate for general operations which will not exceed limits stated by the Iowa Code. This increase will not include levy collections due to natural growth of the City but will include any state mandated equalization orders.
6. In relation to enterprise funds which have been established to support expenditure levels, user fees and charges will be established to fund direct and indirect costs of the activity whenever feasible.
7. Licenses, fees and charges: The City will review licenses, fees and charges during the 4th quarter of each year (prior to budget) to determine if the revenues support the cost of providing the service. Adjustments will be made in the same manner as the enabling legislation.
8. User fees in other governmental areas such as recreational services will be established at a level which will not inhibit participation by all. The City will attempt to establish all user charges and fees at levels sufficient to cover the full cost (operating, direct and indirect) of providing proprietary services. Rate adjustments will be done by ordinance if state or locally legislated, or by resolution if not legislated by state or local code.
9. All user fees and charges will be re-evaluated on an annual basis during the budget preparation process.
10. One-time or special purpose revenues such as grant funds will be utilized to fund capital expenditures or expenditures required by that revenue. Such revenues will not be used to subsidize reoccurring personnel, operating, and maintenance costs.
11. The City will on a continuous basis seek methods to reduce the City's reliance on the property tax through seeking legislative support for local option taxes, investigating additional non-property tax revenue sources, and encouraging the expansion and diversification of the City tax base with residential, commercial and industrial development.

SECTION 8: RECEIPT MANAGEMENT & INTERNAL CONTROLS

Proper control of cash and receivables is very important to the City. This is especially difficult (particularly with a limited staff) because a true segregation of duties and establishment of internal controls requires a clear-cut separation of activities. This is very challenging when responsibilities are shared. Without proper controls and policies, cash can be easily misappropriated; therefore, in accordance with good internal control, the following procedures need to be monitored and control must be established.

1. RECEIPT NUMBERING - All receipts must be pre-numbered, out of the control of those receiving cash or cash equivalents.
2. RETURNED CHECKS - from customer payments: Customers are mailed a letter notifying them of the NSF check, amount of the bill due and the \$30.00 service charge by the City of West Branch for NSF checks. A service charge in the amount of \$30.00 shall be assessed to any customer whose payment is not honored by the customer's financial institution for any reason when presented. The service charge shall be in addition to the late payment penalty. If two or more payments are dishonored within a twelve-month period, the City may require future payments in cash, credit card, cashier's check or money order. Such cash, credit card, cashier's check or money order payments shall be maintained until account has not been delinquent for twelve (12) consecutive months. (Ord. 640)
3. CASH DEPOSITS - Not less than daily, the City Clerk or Deputy Clerk, shall deposit all receipts of the City in accounts designated for such purpose in legal depositories, authorized by the City Council.
4. DIRECT DEPOSITS - ACH REMITTANCES. THIS IS A FORM OF ELECTRONIC FUNDS TRANSFER (EFT) - Revenues due to the City such as property taxes, Road Use Tax Allocations, LOST, alcohol license fees, credit card payments, grant programs, etc., may be deposited directly into the accounts of the City with authorization of the Finance Officer or City Clerk and the respective agency. This method of fund transfer can be initiated by either the payer or the City. This transaction may incur some expense from the bank and bookkeeping departments.
5. SEPARATION FROM DUTIES. With limited staff the City Clerk, Deputy Clerk or Finance Officer handles cash or has the ability to process payroll, accounts receivable or accounts payable. This is part of cross training. Internal controls that are in place: The Finance Officer reconciles all financial transactions and investments of the City. The City Clerk or Deputy Clerk reconciles utility billing records (monthly), reviews account payable claims and payroll entries (bi-weekly). The City Administrator reviews the monthly financial reconciliations and payroll time sheets for each pay period.

SECTION 9: DISBURSEMENTS & CHECK MANAGEMENT

1. Checks should pre-number and are printed in batch format. To prevent the removing of checks, checks should be delivered in sealed boxes where strict control is exercised over the numerical sequence of checks on the expenditure system (a check register).
2. Delegation/Rights for Disbursement (paper and electronic) execution:
 - a. The incumbents of the following positions are authorized to sign checks on behalf of City Council:

- i. A-Signatory: City Administrator, Finance Officer, City Clerk and/or Mayor.
- ii. Each payment needs to be signed by two signatures.
- iii. Blank checks are never to be signed in advance.
- iv. All invoices and other documentation should accompany the paper checks for payment so verifications of amount and appropriateness of purchase can be done.
- v. Authorization should be done by two individuals, same as for checks above.

SECTION 10: ACCOUNTING, AUDITING AND FINANCIAL REPORTING

1. Monthly banking reports

2. Each account of the City shall be reconciled on a monthly basis.

3. Monthly financial reports to the City Council must include (at a minimum):

- (a) Each investment to include the ownership of the investment by fund.
- (b) Any changes to the investment portfolio during the reporting period.
- (c) Summary of all receipts and disbursements made during the month by fund.
- (d) Amounts of outstanding checks.
- (e) Bank balances for each account in the City's name.

4. The Finance Office or City Clerk shall report to the City Council, the actual cash received and disbursed for the month, the cumulative to date, as well as the budgeted estimates or revised estimates of the anticipated revenue and expenditures for the remaining months of the fiscal year.

5. The City Administrator, Finance Officer or City Clerk shall also prepare all annual reports as required by federal, state or local requirements with presentation to or approval by the City Council as appropriate.

6. Audits shall be done in accordance with Iowa Code requirements by an external CPA firm versed in municipal audit requirements or State Auditor's office.

7. A three-year financial plan for all operating funds will be prepared by the City Manager and presented to the City Council for their review. This will include the current revised year and two projected years.

8. A Five-Year Capital Improvement Program budget will be prepared, reviewed, and revised annually.

9. An independent audit will be performed annually for all City funds.
10. The City will produce a Comprehensive Annual Financial Report (CAFR) in accordance with generally accepted accounting principles as outlined by the Governmental Accounting Standards Board

SECTION 11: CASH RESERVE POLICIES

The City Administrator and/or Finance Officer must report on the projected reserve requirements each fiscal year during budget season.

1. All general obligation debt will be paid from the Debt Service Fund. All enterprise revenues pledged to abate general obligation issues will be a budgeted transfer to the Debt Service Fund.

2. All reserves required by bond covenant or other external agreements shall be allocated to the fund required (not comingled with the general fund reserve).

Operating cash balances at fiscal year-end will be maintained at a level to ensure sufficient cash flow throughout the fiscal year as follows: Per Resolution 2022-11 (February 7, 2022)

- General Fund: 25% or 3 months of operating expenses.
 - Hotel Motel: 100% or one-year's receipts.
 - Tort and Liability: 25% or 3 months of operating expenses.
 - Employee Benefits: 25% or 3 months of operating expenses.
 - Local Option Sales Tax: 100% or one-year's receipts, unless the referendum changes the intent of local option sales tax.
 - Road Use Tax: 50% of Expected Operating Expenses.
 - Storm Sewer: 50% of Expected Operating Expenses.
 - Capital Reserve: 100% or one-year's receipts.
1. Debt reserves will be maintained in accordance with applicable bond covenants in the Water, Wastewater, and business-type funds with outstanding revenue bonds.
 2. Reserves will be maintained for equipment replacement and for unexpected major repairs in the following areas: Wastewater, Water, Equipment Replacement, Parks and Recreation, Fire Department, Police Department.

3. All general obligation debt will be paid from the Debt Service Fund. General Obligation debt applicable to Enterprise Fund projects will be paid out of the Debt Service Fund, but will be abated from revenues from the respective Enterprise Fund(s).

SECTION 12: STATE REVOLVING FUND PROGRAMS

As required by state sponsored State Revolving Fund programs the City must maintain a minimum account balance: Per Resolution 2022-11 (February 7, 2022)

- Water Funds: 50% of Operating Expenses & 100% Annual Debt Payments
- Sewer Funds: 50% of Operating Expenses & 100% Annual Debt Payments

SECTION 13: OPERATING BUDGET & EXPENDITURE POLICY

1. The City Administrator and Finance Officer will compile and submit to the City Council a balanced budget by the first Monday in March of each year.

2. The balanced budget will reflect expenditures which will not exceed estimated resources and revenues.

3. The operating budget for the City will be developed and established on a service level basis. Any additions, deletions, and/or alterations in the operating budget will be related to services to be provided to the general public.

4. The operating budget will emphasize productivity of human resources in providing services, efficient use of available revenue sources, and quality of services.

5. New service levels will be considered when additional revenues or offsetting reductions of expenditures are identified, the new services fall within the broad framework of the City operation, or when such services are mandated by the State of Iowa or the federal government.

6. The City will avoid the postponement of current expenditures to future years, accruing future year's revenues, or utilization of short-term debt to fund operating expenditures.

7. The operating budget will provide funding for the on-going maintenance and replacement of fixed assets and equipment. These expenditures will be funded from current revenues and, in the case of replacement of equipment, surplus fund balances in excess of the minimum working balance reserve.

8. The budget will provide adequate funding for all retirement systems as prescribed by state law.

9. A working fund balance for general operations will be maintained in order to support expenditures prior to the collection of taxes.

10. Each year the City will revise current year expenditure projections during the succeeding year's budget preparation process. Costs of operating future capital improvements included in the capital projects budget will be included in the operating budget.

11. The City will participate in a risk management program to minimize losses and reduce costs. This program will also protect the City against catastrophic losses through the combination of insurance, self-insurance, and various federal and state programs.

12. The City will maintain a budgetary control system to monitor its adherence to the approved operating budget.

13. Budget amendments may be made throughout the year with approval of the City Administrator and Finance Officer. The City Council will publish notice of the public hearing as required by law before taking action. The City Council will then formally review and approve all amendments via resolution.

14. The City administration will prepare monthly expense and revenue reports comparing actual revenues and expenditures to budgeted amounts.

15. Department Directors shall furnish the City Administrator and Finance Officer all information as is required for large dollar items. The threshold for this notification shall be \$7,500.00. City Administrator or Finance Officer shall have authority to authorize purchases, repairs or replacement equipment for water and sewer plants as requested by the Public Works Director, without City Council approval, up to \$15,000.00 in an emergency situation, to keep the infrastructure operational for the citizens.

16. The purpose of Tax Increment Financing (TIF) is to provide business friendly tax incentives while balancing the demands of City services. Developers must attend a preapplication meeting with two (rotating) City Council members, Mayor, City Administrator and /or Finance Officer before a request is presented to the City Council for consideration. If applicable, pre-application meetings must have a conceptual site plan, proposed zoning classification, estimated property value, description of the business, additions to City infrastructure, and number of jobs created. Staff or the City's financial advisor must run a cost analysis before a City Council vote to ensure the elected body has a holistic picture of future development agreements.

17. The City will prepare an annual balanced budget for all operating funds. A balanced budget is one that has revenues sufficient to equal expenditures.

18. The City will maintain a budgetary control system to ensure adherence to the budget and will prepare quarterly reports comparing actual revenues and expenditures to budget.

19. Operating budgets are established on a fund/department/activity basis.

20. Budget amendments may be submitted twice per year and require approval of the Department Director, the Finance Officer, and the City Administrator. The City Council formally reviews and approves all budget amendments processed by staff twice per year – once in the late fall and once in the spring.

20.a) Increases or amendments to operating budgets are made only in the following situations:

- emergency situations
- expenditures with offsetting revenues or fund balance

20.b) Emergency Reserve funds will be transferred to operations for the following purposes:

- to provide natural or other disaster response or mitigation funding/interim loans
- to mitigate fluctuations or sudden elimination of State of Iowa property tax backfill or other State operating assistance
- to mitigate pension, insurance, or health care funding anomalies, emergencies, or spikes
- to avoid any defaults from the payment of long term or bonded debts
- for any other financial emergencies declared by the City Council

SECTION 14: ANNUAL REVIEW POLICY

This Financial Management Policy will be reviewed annually or earlier if so desired by the City Council. Any changes to the policy must be adopted by City Council and be consistent with the Code of Iowa.

SECTION 15: DONATION ACCEPTANCE

1. Power to accept.

The City may accept any money or property donated, devised, or bequeathed to it, and carry out the terms of the donation, devise, or bequest, if within the city's powers granted by

law. If no terms or conditions are attached to the donation, devise, or bequest, the City may expend or use it for any municipal purpose.

2. Approval authority –

Monetary donations. The City Administrator is hereby authorized to approve on behalf of the City all monetary donations to the City. All monetary donations approved by the City shall be deposited into the appropriate account as established in this chapter. The City Administrator, at their discretion, is authorized to refuse any monetary donation.

3. Approval authority –

Nonmonetary donations. The city council shall approve all nonmonetary donations with value of \$20,000 or more, and all donations of real property, to the City. The City Administrator is hereby authorized to approve on behalf of the city nonmonetary donations with a current value of less than \$20,000 and greater than \$5,000, other than real property, to the City. Department directors are hereby authorized to approve nonmonetary donations with a current value of less than \$5,000, supporting budgeted projects, to the City. A department director approving a nonmonetary donation will be required to detail all related future costs associated with the acceptance of the donation and to submit the list of related future costs to the finance department. The city council, city administrator, and department directors may, at their discretion, refuse any nonmonetary donation.

4. Donation terms.

4. a) In the event a donor has indicated a desire as to the use by the city of a donation, such donation shall, to the extent the desired use is within the city's powers granted by law, be assigned to a project consistent with the donor's desired use.

4. b) In the event that a donation covers the cost of a project then the donor may recommend a name in accordance with [WEST BRANCE NAMING POLICY].

5. Accounts established.

There are hereby established special accounts, to be designated "contributions and donations from private sources." The purpose of these accounts is to provide for the deposit of monetary donations, and for accounting for nonmonetary donations to the city.

7. Account administration.

The finance department shall have the responsibility for the financial administration of the "contributions and donations from private sources" accounts. The finance director may establish rules and regulations for the administration of the accounts.

SECTION 16: SURPLUS TERMS OF SALE

All items sold as is, where is, to the highest bidder with no warranties, guarantees, or contrary oral statements;

Buyer acknowledges that the City has provided an opportunity to inspect and test the equipment, that the City is not a dealer, and that the Buyer has sole responsibility to comply with OSHA regulations, if applicable;

Buyer acknowledges and agrees to hold the City harmless from claims or demands arising out of the City's sale and the Buyer's purchase of the equipment;

City specifically disclaims all express or implied warranties including the implied warranty of merchantability;

Buyer assumes terms and conditions of any software license agreement arising out of the City's sale and Buyer's purchase of the software;

Buyer assumes all risks, liability and loss resulting from the use of said equipment; and

Buyer understands that equipment will be available when taken out of service by City, and that Buyer is responsible for removal of equipment when so notified by City of its availability.

1. Internal Surplus Preference

After an item is identified as surplus and intended for sale for a period of one month other city departments will be given preference to (buy / claim?) the item. If no other department has expressed interest in the item after a period of one month, then it may be listed for sale to the public on the government's surplus website.

2. Asset Inventories

Each department of the City of West Branch must conduct a yearly asset inventory for insurance purposes. In this inventory all items above a value of \$X (100?) should be itemized and recorded. Asset Inventories must be submitted by the end of the Fiscal Year.

3. Payment

Payment shall be made in full, and transaction must be completed prior to taking possession of the sale item(s). In some cases this may mean a waiting period between funds being transferred and confirmation of receipt of funds for the item.

4. Taxes

The following taxes shall apply:

Licensed vehicles: 5 percent Iowa Sales Tax on licensed motor vehicles will be collected when the buyer applies for license in the Buyer's county, not at the time of sale. Johnson County also collects a 1 percent Iowa School Local Option Sales Tax, making the total 6 percent. (The City does not collect Iowa Sales Tax on motor vehicles.)

5. Vehicle Title Transfer

Following complete payment, the buyer shall transfer the motor vehicle title at Buyer's courthouse. The City may require proof of title transfer (copy of new title or registration) before the buyer may take possession of the motor vehicle. The City shall provide the following for title transfer:

Certificate of title

Registration

Odometer statement if the vehicle is less than nine model years old

Damage disclosure statement if the vehicle is less than seven model years old

Debt Management Policy:

SECTION 1: DEBT PURPOSE POLICY

1. Capital projects - Capital projects are those that involve physical assets with a useful life of at least three years.
 - a. The City normally relies on internally generated funds and/or grants and contributions from other governments to finance its capital needs. Debt will be issued for a capital project only, when it is an appropriate means to achieve a fair allocation of costs between current and future beneficiaries or users, or in the case of an emergency capital need.
 - b. The City will consider long-term financing for the acquisition, maintenance, replacement, or expansion of physical assets only if they have a useful life of at least three years. City debt will not be issued for periods exceeding the useful life or average useful lives of the project or projects to be financed.
 - i. Debt will be structured with maturities that allocate costs equitably among current and future beneficiaries and users while minimizing cost payments. General obligation bonds will be limited to State law as to the length of debt.
 1. FERN NOTE-Shortest period of debt repayment overburdens current citizens, especially for improvements that benefit residents 20+ yrs in the future
 2. Phuong recommended wording in point b-i
2. The City will limit its long-term borrowing to capital projects which cannot be financed from current revenues or for which current revenues are not adequate.
3. Debt shall only be used to finance capital projects, firefighting equipment, affordable housing developments, or economic development projects.
 - a. Funding nonemergency capital improvement projects shall not be authorized by the City Council unless the project has been included in the Five-Year Capital Improvement Plan (CIP).

4. Debt shall not fund operating expenses, with the only exception related to disaster recovery, where certain disaster recovery bonds may be sold to fund qualifying expenses as approved by State Code.
 - a. The City may choose to issue Bond Anticipation Notes (BANs) or similar structures as a source of interim financing.
 - b. Tax and Revenue Anticipation Notes will be used only on an emergency basis and will not be used as a general practice to finance ongoing operations.
5. Bond proceeds should be limited to financing capital expenditures such as the costs of planning, design, buildings, permanent structures, attached fixtures or equipment, and movable pieces of equipment, such as fire engines, or other costs as permitted by law.
6. Acceptable uses of bond proceeds can be viewed as items which may be capitalized. Capitalized interest is an eligible item for bonding. Utility revenue bond proceeds may be used to establish a debt service reserve as allowed by federal and State law.
 - a. Non-capital furnishings and supplies will not be financed from bond proceeds. Refunding bond issues designed to restructure currently outstanding debt are an acceptable use of bonds proceeds.
 - b. The City will not use short-term borrowing to finance operating needs except in the case of an extreme financial emergency which is beyond its control or reasonable ability to forecast. Recognizing that bond issuance costs add to the total interest costs of financing; bond financing should not be used if the aggregate cost of projects to be financed by the bond issue does not exceed \$1,000,000.

SECTION 2: DEBT PROCEDURE POLICY

1. The City shall strive to limit debt and to fund projects on a pay-as-you-go basis when possible.
2. Whenever possible, special assessment bonds, revenue bonds and/or general obligation bonds abated by enterprise revenues will be issued instead of general obligation bonds funded by property tax.
 - a. The City may use lease-purchase obligations in lieu of bonded debt. Use of these instruments will be limited to specific projects or purposes and will not be utilized as a general practice for the financing of capital improvement projects.

3. For those general obligation bonds issued and funded by property taxes, principal and interest payment schedules shall, whenever possible, be structured to equalize total annual debt service over the life of the outstanding bonds.
 - a. To the extent possible, repayment of debt should be structured so as to rapidly pay down principal and should use a level principal or other rapidly amortizing structure whenever possible. Long-term bonded debt should, as a general rule, be structured with level debt service payments.
 - b. FERN NOTE – Chose either 4 main point or 4-a
 - i. 4 main has equal payment of principal and interest each year, which leads to a frontloading of payments as there is less interest to pay off each year
 - ii. 4-a has equal payments each year, like a mortgage
4. The City, as a practice, will not use derivative products in financing transactions.

SECTION 3: DEBT ADMINISTRATION POLICY

1. The City shall manage its debt program so that the amount of net direct debt outstanding at any time does not exceed 1.50% of the City's total assessed value. The City shall strive to meet the Moody's AAA benchmark of net direct debt outstanding of .75% of the City's total assessed value. The City's total outstanding long-term debt will adhere to State law which sets the limit at 5% of the city's total assessed value. The use of annually appropriated debt obligations for the purpose of circumventing the debt limits of this policy is prohibited.
2. The City's debt service property tax levy shall not exceed 30% of the total property tax levy.
3. The City may finance capital needs through the issuance of revenue-secured debt obligations. For new issues, the total revenue-secured debt obligations, consisting of the proposed and existing issues, shall have a projected minimum revenue coverage ratio of at least 1.25 times annual debt service at issuance.
4. General Obligation new money bonds shall be issued by competitive sale. Debt, except for General Obligation new money bonds, may be sold through a negotiated sale or a

private placement or limited public offering where it is determined to be the best method to achieve a lower interest cost and/or effectively market the debt.

5. The City may issue refunding bonds when legally permissible and prudent. The net present value savings for an advanced refunding should equal or exceed seven percent.
 - a. The net present value savings for a current refunding should equal or exceed five percent.
 - b. The City may choose to refund outstanding indebtedness when existing bond covenants or other financial structures impinge on prudent and sound financial management regardless of projected net present value savings.
6. The Finance Officer shall provide the City Administrator and City Council an annual long-term debt disclosure report within 210 days after the fiscal year-end regarding the City's outstanding debt and debt program.

SECTION 4: ADVANCE REFUNDINGS

1. The CO or Staff Designee shall be responsible for the following current, post issuance and record retention procedures with respect to advance refunding bonds:
 - a. Identify and select Bonds to be advance refunded with advice from internal financial personnel, the City's financial advisor and bond counsel.
 - b. Identify, with advice from the City's financial advisor and bond counsel, any possible federal tax compliance issues prior to structuring any advance refunding.
 - c. Review the structure with the input of the City's financial advisor and bond counsel, of advance refunding issues prior to the issuance to ensure
 - i. that the proposed refunding is permitted pursuant to applicable federal tax requirements if there has been a prior refunding of the original bond issue;
 - ii. that the proposed issuance complies with federal income tax requirements which might impose restrictions on the redemption date of the refunded Bonds;
 - iii. that the proposed issuance complies with federal income tax requirements which allow for the proceeds and replacement proceeds of an issue to be invested temporarily in higher yielding investments without causing the advance refunding bonds to become "arbitrage bonds"; and
 - iv. that the proposed issuance will not result in the issuer's exploitation of the difference between tax exempt and taxable interest rates to obtain a

financial advantage nor overburden the tax exempt market in a way that might be considered an abusive transaction for federal tax purposes.

- d. Collect and review data related to arbitrage yield restriction and rebate requirements for advance refunding bonds. To ensure compliance, the City shall engage an Arbitrage Consultant to prepare a verification report in connection with the advance refunding issuance. The report shall ensure that requirements are satisfied.
- e. Purchase, whenever possible, SLGS to size each advance refunding escrow. The City's financial advisor shall be consulted in the process of subscribing SLGS. To the extent SLGS are not available for purchase, the City shall, in consultation with bond counsel, comply with IRS regulations.

SECTION 5: ARBITRAGE COMPLIANCE

1. The Finance Department shall maintain a system of record-keeping, reporting and compliance procedures, with respect to all federal tax requirements which are currently, or may become, applicable throughout the lifetime of all tax-exempt, or other tax credit bonds in accordance with the Federal Tax Compliance record-keeping.
2. Federal tax compliance record-keeping, reporting and compliance procedures shall include, but shall not be limited to:
 - a. post-issuance compliance (including proper use of proceeds, timely expenditure of proceeds, proper use of bond finance property, yield restriction and rebate, and timely return filing);
 - b. proper maintenance of records to support federal tax compliance;
 - c. proceed investment and arbitrage compliance;
 - d. revenues, expenditures and assets; and
 - e. private business use.

SECTION 6: CITY'S DEBT/CREDIT RATING

1. The City shall encourage and maintain good relations with the financial and bond rating agencies and prepare any reports so requested by these agencies. Full and open disclosure on every financial report and bond prospectus will be maintained.
2. The City's preferred rating agency will be Moody's Investors Service. The City will strive to maintain a Moody's bond rating of 'Aaa' for its General Obligation Unlimited Tax (GOULT) bonded indebtedness. The City will strive to maintain a Moody's rating of 'A3' or higher for its revenue bonded indebtedness.

3. The Finance Officer shall have the authority to periodically select other service providers (e.g., escrow agents, verification agents, trustees, arbitrage consultants, etc.) as necessary to meet legal requirements and minimize net City debt costs.
 - a. These services can include debt restructuring services and security or escrow purchases.
 - b. The Finance Officer may select firm(s) to provide such financial services related to debt without a RFP or RFQ, consistent with City and State legal requirements, subject to approval by resolution
4. The City may enter into agreements with commercial banks or other financial entities for purposes of acquiring lines of credit that shall provide access to credit under terms and conditions as specified in such agreements.

Purchasing Policy:

SECTION 1: CREDIT CARD POLICY

- A) **PURPOSE** - To allow City personnel access to efficient and alternative means of payment for approved purchases of goods or services for official business of the City of West Branch. The City Administrator shall be issued a credit card of up to \$5,000 for their use in the course of City business. Additional credit cards shall be issued to the Finance Officer \$3,000 limit, City Clerk, Park & Recreation Department, Public Works, Library, and the Police Department with a \$2,000 limit.
- B) **USE OF CREDIT CARDS** City authorized credit cards may be used while an employee is on official City business, including but not limited to the following uses:

- Travel / Lodging
- Meal expenses when on City business. (Subject to the provisions of the City of West Branch Employee Handbook).
- On-line purchases requiring a credit card and no other payment or billing option is available. On-line purchases require prior approval for non-budgeted items.
- Purchases requiring immediate payment if the City is unable to issue a check for the purchase. Prior approval is required.
- Emergency City vehicle maintenance
- Gasoline for City vehicles

- C) **REQUIRED DOCUMENTATION** The employee using the credit card must submit detailed receipts, documentation listing the goods or services purchased, cost, date of the purchase and the official business explanation. All receipts from credit card use must be turned into the City Office within 14 days of the charge. If receipts are not turned in within 14 days after the expense was incurred, the employee will be responsible for such expense. The credit card may not be used for cash advances or personal use under any circumstance.

D) INTERNAL CONTROL PROCEDURES

- i. The City Administrator or Designee is the administrator of this policy and responsible for overseeing compliance. The City Administrator or Designee is hereby authorized to enter into an agreement with a financial institution to provide for the issuance of a credit card account.

ii. The Finance Officer or Designee shall be responsible for the accounting and payment of expenses and ensuring accuracy of the statement and that activity and account information is noted on the credit card statement. The Finance Officer or Designee shall be responsible for compliance with the State of Iowa records retention requirements for safekeeping of statements and receipts for five years.

E) MISUSE OF CREDIT CARDS

Misuse of City Credit Cards, failure to secure or report stolen or missing credit cards immediately upon discovering, could result in disciplinary action toward the employee and possible employment termination. Employees may be held responsible for any unauthorized purchases on the card while in their possession. The City may revoke the credit card privileges of any employee at any time. Employees must immediately surrender the credit card upon termination of employment.

SECTION 2: CONTRACT BIDDING FOR PUBLIC IMPROVEMENTS

I. General Policies

A. The purpose of this section is to procure the services of contractors by competition in a manner that will lead to the best results at the lowest price and to forestall fraud, favoritism and corruption in the making of contracts.

B. These policies and procedures shall be maintained to be in conformance with the laws of the State of Iowa and shall be administered by the City Engineer, with assistance from the Public Works Director, City Attorney, Finance Director, and City Manager. In the event of a conflict between these policies and state law, state law shall apply.

C. The public improvements procurement process is not required for soliciting and contracting for architectural, landscape architectural, engineering design, or other professional services for a public improvement project. Procurements such as this must be conducted in accordance with the provisions in Section II of the Purchasing Policy Manual.

D. Minimum thresholds for competitive bidding will be established in Iowa Code section 26.3 and adjusted pursuant to Iowa Code section 314.1B. Public improvements that do not require competitive bidding under Iowa Code but are greater than \$ 50,000 will be subject to the competitive quotation process as defined by Iowa Administrative Code chapter 180 and this policy. Public improvements that are estimated to cost less than \$50,000 will be subject to the bidding procedures set in Section II.B of the Purchasing Policy Manual. Under Iowa Code Section 26.5, departments are prohibited from dividing the project into separate parts, regardless of intent.

E. Thresholds for bidding are determined by the engineer's cost estimate for the total cost of the improvement. The estimated total cost to construct a public improvement, includes the cost of labor, materials, equipment, and supplies, but excludes the cost of architectural or engineering design services and inspection.

F. The City will establish a uniform and consistent process for receiving bids and quotations for public improvement projects.

G. The City will establish a uniform bid opening process to ensure uniformity and consistency with the way in which bids and quotations for public improvement projects are opened and reviewed. The department representative responsible for the bid opening shall follow this procedure for opening and announcing all bids and quotations pertaining to public improvement projects submitted by contractors and received by the designee.

H. Any public improvement contract that is subject to the terms and conditions of a state or federal grant shall adhere to any additional requirements of the grant, and the necessary controls or procedures needed to properly monitor or report compliance with those requirements will be instituted. Any public improvement contract shall also adhere to any other limitations or requirements as determined by City Council.

I. The City reserves the right to waive any minor informalities or irregularities contained in any bid or quote.

II. Competitive Bid Process

A. Solicitation of Bids

1. Detailed and written plans and specifications and a detailed cost estimate must be prepared for the public improvement project by a licensed engineer, licensed landscape architect and/ or a licensed architect. The City Engineer or designee will approve the written plans and specifications and detailed cost estimate and will prepare the form of contract. The form of contract must be reviewed and approved by the City Attorney's office.

2. The City Engineer or designee shall prepare a memorandum summarizing the project plans and specifications, the scope of work, the project background, a detailed cost estimate, and the funding sources. If the scope of the project has changed significantly from the scope that was approved in the Five-Year Capital Improvement Program, then any differences in scope must be explained in the memorandum as well. This memorandum must be reviewed by the City Attorney and the Finance Officer and approved by the City Administrator or their designees. The written plans and

specifications and the detailed cost estimate shall then be placed on file with the City Clerk or designee.

3. The City Council shall hold a public hearing and approve the proposed plans, specifications, form of contract, and estimated total cost. A notice of public hearing on the plans, specifications, form of contract, description of the project and its location, and the estimated total cost must be published by the City Clerk in the local newspaper and posted by the City Engineer or designee on the City's website more than 4 days but not more than 20 days before the public hearing.

4. Following the public hearing and Council approval of the plans, specifications, form of contract, and estimated total cost, the City Clerk shall post a notice to bidders in accordance with the resolution approving the plans and specifications. Those posting requirements may be satisfied by the City Clerk posting the notice on the Construction Update Network, operated by the Master Builders of Iowa, and the Iowa League of Cities website at least once, not less than 13 and not more than 45 days before the bid filing deadline. Additionally, the City Engineer or designee shall post the notice in the City's electronic bidding software within these same time limitations. This notice must state all information required by Iowa Code Section 26.7, including: a. Time, place and method for filing sealed proposals; b. Time, place and method sealed proposals will be opened and considered on behalf of the City, which shall be the same time and place stated in the Council approved plans and specifications; c. The general nature of the public improvements on which bids are being requested; d. In general terms, when the work must be commenced and when it must be completed; e. Bid security and bid bond requirements.

B. Receiving Bids Process – Paper Bids

1. For all bids required to be submitted on paper, contractors shall file those bids with the City Clerk's Office before the time specified in the project specifications.

2. All bids shall be written on the appropriate City form.

a. Competitive bids can only be filed in a sealed envelope and must be delivered to the City Clerk's office by personal delivery or other mail delivery service. Each competitive bid must be accompanied by a Bidder Status Form.

b. A bid bond must also be submitted in a separate, sealed envelope. If no such bond is timely filed, the bid will not be considered, and the Clerk or designee will return the bid unopened.

3. The City Clerk or designee who receives the bid shall note the time and date the bid is received. The City Clerk or designee shall make this notation on the outside of the sealed envelope. In addition to noting the time and date, as stated on the official City Clerk clock, the City Clerk or designee shall also sign his or her name or initials on the envelope upon receiving the bid.

4. No bids filed after the designated time will be received or considered. The City Clerk or designee shall return all late bids to the contractor unopened.

C. Bid Opening and Consideration Process

1. The Bid Opening Process will occur at the place, date, and time stated in the project specifications.

2. The City Engineer or designee shall introduce him or herself and announce that it is now _____ o'clock, the time specified for the receipt of bids and no more bids shall be received on the _____ project. (The closing of receipt of bids shall be exactly at the time specified). Any bids submitted after the time specified will not be accepted and will be returned to the bidder unopened.

3. The City Engineer or designee will introduce other representatives, consultants, local, State and/or Federal representatives in attendance.

4. The City Engineer or designee will open the bids individually if paper bids were submitted. If electronic bids were submitted the City Engineer or designee will unseal the bids in the electronic bidding software. The bid bond envelope will be opened first followed by the competitive bid envelope for paper bids. The City Engineer or designee will announce the name of the bidder and whether:

a. A bid bond or other approved bid security has been received;

b. A Bidder Status Form has been received;

c. The bid has been signed, is on the form specified and has acknowledged the addenda, if any exist;

d. All documents and/ or attachments required to be submitted as part of the proposal are enclosed;

e. If a paper bid was submitted, the Bid Proposal Form(s) has/ have been completely filled out and the total amount of the bid can be readily determined.

5. If any of the above items are missing or incomplete the bids will not be read or accepted but will be placed back in the envelope and returned to the Bidder if a paper bid was

submitted. If the above items are enclosed and complete, then the City Engineer or designee will read the total base bid and the bid for any alternates listed in the proposal.

6. After all bids have been read, the City Engineer or designee shall state verbally that the bid opening is over, and the bids will be tabulated and posted on the City's electronic bidding software."

7. The City Engineer or designee will review the bids to determine the lowest responsive, responsible bidder. A bid tabulation of the responsive bids received shall then be posted on the City's electronic bidding software. Bids considered not responsive will not be posted.

8. Once the lowest responsive, responsible bidder has been determined by the City Engineer or designee, the results must be reviewed by the City Attorney and the Finance Officer and approved by the City Administrator or designee. Following City Administrator's approval, the results shall be submitted to the City Council for consideration at the next regularly scheduled meeting occurring after the bid filing deadline, or for consideration at a special meeting called by the City Council for the purpose of considering the recommendation.

a. The City Engineer or designee shall recommend City Council award the contract to the lowest responsive, responsible bidder;

b. If all bids received are considered by the City Engineer or designee to be nonresponsive or are not acceptable, the City Engineer or designee will recommend that Council reject all bids and rebid the project;

c. If the City only received one bid and it is 25% or higher than the Engineer's Estimate, the recommendation to Council will be to reject it unless the City Engineer determines that accepting the bid would be the most prudent course of action, and it is approved by the City Administrator.

9. The City shall return the bidder's bond to all unsuccessful bidders as soon as the City Council has awarded the contract or within 30 days from the bid opening, whichever is sooner.

SECTION 3: COMPETITIVE QUOTATION PROCESS

A. Solicitation of Quotations

1. The City Engineer or designee shall solicit competitive quotations for a public improvement when the estimated total cost of the public improvement equals or exceeds 0,000 but is less than the competitive bid threshold established in Iowa Code section 26.3.

2. The City Engineer or designee shall make a good- faith effort to obtain quotations for the work from at least two contractors regularly engaged in such work prior to letting a contract. Quotations shall be obtained by means of either an oral or a written solicitation directed to not less than two contractors. Solicitations shall also be posted on the City' s electronic bidding software. Good faith effort shall include advising all contractors who have filed with the governmental entity a request for notice of projects.

3. Each solicitation shall include a description of the work to be performed, including the plans and specifications prepared by a licensed architect, landscape architect, or engineer if such plans are required for the project, and an opportunity to inspect the work site. Each contractor requesting to inspect the work site shall be provided an equal and adequate opportunity to do so.

4. Additional information deemed pertinent, or requested by a contractor, may be provided by the City Engineer or designee if the same information is provided to all contractors from which quotations are solicited. If the information is provided in written form to a contractor, it shall be provided in the same form to all contractors from which quotations are solicited.

5. In its solicitation, the City Engineer or designee shall:

a. Specify the required form and content of quotations. A competitive quotation filed by a contractor shall be in writing or submitted electronically on the City' s electronic bidding software and shall include the total price for labor, equipment, materials and supplies required to perform the work. A contractor shall not be required to include in its quotation or in individual quotation items a breakdown of costs for labor, materials, equipment and supplies. Competitive quotations filed by contractors shall include all other information, documentation, or commitments as specified in the solicitation;

b. Require that quotations be filed with the City Clerk or designee in the City Clerk' s office if a paper quotation is required or submitted on the City' s electronic bidding software if an electronic quotation is required by a particular time;

c. Establish the acceptable method(s) for delivery of quotations in accordance with Iowa law.

d. Require that all quotations be sealed.

B. Receiving Competitive Quotations

1. Contractors shall file all quotations in the City Clerk's Office, if a paper quotation is required or submitted on the City's electronic bidding software before the time specified.
2. The City Clerk or designee who receives the quotation shall note the time and date the quotation is received and the name of the person receiving the quote on the sealed envelope, if a paper quotation is required.
3. No quotations filed after the designated time will be received or considered. The City Clerk or designee shall return all late quotations to the contractor unopened, if a paper quotation is required.

C. Opening and Considering Competitive Quotations

1. If a quoting contractor does not file a quotation in the form required, or does not provide all information or documentation or make all commitments required, or does not sign the quotation if required, the quotation shall be determined to be nonresponsive and shall be rejected.
2. The City Manager or designee shall award the contract for the work to the contractor submitting the lowest responsive, responsible quotation, subject to Iowa Code section 26.9, or may reject all of the quotations. A contract shall be considered awarded when the City Manager or designee executes a contract for the work with the selected contractor.
3. The City Engineer shall draft a memo to the City Council summarizing the competitive quotation, which shall be reported in the meeting minutes of the next regular Council meeting.

SECTION 4: CONTRACT ADMINISTRATION

1. The City Clerk or designee will advertise and bid all contracts qualifying for formal bidding procedures. The City Clerk or designee will oversee receiving, opening, and announcing all formal bids, if a paper bid is required. The City Engineer or designee will oversee receiving, opening, and announcing all formal bids, if an electronic bid is required.
2. Competitively bid contracts will be executed by the Mayor and attested to by the City Clerk unless the council resolution approving the contract provides otherwise. Competitively quoted contracts will be executed by the City Manager or his designee.
3. The City Manager or designee will administer all contracts on the authority of the City Council.

4. All change orders, change in contract estimates, or any other adjustments of the contract price will be subject to these requirements.

a. Change orders or other changes in contract price must be in writing and be completed in advance of the work. They must include a description of the work, the agreed upon cost, and be signed by the contractor and the City Engineer or designee.

b. Contract changes and changes in estimated quantities that are greater than 25% must be approved with the following limits and authority: 1. Less than \$ 25,000 - City Engineer or designee; 2. \$25,000 and \$ 200,000 – City Manager or designee; 3. \$200,000 or more – City Council;

c. All change orders greater than \$ 10,000 must be reviewed by the Finance Director.

d. If a change order on a contract entered into by competitive quotation causes the entire contract price to exceed \$ 200,000, the contract and amendments shall be submitted for City Council approval.

e. If it is determined by the City Engineer or designee that the nature of the contract change is urgent and delay could jeopardize the progress of the project, the City Engineer or designee may authorize the contractor to initiate the work prior to obtaining the required approval set forth above. The required approval must be obtained, however, by the City Manager no more than 10 days from the City Engineer or designee' s authorization and by the City Council within 20 days from authorization or at the next scheduled City Council meeting. The change order should include the reasons for the urgency.

5. Contracts for public improvements cannot be amended by change order or any other adjustment for work that is unrelated to the project as described in the approved plans and specifications.

6. The scope of public improvement projects shall not be adjusted for the purpose of circumventing the authorization limits of this policy, Council resolution, and state or federal law. Contract amendments and change orders shall not be used as a means of circumventing the authorization limits of this policy, Council resolution, and state or federal law.

7. For all public improvement contracts \$ 25,000 or higher, the contract must be accompanied by a bond, with surety, conditioned for the faithful performance of the contract, and for fulfillment of other requirements as provided by Iowa law in accordance with Iowa Code section 573.2. The amount of the performance and payment bond must be at least 100% of the contract price.

8. Where appropriate, retainage shall be withheld on contracts for public improvements as provided for by State law or on other contracts as deemed appropriate or necessary. Retainage on a contract shall be 5% of the cost of the public improvement, unless otherwise limited by state or federal grant programs. An application by a contractor for early release of a retainage requires City Council consideration and approval.

9. The final acceptance (certificate of completion), the final contractor payment, and the release of retainage authorization (unless early release applied for) of a formally bid contract shall be approved by City Council action at the same meeting.

10. All contracts awarded, change orders, or changes in contract price, must be entered into the City' s financial computer system (Munis) along with supporting documentation. Contracts that include estimated quantities will be entered into Munis at the contract price plus 10% as a contingency. All contract payment requests must reference the Munis contract number.

11. Sales tax exemption certificates will be issued by the Engineering division upon request of the contractor.

SECTION 5: EMERGENCY REPAIRS

1. In accordance with Iowa Code Section 384.103, when emergency repair of a public improvement is necessary and the delay of advertising and a public letting might cause serious loss or injury to the City, the City Manager shall make a finding of the necessity to institute emergency proceedings under Iowa Code Section 384.103, and shall procure a certificate from a licensed professional engineer or registered architect certifying that emergency repairs are necessary.

2. Where the City Manager has so certified, the City may accept, enter into, and make payment under a contract for emergency repairs without holding a public hearing and advertising for bids, and the provisions of Chapter 26 do not apply.

3. The work must be awarded to the lowest responsible, responsive bidder.

4. The emergency repair finding and the approved construction contract shall be entered into the City Council minutes at its next regularly scheduled or special called meeting.

5. If the emergency repair would otherwise be a public improvement requiring competitive bidding under Chapter 26:

a. The City Engineer or designee must solicit at least two written quotations from qualified contractors or suppliers.

b. The contractor must provide a performance and payment bond for a public improvement of \$25,000 or more.

6. If the emergency repair would otherwise be a public improvement requiring Competitive Quotations:

a. The Emergency Purchase provisions of Section III.I. of the Purchasing Policy Manual shall be followed.

Investment Policy:

SECTION 1: SCOPE OF INVESTMENT POLICY

The Investment Policy of the City of West Branch shall apply to all operating funds, bond proceeds and other funds and all investment transactions involving operating funds, bond proceeds and other funds accounted for in the financial statements of the City of West Branch. Each investment made pursuant to this Investment Policy must be authorized by applicable law and this written Investment Policy.

The investment of bond funds or sinking funds shall comply not only with this Investment Policy, but also be consistent with any applicable bond resolution.

This Investment Policy is intended to comply with Iowa Code Chapter 12B and 12C which cover the investment of public funds.

Upon passage and upon future amendment, if any, copies of this Investment Policy shall be delivered to all of the following:

1. The governing officer of the City of West Branch to which the Investment policy applies
2. All depository institutions or fiduciaries for public funds of the City.
3. The auditor engaged to audit any fund of the City.
4. Any fiduciary or third party assisting with or facilitating investment of the funds of the City.

SECTION 2: DELEGATION OF AUTHORITY

In accordance with Section 12B.10(1), the responsibility for conducting investment transactions resides with the Finance Officer and/or City Clerk of the City. Only the Finance Officer and/or City Clerk and those authorized by resolution may invest public funds and a copy of any empowering resolution shall be attached to this Investment Policy.

All contracts or agreements with outside persons investing public funds, advising on the investment of public funds, directing the deposit or investment of public funds or acting in a fiduciary capacity for the City shall require the outside person to notify in writing the City Administrator and/or Finance Officer within thirty days of receipt of all communication from the Auditor of the outside person or any regulatory authority of the existence of a material weakness in internal control structure of the outside person or regulatory orders or sanctions regarding the type of services being provided to the City by the outside person.

The records of investment transactions made by or on behalf of the City are public records and are the property of the City whether in the custody of the Finance Officer and/or City Clerk or in the custody of a fiduciary or other third party.

The City Administrator and/or Finance Officer shall establish a written system of internal controls and investment practices. The controls shall be designed to prevent losses of public funds, to document those officers and employees of the City responsible for elements of the investment management. The controls shall provide for receipt and review of the audited financial statement and related report on internal control structure of all outside persons performing any of the following for this public body:

1. Investing public funds.
2. Advising on the investment of public funds.
3. Directing the deposit or investment of public funds.
4. Acting in a fiduciary capacity for this public body.

A Bank Savings and Loan Association or Credit Union providing only depository services shall not be required to provide an audited financial statement and related report on internal control structure.

SECTION 3: OBJECTIVES OF INVESTMENT POLICY

The primary objectives, in order of priority, of all investment activities involving the financial assets of the City shall be the following:

1. **Safety:** Safety and preservation of principal in the overall portfolio is the foremost investment objective.
2. **Liquidity:** Maintaining the necessary liquidity to match expected liabilities is the second investment objective.
3. **Return:** Obtaining a reasonable return is the third investment objective. In investing public funds, the City's cash management portfolio shall be designated with the objective of regularly exceeding the average return on the six-month U.S. Treasury bill. This index is considered a benchmark for the riskless investment transactions and therefore compromises a minimum standard for the portfolio's rate of return. The investment program shall seek to augment returns above this threshold, consistent with risk limitations identified herein and prudent investment principles. The City will diversify its investments to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions.

SECTION 4: PRUDENCE

- A. The City Administrator, Finance Officer and/or other authorized staff of the City, when investing or depositing public funds, shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the City's investment objectives. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. This standard requires that when making investment decisions, the City Administrator and/or Finance Officer shall consider the role the investment or deposit plays within the portfolio of assets of the City and the investment objectives stated in Section 3.
- B. The Finance Director and other authorized staff shall utilize competitive bidding for investments where it is prudent to achieve a grate rate of return so long as it does not conflict with the investment objective stated below. A request for competitive investment proposals should include a request for comparable credit and term investments from a minimum of two investment providers.

SECTION 5: INSTRUMENTS ELIGIBLE FOR INVESTMENT

Assets of the City may be invested in the following:

- A. Interest bearing savings accounts, interest bearing money market accounts and interest bearing checking accounts at any bank, savings and loan association or credit union in the State of Iowa. However, primary consideration will be given to any bank, savings and loan association or credit union with an operating office located within the city limit of West Branch. Each bank must be on the most recent Approved Bank List as distributed by the Treasurer of the State of Iowa or as amended as necessary by notice inserted in the monthly mailing by the Rate Setting Committee. Each financial institution shall be properly declared as a depository by the governing body of the City. Deposits in any financial institution shall not exceed the maximum amount approved by the City Council of West Branch.
- B. Obligations of the United States government, its agencies and instrumentalities.
- C. Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions approved and secured pursuant to Chapter 12C. All instruments eligible for investment are further qualified by all other provisions of this Investment Policy, including Section 7 investment maturity limitations and Section 8 diversification requirements.

Section 5. INSTRUMENTS ELIGIBLE FOR INVESTMENT (IC – same up to ‘Chapter 12C’ in part C)

- Iowa Public Agency Investment Trust (“IPAIT”)
- Prime bankers’ acceptances that mature with 270 days of purchase and that are eligible for purchase by a federal reserve bank.
- Commercial paper or other short-term corporate debt that matures within 270 days of purchase and is rated within the highest classification, as established by at least one of the standard rating services approved by the Superintendent of Banking.
- Repurchase agreements, provided that the underlying collateral consists of obligations of the United States Government, its agencies and instrumentalities and takes delivery of the collateral either directly or through an authorized custodian.
- An open-end management investment company registered with the Securities & Exchange Commission under the federal Investment Company Act of 1940, 15 U.S.C. Section 80 (a) and operated in accordance with 17 C.F.R. Section 270.2a-7, whose portfolio investments are limited to those instruments individually authorized in this Section 5 of this Investment Policy.
- Warrants or improvement certificates of a levee or drainage district.

All instruments eligible for investment are further governed by all other provisions of this Investment Policy, including Section 7 Investment Maturity Limitations and Section 8, Diversification.

Section VI – Authorized Investment Instruments (CR)

Financial assets of the City may be invested in the following:

1. Interest bearing accounts including savings, money market accounts, and checking accounts at any bank, savings and loan association or credit union in the State of Iowa. Each financial institution shall be properly declared as a depository by the City Council resolution. Deposits in any financial institution shall not exceed the maximum amounts approved by the resolution.
2. Obligations of the United States government, its agencies and instrumentalities.
3. Certificates of deposits and other evidences of deposit at federally insured Iowa depository institutions approved pursuant to Chapter 12C.
4. Prime bankers’ acceptances that mature within 270 days of purchase and that are eligible for purchases by a Federal Reserve Bank. a. At the time of purchase, no more than ten percent (10%) of the investment portfolio of the City shall be invested in prime bankers’ acceptances, and b. At the time of purchase, no more than five percent (5%) of the investment portfolio of 5 the City shall be invested in the securities of a single issuer.
5. Commercial paper or other short-term corporate debt that matures within 270 days of purchase and is rated within the two

highest classifications, established by a least one of the standard rating services approved by the superintendent of banking rules adopted pursuant to Chapter 17A. a. At the time of purchase, no more than ten percent (10%) of the investment portfolio of the City shall be in commercial paper or other short-term corporate debt, and b. At the time of purchase, no more than five percent (5%) of the investment portfolio of the City shall be invested in the securities of a single issuer, and c. At the time of purchase, no more than five percent (5%) of all amounts invested in commercial paper and other short-term corporate debt shall be invested in paper and debt rated in the second highest classification. 6. Repurchase agreements, provided that the underlying collateral consists of obligations of the United States government, its agencies and instrumentalities and the authorized City Finance Officers take delivery of the collateral either directly or through an authorized custodian. a. Repurchase agreements do not include reverse repurchase agreements. 7. An open-end management investment company, organized in trust form, registered with the Securities and Exchange Commission under the federal Investment Company Act of 1940, 15 U.S. Code Section 80(a) and operated in accordance with 17 CFR Part 270.2a-7. 8. A joint investment trust organized pursuant to Chapter 28E existing in good standing, and rated within the two highest classifications by at least one of the standard rating services approved by the superintendent of banking and operated in accordance with 17 CFR Part 270.2a-7, or be registered with the federal securities and exchange commission under the federal Investment Company Act of 1940, 15 U.S Code Section 80(a) and operated in accordance with 17 CFR Part 270.2a-7.

SECTION 6: PROHIBITED INVESTMENTS AND INVESTMENT PRACTICES

Assets of the City shall not be invested in the following:

1. Reverse repurchase agreements.
2. Futures and options contracts.

Assets of the City shall not be invested pursuant to the following investment practices:

1. Trading of securities for speculation or the realization of short-term trading gains.
2. Pursuant to a contract providing for the compensation of an agent or fiduciary based upon the performance of the invested assets.
3. If a fiduciary or other third party with custody of public investment transaction records of the City fails to produce requested records when requested by this public body within a reasonable time, the City shall make no new investment with or through the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

SECTION 7: INVESTMENT MATURITY LIMITATIONS

Operating Funds must be identified and distinguished from all other funds available for investment. Operating Funds are defined as those funds which are reasonably expected to be expended during a current budget year or within fifteen months of receipt.

All investments authorized in Section 5 are further subject to the following investment maturity limitations:

1. Operating funds may be invested in instruments authorized in Section 5 of this Investment policy that mature within three hundred ninety-seven (397) days. When the City has or expects to accrue in the current budget year an amount of public funds that exceeds operating funds by at least thirty-three (33) percent of operating funds, it may invest amounts exceeding thirty-three (33) percent of operating funds in certificates of deposit in depository institutions which mature within sixty-three (63) months or less provided that the City invests an amount reasonably expected to be expended during the current budget year or within fifteen months of receipt in investments.
2. The director of Finance may invest funds of the City that are not identified as Operating Funds in investments with maturities longer than three hundred ninety-seven days (397) days. However, all investments of the City shall have maturities that are consistent with the needs and use of the City.

SECTION 8: DIVERSIFICATION

Investments of the City are subject to the following diversification requirements: Prime banker's acceptances:

1. At the times of purchase, no more than ten percent (10%) of the investment portfolio of the City shall be invested in prime bankers' acceptances, and
2. At the time of purchase, no more than five percent (5%) of the investment portfolio of the City shall be invested in the securities of a single issuer.

Commercial paper or other short-term corporate debt:

1. At the time of purchase, no more than ten percent (10%) of the investment portfolio of the City shall be in commercial paper or other short-term corporate debt,
2. At the time of purchase, no more than five (5%) of the investment portfolio of the City shall be invested in the securities of a single issuer, and

3. At the time of purchase, no more than five percent (5%) of all amounts invested in commercial paper and other short-term corporate debt shall be invested in paper and debt rated in the second-highest classification.

When possible, it is the policy of the City to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. In establishing specific diversification strategies, the following general policies and constraints shall apply:

1. Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.
2. Liquidity practices to ensure the next disbursement date and payroll date are covered through maturing investments, marketable U.S. Treasury bills or cash on hand shall be used at all times.
3. Risks of market prices volatility shall be controlled through maturity diversification so that aggregate price losses in instruments with maturities approaching one year shall not be greater than coupon interest and investment income received from the balance of the portfolio.

SECTION 9: SAFEKEEPING AND CUSTODY

All invested assets of the City involving the use of a public funds custodial agreement, as defined in Iowa Code section 12B.10C, shall comply with all rules adopted pursuant to Iowa Code section 12B.10C. All custodial agreements shall be in writing.

All invested assets of the City eligible for physical delivery shall be secured by having them held at a third party custodian. All purchased investments shall be held pursuant to a written third party custodial agreement requiring delivery versus payment and compliance with all rules set out in Section 9.

SECTION 10: ETHICS AND CONFLICT OF INTEREST

Employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees shall disclose any material financial interests in financial institutions with which they conduct business and they shall further disclose any larger personal financial/investment positions that could be related to the performance of the investment portfolio.

SECTION 11: REPORTING

The Finance Officer and /or City Administrator shall submit a quarterly investment report that summarizes recent market conditions and investment strategies employed since the last

investment report. The investment report shall set out the current portfolio in terms of maturity, rates of return and other features and summarize all investment transactions that have occurred during the reporting period and compare the investment results with the budgetary expectations.

SECTION 12: INVESTMENT POLICY REVIEW AND AMENDMENT

This Investment Policy shall be reviewed every two years or more frequently as appropriate. Notice of amendments to the Investment Policy shall be promptly given to all parties noted in Section 1.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 3, 2026

AGENDA ITEM:	Resolution 2026-79 Approve the Addition of a TIF Application for use by the City of West Branch./ Move to Action.
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PREPARED BY:	Heidi Van Auken
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DATE:	July 30, 2026
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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.

RESOLUTION 2026-79

**A RESOLUTION TO APPROVE THE ADDITION OF A TIF APPLICATION
FOR USE BY THE CITY OF WEST BRANCH**

WHEREAS, it has been deemed necessary to develop an application for developers, businesses, and anyone who wants to ask the City for Tax Increment Financing (TIF) dollars; and

WHEREAS, the City of West Branch Finance Officer in conjunction with the University of Iowa's Initiative for Sustainable Communities has created said application for further approval; and

WHEREAS, the intent is to standardize the review process and ensure proposed projects meet public development goals of the City of West Branch; and

WHEREAS, the standardized application ensures that all necessary criteria are met, minimizing confusion and bias, while presenting information clearly and completely to the City Council for the City of West Branch; and

WHEREAS, the proposed TIF application, purpose and supporting information has been discussed and reviewed at the previous Council Meeting held on July 20, 2026.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the aforementioned TIF Application is hereby approved and adopted following passage of this resolution.

Passed and approved this 3rd day of August 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



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: August 3, 2026

AGENDA ITEM: Hiring Simon Palmer for the Streets Maintenance Worker position

PREPARED BY: Public Works Director, Matt Goodale

DATE: July 29, 2026

BACKGROUND:

In June, the Grounds Maintenance Worker position and a Streets Maintenance position were posted to fill two openings on Public Works. We received 15 applications for the two open positions, 12 specifically for the Streets Maintenance position. We offered interviews to 3 of those. Interviews were conducted by City Administrator Adam Kofoed and Public Works Director Matt Goodale. After reviewing all interviews and applications a unanimous decision was made to offer the position to Simon Palmer. Simon brings with him a class A cdl, dump truck and semi driving experience as well as a variety of skills in equipment operation, mechanical skills, snow removal, landscaping, lawn care and grounds maintenance experience. Simon has several years of city experience maintaining a cemetery, parks, baseball and soccer fields, pouring concrete trails, tree maintenance, life guarding and is a certified pool operator. Simon is a long-term resident of West Branch and graduate of the West Branch Highschool. We believe Simon will be a good fit with the rest of the Public Works department and look forward to having him on staff.

Simon's start date will be August 4, 2026.

RESOLUTION 2026-80

A RESOLUTION HIRING SIMON PALMER AS A STREETS/GROUNDS MAINTENANCE WORKER FOR THE CITY OF WEST BRANCH, IOWA, AND SETTING THE SALARY FOR THE POSITION FOR FY27.

WHEREAS, the City of West Branch is interested in hiring Simon Palmer as a Streets/Grounds Maintenance worker with the Public Works Department.

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

Section 1. That the City of West Branch, Iowa will hire Simon Palmer as a Streets/Grounds Maintenance worker.

Section 2. Employee start date will be August 4, 2026.

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

Position	Name	Wage	Basic Hours
Streets/Grounds Maintenance	Simon Palmer	\$24.21/hour	40/week

Section 4. The above named employee is subject to the City of West Branch Personnel Policies and Procedures applicable to their department.

Section 5. This resolution will be effective upon final passage of the City Council.

Passed and approved this 3rd day of August, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 3, 2026

AGENDA ITEM: Hiring Brian Alatalo for the Grounds Maintenance Worker position
--

PREPARED BY: Public Works Director, Matt Goodale

DATE: July 29, 2026

BACKGROUND:

In June, the Grounds Maintenance Worker position and a Streets Maintenance position were posted to fill two openings on Public Works. We received 15 applications for the the two open positions, 3 specifically for the Grounds Maintenance position. We offered interviews to those 3. Interviews were conducted by City Administrator Adam Kofoed and Public Works Director Matt Goodale. After reviewing all interviews and applications a unanimous decision was made to offer the position to Brian Alatalo. Brian brings with him a class A cdl, dump truck and semi driving experience as well as a variety of skills in heavy ag equipment operation, mechanical skills, landscaping, lawn care and grounds maintenance experience and has a desire to work for the city in order to see the city flourish. Brian is a long-term resident of West Branch, serves on the Parks and Recreation Commission, coaches t-ball and tot soccer, as well as being a girl scout leader. We believe Brian will be a good fit with the rest of the Public Works department and look forward to having him on staff.

Brian's start date will be August 4, 2026.

RESOLUTION 2026-81

A RESOLUTION HIRING BRIAN ALATALO AS A GROUNDS/STREETS MAINTENANCE WORKER FOR THE CITY OF WEST BRANCH, IOWA, AND SETTING THE SALARY FOR THE POSITION FOR FY27.

WHEREAS, the City of West Branch is interested in hiring Brian Alatalo as a Grounds/Streets Maintenance worker with the Public Works Department.

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

Section 1. That the City of West Branch, Iowa will hire Brian Alatalo as a Grounds/Streets Maintenance worker.

Section 2. Employee start date will be August 4, 2026.

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

Position	Name	Wage	Basic Hours
Grounds/Streets Maintenance	Brian Alatalo	\$24.21/hour	40/week

Section 4. The above named employee is subject to the City of West Branch Personnel Policies and Procedures applicable to their department.

Section 5. This resolution will be effective upon final passage of the City Council.

Passed and approved this 3rd day of August, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 3, 2026

AGENDA ITEM:	Resolution 2026-82 Approving the Amendment to Resolution 2026-58 in order to receive benefits from the Iowa DNR.
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PREPARED BY:	City Clerk, Alycia Friis
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DATE:	July 30, 2026
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ITEM SUMMARY

The City Parks and Open Spaces Grant, through the Iowa DNR is due to be submitted by August 14, 2026.

Part of the requirements for the application packet is to include verbiage to ensure that all requirements are spelled out with support from the City Council.

The following is being added within this Resolution:

1. commits to maintain and repair the projected trail that is being presented for grant funds for the required 20 Years and beyond to ensure safe public use of the trail

RESOLUTION NO. 2026 - 82

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST BRANCH, IOWA APPROVING THE AMENDMENT TO RESOLUTION 2026-58 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, and

WHEREAS, the City Council of the City of West Branch, Iowa **commits to maintain and repair the projected trail that is being presented for grant funds for the required 20 Years and beyond to ensure safe public use of the trail.** This will be accomplished through the Cities annual budget and annual maintenance of various trails, parks, and outdoor recreation areas through the City of West Branch.

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 3th day of August, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia A Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 3, 2026

AGENDA ITEM:	Resolution 2026-83 Approving the Site Plan for Lot 3, Parkside Hills 5 th Addition, West Branch, Iowa
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PREPARED BY:	Alycia Friis, City Clerk
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DATE:	July 29, 2026
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SUMMARY:

Legal:

Parkside Hills – 5th Addition – Lot 3, West Branch, Cedar County, Iowa. Recorded in the Plat thereof, containing 3.21 Acres and subject to easements and restriction of record.

Development Characteristics:

Parkside Hills – Lot 3 is to consist of 2 (Two) Proposed 9-Plex Buildings, 4 (Four) Proposed 12-Plex Buildings and 1 (One) Carport with a Total of 66 Units located on a 3.21 Acre Lot.

Development Schedule:

Applicant plans to begin construction on Winter 2026, with an estimated completion date in Summer 2027.

RESOLUTION NO. 2026-83

RESOLUTION APPROVING THE SITE PLAN FOR LOT 3, PARKSIDE HILLS 5TH ADDITION, WEST BRANCH, IOWA.

WHEREAS, Parkside Partners, LLC is the owner of that certain property legally described as Lot 3, Parkside Hills 5th Addition, West Branch, Iowa, according to the recorded plat thereof (the “Property”); and

WHEREAS, Parkside Partners, LLC has submitted a proposed Site Plan for the Property; and

WHEREAS, the Planning and Zoning Commission and City Engineer have reviewed said Site Plan and recommended approval of the same; and

WHEREAS, said Site Plan complies with the requirements of Chapter 167 of the Code of Ordinances of the City of West Branch.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the site plan of Parkside Partners, LLC, for the Property is hereby approved.

Passed and approved this 3rd day of August, 2026.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



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
07/22/2026	PER CITY REVIEW - BJC/HEH

OVERALL LAYOUT PLAN

PARKSIDE HILLS
5TH ADDITION
LOT 3
WEST BRANCH
CEDAR COUNTY
IOWA

MMS CONSULTANTS, INC.
Date: 05/13/26
Designed by: BJC Field Book No: 1436, PG 26
Drawn by: TAV Scale: 1"=30'
Checked by: BJC Sheet No:
Project No: C120
12148-009 of:

SITE PLAN PARKSIDE HILLS 5TH ADDITION - LOT 3 WEST BRANCH, IOWA

PLAT PREPARED BY:
MMS CONSULTANTS INC.
1917 S. GILBERT STREET
IOWA CITY, IA 52240

APPLICANT:
GENESIS DEVELOPMENT GROUP LLC
32 HUMMINGBIRD LANE
IOWA CITY, 52245

APPLICANT ATTORNEY:
JAMES D HOUGHTON
216 STEVENS DRIVE
IOWA CITY, IA 52240

C120 OVERALL LAYOUT PLAN
C121 LAYOUT AND DIMENSION PLAN: WEST HALF
C121 LAYOUT AND DIMENSION PLAN: EAST HALF
C140 OVERALL GRADING, EROSION CONTROL,
AND SWPPP
C141 STREET PLAN AND PROFILE
C142 GRADING PLAN: NORTHWEST
C143 GRADING PLAN: SOUTHWEST
C144 GRADING PLAN: NORTHEAST
C145 GRADING PLAN: SOUTHEAST
C160 SANITARY SEWER PLAN AND PROFILE
C161 WATER MAIN PLAN
C162 STORM SEWER PLAN AND PROFILE
C500 GENERAL NOTES AND DETAILS
C501 GENERAL NOTES AND DETAILS
L100 LANDSCAPE PLAN

BENCHMARK INFORMATION			
POINT	ELEVATION	DATUM	DESCRIPTION
NO. 1	768.968	NAVD88	BOLT ARROW HEAD FOUND AT NORTHERN 614540.67, EASTING 2228751.20. MMS POINT 14466.
NO. 2	751.157	NAVD88	BOLT ARROW HEAD FOUND AT NORTHERN 614627.10, EASTING 2229386.31. MMS POINT 15486.

HORIZONTAL CONTROL			
POINT	NORTHING	EASTING	DESCRIPTION
H1	614604.59	2228636.17	IDOT ALUM PIN ON EAST SIDE OF PARKSIDE DRIVE APPROX. 82 FEET EAST OF 401 PARKSIDE DRIVE ENTRANCE. MMS POINT 140000.

STANDARD LEGEND AND NOTES	
	PROPERTY &/or BOUNDARY LINES
	CONGRESSIONAL SECTION LINES
	RIGHT-OF-WAY LINES
	EXISTING RIGHT-OF-WAY LINES
	CENTER LINES
	EXISTING CENTER LINES
	LOT LINES, INTERNAL LOT LINES, PLATTED OR BY DEED
	PROPOSED EASEMENT LINES
	EXISTING EASEMENT LINES
	BENCHMARK
	RECORDED DIMENSIONS
	CURVE SEGMENT NUMBER
	POWER POLE W/DRP
	POWER POLE W/TRANS
	POWER POLE W/LIGHT
	LIGHT POLE
	SANITARY MANHOLE
	FIRE HYDRANT
	WATER VALVE
	DRAINAGE MANHOLE
	CURB INLET
	FENCE LINE
	EXISTING SANITARY SEWER
	EXISTING STORM SEWER
	PROPOSED STORM SEWER
	EXISTING WATER LINES
	PROPOSED WATER LINES
	ELECTRICAL LINES
	GAS LINES
	CONTOUR LINES (1' INTERVAL)
	PROPOSED GROUND
	EXISTING TREE LINE
	EXISTING DECIDUOUS TREE & SHRUB
	EXISTING EVERGREEN TREES & SHRUBS

THE ACTUAL SIZE AND LOCATION OF ALL PROPOSED FACILITIES SHALL BE VERIFIED WITH CONSTRUCTION DOCUMENTS, WHICH ARE TO BE PREPARED AND SUBMITTED SUBSEQUENT TO THE APPROVAL OF THIS DOCUMENT.

LEGAL:
PARKSIDE HILLS - 5TH ADDITION - LOT 3, WEST BRANCH, CEDAR COUNTY, IOWA, RECORDED IN THE PLAT THEREOF, CONTAINING 3.21 ACRES AND SUBJECT TO EASEMENTS AND RESTRICTION OF RECORD.

SITE DEVELOPMENT SUMMARY:
ZONING: PUD
SQUARE FOOTAGE: 140,000 SF
PROPOSED USE: RESIDENTIAL

DEVELOPMENT CHARACTERISTICS:
PARKSIDE HILLS - LOT 3 IS TO CONSIST OF (2) PROPOSED 9-PLEX BUILDINGS, 4 (FOUR) PROPOSED 12-PLEX BUILDINGS, AND 1 (ONE) CARPORT WITH A TOTAL OF 66 UNITS LOCATED ON A 3.21 ACRE LOT.

DEVELOPMENT SCHEDULE
APPLICANT PLANS TO BEGIN CONSTRUCTION ON WINTER 2026, WITH AN ESTIMATED COMPLETION DATE IN SUMMER 2027.

SITE COVERAGES:	
TOTAL LOT AREA	140,000 S.F. (100%)(3.21 AC)
PROPOSED BUILDING AREA	23,042 S.F. (16.5%)
PROPOSED PAVING AREA	70,166 S.F. (50.1%)
TOTAL IMPERVIOUS AREA	93,208 S.F. (66.6%)
TOTAL OPEN AREA	46,792 S.F. (33.4%)

LOT REQUIREMENTS:	
FRONT YARD SETBACK	15 FEET
SIDE YARD SETBACK	0 FEET
REAR YARD SETBACK	0 FEET

PARKING REQUIREMENTS:
REQUIRED PARKING:
66 TOTAL UNITS (30 ONE BEDROOM, 36 TWO BEDROOM)
30 ONE BEDROOM = 45 SPACES
36 TWO BEDROOM = 72 SPACES
TOTAL PARKING REQUIRED = 117 SPACES

PARKING PROVIDED:
ELM STREET PARKING = 32 SPACES
CARPORT PARKING = 48 SPACES
OUTDOOR PARKING = 98 SPACES
CHESTNUT DRIVE PARKING = 9 SPACES
SOUTH DRIVE PARKING = 12 SPACES
TOTAL PARKING PROVIDED = 189 SPACES (6 ADA)

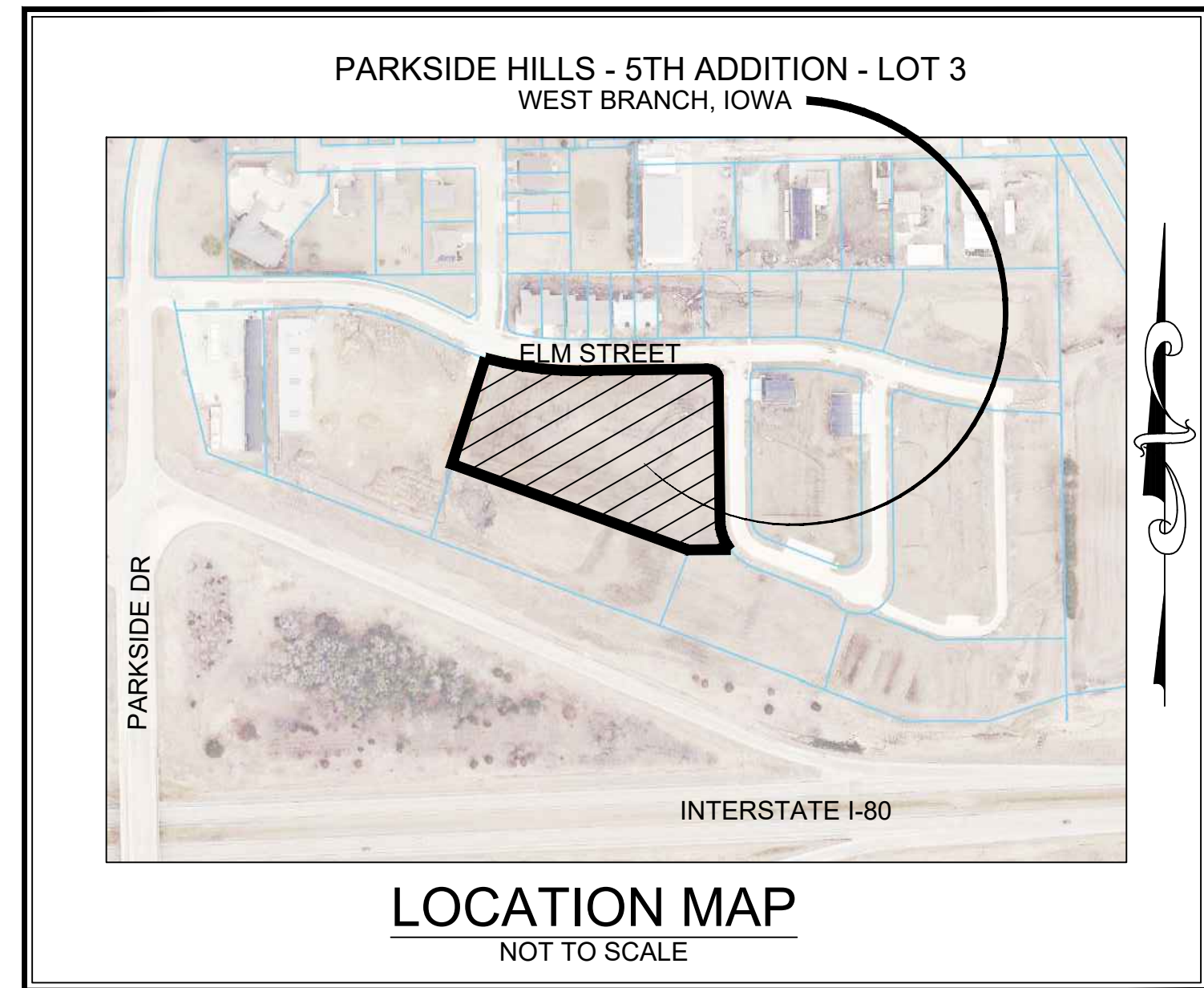
SITE LIGHTING SHALL BE WALL PACK LIGHTS AND PROVIDED ON THE SIDES OF THE BUILDING AND ALSO UNDER THE CAR PORT.

EACH UNIT WILL BE METERED SEPARATELY AND A UTILITY ROOM WILL BE PROVIDED AND ACCESSIBLE TO PUBLIC WORKS.

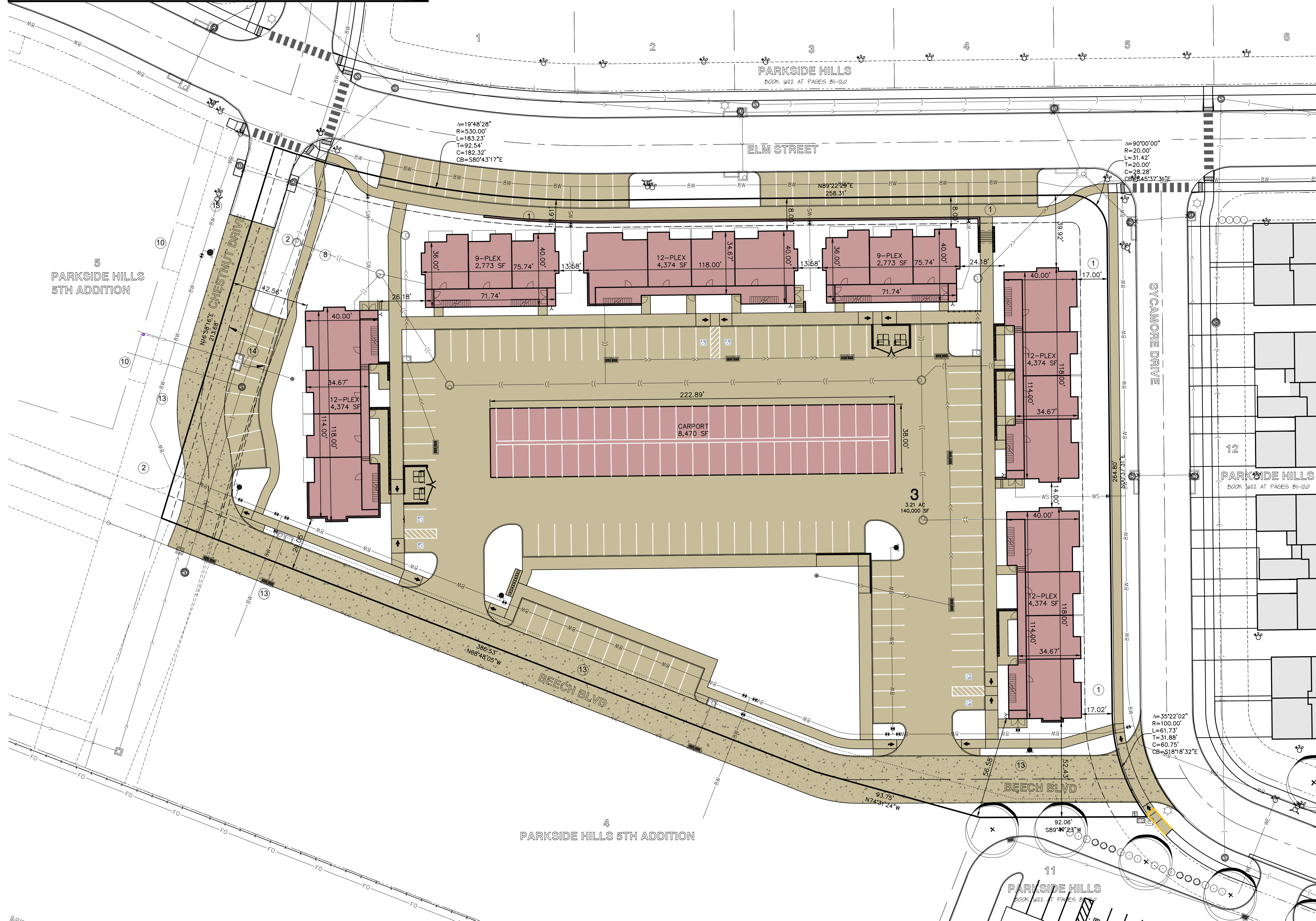
EACH BUILDING WILL BE SECURED ACCESS AND A KNOX BOX WILL BE INSTALLED ON EACH BUILDING.

UTILITIES
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I hereby certify that this engineering document was prepared by me or under my direct supervision and I am a duly licensed Professional Engineer under the laws of the State of Iowa.
BRIAN J. CUMMINGS, P.E. Iowa Lic. No. 28407
I certify my review date is December 31, 20____.
Pages of sheets covered by this seal.
SEAL



EASEMENT IDENTIFICATION TABLE	
LABEL	DESCRIPTION
①	EXISTING 1500 FOOT PUBLIC UTILITY EASEMENT
②	EXISTING 4000 FOOT ACCESS AND UTILITY EASEMENT (TO BE VACATED)
③	EXISTING 1000 FOOT STORM SEWER AND DRAINAGE EASEMENT
④	EXISTING STORM SEWER AND DRAINAGE EASEMENT
⑤	EXISTING 4700 FOOT WIDE ACCESS AND UTILITY EASEMENT
⑥	EXISTING ACCESS AND UTILITY EASEMENT
⑦	EXISTING STORM WATER DETENTION EASEMENT
⑧	EXISTING SANITARY SEWER EASEMENT (TO BE VACATED)
⑨	EXISTING 1000 X 1000 FOOT MAIL BOX EASEMENT
⑩	EXISTING INGRESS AND EGRESS EASEMENT (TO BE VACATED)
⑪	EXISTING 1400 FOOT WIDE INGRESS AND EGRESS EASEMENT
⑫	EXISTING 1000 X 1000 FOOT MAIL BOX EASEMENT (TO BE VACATED)
⑬	26.00 FOOT WIDE ACCESS EASEMENT
⑭	SANITARY SEWER AND STORM SEWER EASEMENT
⑮	29.00 FOOT SANITARY SEWER, STORM SEWER, AND DRAINAGE EASEMENT
⑯	STORM SEWER AND DRAINAGE EASEMENT
⑰	HATCHED EASEMENTS TO BE VACATED





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Date	Revision
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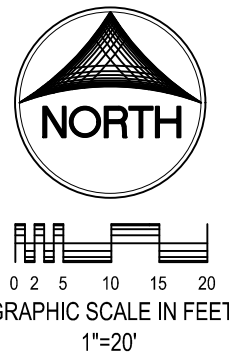
LAYOUT AND DIMENSION
PLAN: WEST HALF

PARKSIDE HILLS
5TH ADDITION
LOT 3
WEST BRANCH
CEDAR COUNTY
IOWA

MMS CONSULTANTS, INC.

Date:	05/13/26
Designed by:	BJC
Field Book No:	1436, PG 26
Drawn by:	TAV
Scale:	1"=20'
Checked by:	BJC
Sheet No:	C121
Project No:	12148-009
of:	

- C120 OVERALL LAYOUT PLAN
C121 LAYOUT AND DIMENSION PLAN: WEST HALF
C140 OVERALL GRADING, EROSION CONTROL, AND SWPPP
C141 STREET PLAN AND PROFILE
C142 GRADING PLAN: NORTHWEST
C143 GRADING PLAN: SOUTHWEST
C144 GRADING PLAN: NORTHEAST
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C500 GENERAL NOTES AND DETAILS
C501 GENERAL NOTES AND DETAILS
L100 LANDSCAPE PLAN



PAVING LEGEND

- 6" PCC PAVING
23,549 SF
- 7" PCC PAVING
41,146 SF
- 4" PCC SIDEWALK
17,540 SF

NOTE: THESE QUANTITIES TAKE INTO ACCOUNT ALL AREAS SHOWN ON THIS PLAN SET (INCLUDING WORK WITHIN RIGHT OF WAYS AND ON ADJACENT PROPERTIES)

STANDARD LEGEND AND NOTES

- PROPERTY &/or BOUNDARY LINES
- CONGRESSIONAL SECTION LINES
- RIGHT-OF-WAY LINES
- EXISTING RIGHT-OF-WAY LINES
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- PROPOSED EASEMENT LINES
- EXISTING EASEMENT LINES
- BENCHMARK
- RECORDED DIMENSIONS
- CURVE SEGMENT NUMBER

EXIST- PROP-

- POWER POLE
- POWER POLE W/DROP
- POWER POLE W/TRANS
- POWER POLE W/LIGHT
- GUY POLE
- LIGHT POLE
- SANITARY MANHOLE
- FIRE HYDRANT
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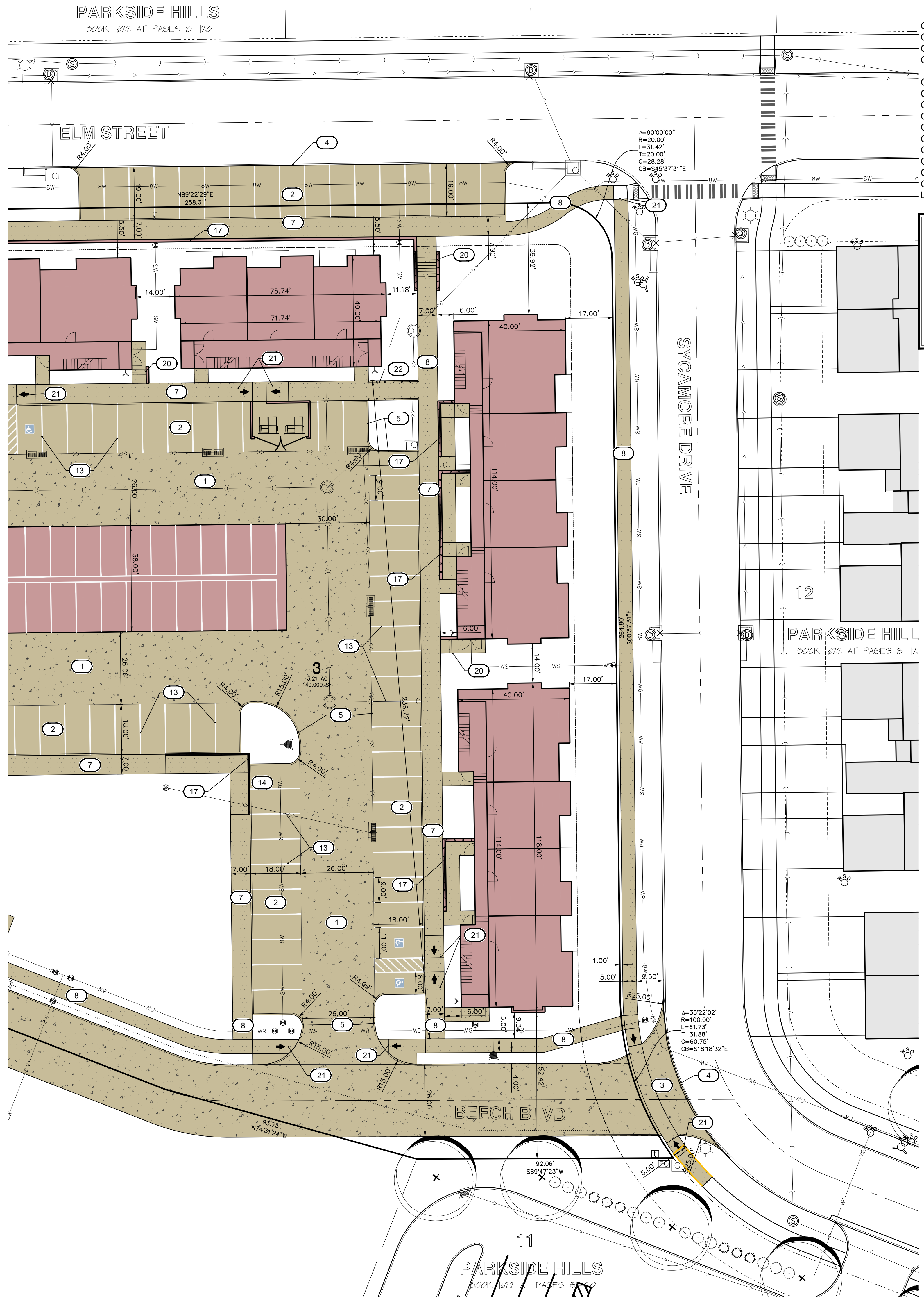
NUMBER	KEYNOTE	DETAIL
1	INSTALL DRIVEWAY (THICKNESS AND MATERIAL AS NOTED THIS SHEET)	
2	INSTALL PARKING SPACES	
3	INSTALL TYPE "A" DRIVE ENTRANCE	
4	GRIND EXISTING CURB AND GUTTER	
5	INSTALL STANDARD 6" CURB AND GUTTER	
6	TRANSITION FROM 6" CURB AND GUTTER TO 3" ROLL CURB	
7	INSTALL THICKENED EDGE SIDEWALK	
8	INSTALL PCC SIDEWALK PER CITY OF WEST BRANCH STANDARDS	
9	INSTALL PCC SIDEWALK PER CITY OF WEST BRANCH STANDARDS WITH HANDRAIL. REFER TO GRADING PLAN	
10	INSTALL ACCESSIBLE PARKING STALL AND CURB TRANSITION	
11	INSTALL ACCESSIBLE PARKING SIGN	
12	INSTALL ACCESSIBLE PARKING SYMBOL AND STRIPING	
13	INSTALL 4" WIDE PAVEMENT MARKINGS	
14	INSTALL DUMPSTER ENCLOSURE	
15	EXISTING 3" ROLL CURB	
16	INSTALL 3" ROLL CURB	
17	PROPOSED RETAINING WALL	
18	INSTALL WALL PACK LIGHTING (TYP)	
19	INSTALL MAIL BOX CLUSTER	
20	6" STEPS	
21	ADA RAMP	
22	INSTALL HAND RAIL	

UTILITIES

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IOWA ONE CALL



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C121
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C140
C141
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C143
C144
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C160
C161
C162
C500
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L100
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GENERAL NOTES AND DETAILS
LANDSCAPE PLAN

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KEYNOTES

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16	INSTALL 3" ROLL CURB	
17	PROPOSED RETAINING WALL	
18	INSTALL WALL PACK LIGHTING (TYP)	
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IOWA ONE CALL

12148-009

3.21 AC.

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Date	Revision
07/22/2026	PER CITY REVIEW - BJC/HEH

LAYOUT AND DIMENSION
PLAN: EAST HALF

PARKSIDE HILLS
5TH ADDITION
LOT 3
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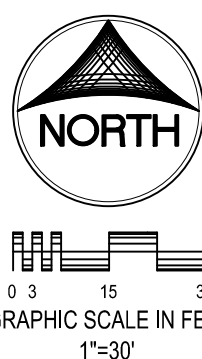
Date: 05/13/26

Designed by: BJC Field Book No: 1436, PG 26

Drawn by: TAV Scale: 1"=20'

Checked by: BJC Sheet No: C122

Project No: 12148-009 of:



- NOTES:
1. TEMPORARY STABILIZATION IS REQUIRED ON DISTURBED AREAS AFTER THE 14TH DAY OF INACTIVITY.
 2. FINAL STABILIZATION SHALL BE IMPLEMENTED WITHIN 14 DAYS OF FINAL GRADING COMPLETION.

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C120
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C121
C140

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L100

OVERALL LAYOUT PLAN
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GENERAL NOTES AND DETAILS
GENERAL NOTES AND DETAILS
LANDSCAPE PLAN

EROSION CONTROL LEGEND

- | | |
|--|---------------------------------|
| FINAL FILTER SOCK | PERIMETER SILT FENCE |
| SILT FENCE/FILTER SOCK | EROSION CONTROL MATTING |
| LIMITS OF DISTURBED AREA | TEMPORARY SOIL STOCKPILE AREA |
| TEMPORARY ROCK CONSTRUCTION ENTRANCE/EXIT | DIRECTION OF OVERLAND FLOW |
| TEMPORARY PARKING AND STORAGE | DUMPSTER FOR CONSTRUCTION WASTE |
| CONCRETE TRUCK/EQUIPMENT WASHOUT | RIP RAP OUTLET PROTECTION |
| PORTABLE RESTROOM | OTHER MEASURE: _____ |
| DOCUMENT LOCATION (PERMITS, SWPPP, INSPECTION FORMS, ETC.) | OTHER MEASURE: _____ |
| FILTER SOCK INLET PROTECTION | OTHER MEASURE: _____ |
| FILTER SOCK BEHIND CURB AT CURB RAMP | |

THE ABOVE LISTED ITEMS ARE SHOWN IN THEIR RECOMMENDED LOCATIONS. IF A CONTROL MEASURE IS ADDED OR MOVED TO A MORE SUITABLE LOCATION, INDICATE THE REVISION ON THIS SHEET. THE BLANKS LEFT FOR OTHER MEASURES SHOULD BE USED IF AN ITEM NOT SHOWN ABOVE IS IMPLEMENTED ON SITE. ADDITIONAL PRACTICES FOR EROSION PREVENTION AND SEDIMENT CONTROL CAN BE FOUND IN APPENDIX D OF THE SWPPP.

SILT FENCE DETAIL

- N.T.S.
-
- INSTALLATION**
1. POSTS SHALL BE 1.33 POUNDS PER LINEAL FOOT STEEL WITH A MINIMUM LENGTH OF 5 FEET. STEEL POSTS SHALL HAVE PROJECTIONS FOR FASTENING WIRE TO THEM.
 2. SILT FENCE FABRIC SHALL CONFORM TO 10.0.1 STANDARDS. SPECIFICATION SECTION 4106.01.A. SILT FENCING SHALL BE A MINIMUM OF 24" AND A MAXIMUM OF 36" HIGH WHEN COMPLETE.
 3. THE FILTER FABRIC SHALL BE PURCHASED IN A CONTINUOUS ROLL CUT TO THE LENGTH OF THE FENCE TO AVOID THE USE OF JOINTS. WHEN JOINTS ARE NECESSARY, THE FILTER CLOTH SHALL BE SPIZED TOGETHER ONLY AT A SUPPORT POST, WITH A MINIMUM 4" OVERLAP, AND SECURELY SEALED.
 4. POSTS SHALL BE SPACED A MAXIMUM OF 8 FEET APART AND DRIVEN SECURELY INTO THE GROUND ALONG THE FENCE ALIGNMENT. POSTS SHALL BE DRIVEN INTO THE GROUND A MINIMUM OF 28".
 5. A TRENCH SHALL BE EXCAVATED APPROXIMATELY 4" WIDE BY 12" DEEP ALONG THE UPSLOPE SIDE OF THE POSTS.
 6. FILTER FABRIC SHALL BE STARTED OR WIRED TO THE POSTS SUCH THAT THE FABRIC EXTENDS INTO THE TRENCH AS SHOWN ABOVE. THE FABRIC SHALL BE FASTENED A MINIMUM OF THREE PLACES ON EACH POST.
 7. THE TRENCH SHALL BE BACK FILLED WITH EXCAVATED MATERIAL AND THOROUGHLY COMPACTED.
- MAINTENANCE**
1. SILT FENCES SHALL BE INSPECTED WEEKLY AND AFTER EACH RAINFALL EVENT OF 0.5 INCHES OR MORE. DURING PERIODS OF PROLONGED RAIN INSPECTIONS SHALL BE AT LEAST DAILY. ANY REPAIRS NEEDED TO MAINTAIN THE SILT FENCE'S EFFECTIVENESS SHALL BE MADE IMMEDIATELY.
 2. SHOULD THE FABRIC ON A SILT FENCE EXPOSED OR BECOME INEFFECTIVE PRIOR TO STABILIZING THE UPSLOPE AREAS THE FABRIC SHALL BE REPLACED PROMPTLY.
 3. SEDIMENT DEPOSITS SHOULD BE REMOVED AFTER EACH STORM EVENT. THEY MUST BE REMOVED WHEN THE DEPOSITS REACH APPROXIMATELY ONE-HALF THE HEIGHT OF THE FENCE. SILTS REMOVED SHALL BE PLACED IN A PROTECTED PLACE THAT WILL PREVENT THEIR ESCAPE FROM THE CONSTRUCTION SITE.
 4. ANY SEDIMENT DEPOSITS REMAINING IN PLACE AFTER THE SILT FENCE IS NO LONGER NEEDED SHALL BE DRESSED TO CONFORM WITH THE EXISTING GRADE, PREPARED AND SEED.
 5. SILT FENCE SHALL REMAIN IN PLACE UNTIL IT IS NO LONGER NEEDED AS DIRECTED BY THE POLLUTION PREVENTION PLAN. GENERALLY SILT FENCES SHALL REMAIN UNTIL THE UPSLOPE AREAS ARE STABILIZED WITH AN ESTABLISHED GRASS COVER AS A MINIMUM.

3.21 AC.



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Date Revision

OVERALL GRADING, EROSION
CONTROL PLAN AND SWPPP

PARKSIDE HILLS
5TH ADDITION
LOT 3
WEST BRANCH
CEDAR COUNTY
IOWA

MMS CONSULTANTS, INC.

Date: 05/13/26

Designed by: BJC Field Book No: 1436, PG 26

Drawn by: TAV Scale: 1"=30'

Checked by: BJC Sheet No:

Project No: C140

12148-009 of:

STANDARD LEGEND AND NOTES

- | | |
|------------------------------|-------------------------------|
| PROPERTY &/or BOUNDARY LINES | CONGRESSIONAL SECTION LINES |
| RIGHT-OF-WAY LINES | EXISTING RIGHT-OF-WAY LINES |
| CENTER LINES | EXISTING CENTER LINES |
| LOT LINES, INTERNAL | LOT LINES, PLATTED OR BY DEED |
| PROPOSED EASEMENT LINES | EXISTING EASEMENT LINES |
| BENCHMARK | RECORDED DIMENSIONS |
| CURVE SEGMENT NUMBER | |
- EXIST. 22-1
- PROP.
- POWER POLE
 - POWER POLE W/DROP
 - POWER POLE W/TRANS
 - POWER POLE W/LIGHT
 - GUY POLE
 - LIGHT POLE
 - SANITARY MANHOLE
 - FIRE HYDRANT
 - WATER VALVE
 - DRAINAGE MANHOLE
 - CURB INLET
 - EXISTING SANITARY SEWER
 - PROPOSED SANITARY SEWER
 - EXISTING STORM SEWER
 - PROPOSED STORM SEWER
 - EXISTING WATER LINES
 - PROPOSED WATER LINES
 - ELECTRICAL LINES
 - TELEPHONE LINES
 - GAS LINES
 - CONTOUR LINES (1' INTERVAL)
 - PROPOSED GROUND
 - EXISTING TREE LINE
 - EXISTING DECIDUOUS TREE & SHRUB
 - EXISTING EVERGREEN TREES & SHRUBS

THE ACTUAL SIZE AND LOCATION OF ALL PROPOSED FACILITIES SHALL BE VERIFIED WITH CONSTRUCTION DOCUMENTS, WHICH ARE TO BE PREPARED AND SUBMITTED SUBSEQUENT TO THE APPROVAL OF THIS DOCUMENT.

GRADING AND EROSION CONTROL NOTES

TOTAL SITE AREA: 2.06 ACRES
TOTAL AREA TO BE DISTURBED: 8.03 ACRES

EROSION CONTROL MEASURES SHOWN SHALL BE USED DURING FILL ACTIVITIES. EROSION CONTROL MEASURES SHALL BE REEVALUATED AND MODIFIED, IF NECESSARY, AT THE TIME OF SITE DEVELOPMENT.

ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES THAT COULD BE USED ON SITE, IF NEEDED, CAN BE FOUND IN APPENDIX D OF THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) BINDER PREPARED FOR THE SITE. IF ADDITIONAL MEASURES ARE USED, INDICATE THE TYPE AND LOCATION OF SAID MEASURE ON THIS PLAN.

CONTRACTOR SHALL INSTALL A ROCK ENTRANCE AND PERFORM REGULAR CLEANING OF VEHICLES THAT LEAVE THE SITE.

FOLLOWING INSTALLATION OF PERIMETER SILT FENCE AND TEMPORARY CONSTRUCTION ENTRANCE THE CONTRACTOR SHALL CONTACT THE CITY INSPECTOR TO SCHEDULE A SITE INSPECTION PRIOR TO ANY SOIL DISTURBING ACTIVITIES.

THE CONTRACTOR SHALL FOLLOW THE NPDES PERMIT, SWPPP, AND THE CITY CSR REGULATIONS.

THE EROSION CONTROL CONTRACTOR SHALL INSTALL FILTER SOCKS OR OTHER APPROVED FORM OF INLET PROTECTION AT EACH STREET INTAKE ADJACENT TO THE SITE.

GRADING NOTES

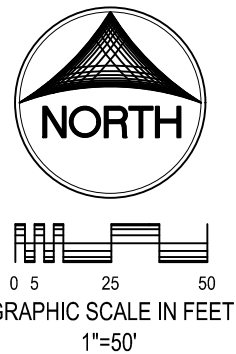
1. MAXIMUM SLOPE ON CUTS AND FILLS SHALL BE 3.5: HORIZONTAL TO 1: VERTICAL.
2. EXCAVATION SHALL BE ALLOWED WITHIN 2' OF PROPERTY LINES.
3. WHERE HEIGHT OF FILL IS GREATER THAN 30" AN INTERMEDIATE TERRACE OF AT LEAST 6" WIDE SHALL BE ESTABLISHED AT MID HEIGHT. SEE TYPICAL FILL SECTION.
4. COMPACTION TO BE 90% MODIFIED PROCTOR WHERE > 6:1 SLOPE.
5. ALL TREES OUTSIDE THE LIMITS OF GRADING OPERATIONS SHALL BE SAVED, UNLESS OTHERWISE INDICATED TO BE REMOVED. TREES NEAR THE EDGES OF GRADING LIMITS AND IN THE STORM WATER DETENTION BASIN AREAS SHALL BE SAVED IF POSSIBLE, WITHIN THE REQUIREMENTS OF THE SPECIFICATIONS.
6. PRIOR TO ANY GRADING A CONSTRUCTION SAFETY FENCE SHALL BE INSTALLED 50 FEET FROM TRUNKS OF TREES TO BE PROTECTED.
7. STABILIZATION SEEDING SHALL BE COMPLETED AS SOON AS POSSIBLE, BUT NOT MORE THAN 14 DAYS, UPON COMPLETION OF GRADING IN ANY AREA OF GRADING OPERATIONS. DISTURBED AREAS SHALL BE KEPT AS SMALL AS POSSIBLE TO PREVENT LARGE SCALE EROSION PROBLEMS. IF THE GRADING CONTRACTOR STOPS GRADING OPERATIONS FOR MORE THAN 14 DAYS, THEN STABILIZATION SEEDING SHALL BE DONE ON ALL DISTURBED AREAS.
8. SILT FENCE LOCATIONS AND LENGTHS, AS INDICATED, ARE APPROXIMATE ONLY. FINAL LOCATIONS AND LENGTHS WILL BE DETERMINED, AS NEEDED, UPON COMPLETION OF GRADING OPERATIONS IN AN AREA.
9. ALL STREET SUBGRADE SHALL BE CONSTRUCTED AND COMPACTED IN ACCORDANCE WITH SDAS DESIGN AND CONSTRUCTION STANDARDS AND PROCEDURES.



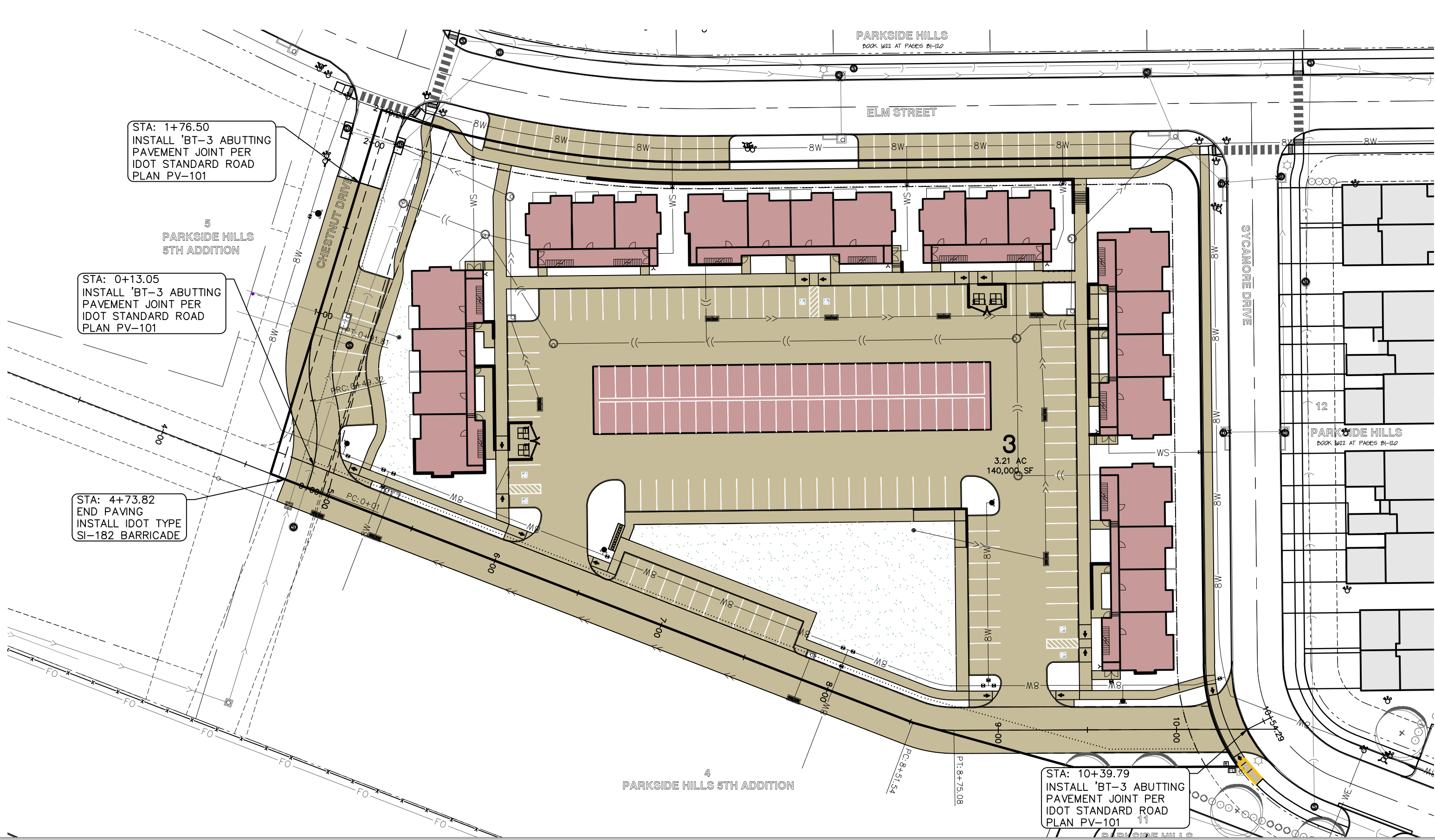
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Date Revision



- C120 OVERALL LAYOUT PLAN
C121 LAYOUT AND DIMENSION PLAN: WEST HALF
C121 LAYOUT AND DIMENSION PLAN: EAST HALF
C140 OVERALL GRADING, EROSION CONTROL,
AND SWPPP
C141 STREET PLAN AND PROFILE
C142 GRADING PLAN: NORTHWEST
C143 GRADING PLAN: SOUTHWEST
C144 GRADING PLAN: NORTHEAST
C145 GRADING PLAN: SOUTHEAST
C160 SANITARY SEWER PLAN AND PROFILE
C161 WATER MAIN PLAN
C162 STORM SEWER PLAN AND PROFILE
C500 GENERAL NOTES AND DETAILS
C501 GENERAL NOTES AND DETAILS
L100 LANDSCAPE PLAN

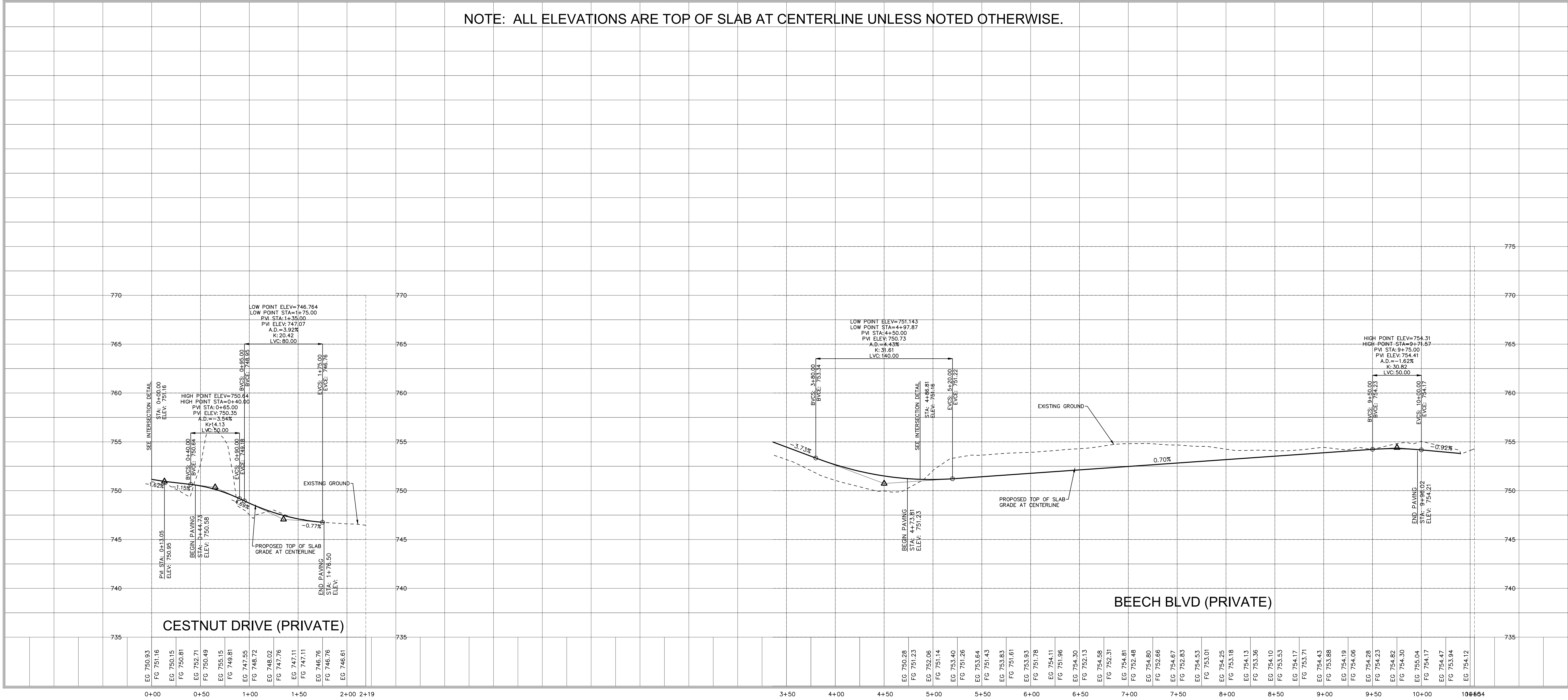


- NOTES:
1. ALL GRADES ARE TOP OF SLAB/WALK UNLESS NOTED OTHERWISE.
 2. HOUSE SIDE OF SIDEWALK SHALL BE ONE FOOT WITHIN THE STREET R.O.W.
 3. THE DEVELOPER SHALL NOT BE RESPONSIBLE TO INSTALL ANY SIDEWALKS OR ADA RAMPS UNLESS NOTE OTHERWISE. THE SIDEWALKS AND RAMPS SHALL BE CONSTRUCTED BY THE INDIVIDUAL LOT OWNER WHEN THE LOT IS BUILT ON.

THE CONTRACTOR SHALL PROVIDE TRAFFIC CONTROL PER IDOT STANDARD ROAD PLAN TC-202 AND CITY OF WEST BRANCH REQUIREMENTS AT ALL TIMES DURING WORK WITHIN PUBLIC R.O.W.

THE CONTRACTOR SHALL COORDINATE WITH UTILITY PROVIDERS FOR ANY REQUIRED RELOCATION OF EXISTING UTILITIES.

NOTE: ALL ELEVATIONS ARE TOP OF SLAB AT CENTERLINE UNLESS NOTED OTHERWISE.



STREET PLAN AND PROFILE

PARKSIDE HILLS
5TH ADDITION
LOT 3
WEST BRANCH
CEDAR COUNTY
IOWA

MMS CONSULTANTS, INC.
Date: 05/13/26
Designed by: BJC Field Book No: 1436, PG 26
Drawn by: TAV Scale: 1"=50'(H) 1"=5'(V)
Checked by: BJC Sheet No:
Project No: 12148-009
of: C141



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GRADING PLAN
NORTHWEST

PARKSIDE HILLS
5TH ADDITION
LOT 3
WEST BRANCH
CEDAR COUNTY
IOWA

MMS CONSULTANTS, INC.

Date: 05/13/26

Designed by: BJC Field Book No: 1436, PG 26

Drawn by: TAV Scale: 1"=10'

Checked by: BJC Sheet No:

Project No: C142

12148-009 of:



0 1 5 10
GRAPHIC SCALE IN FEET
1"=10'

- C120 OVERALL LAYOUT PLAN
C121 LAYOUT AND DIMENSION PLAN: WEST HALF
C121 LAYOUT AND DIMENSION PLAN: EAST HALF
C140 OVERALL GRADING, EROSION CONTROL, AND SWPPP
C141 STREET PLAN AND PROFILE
C142 GRADING PLAN: NORTHWEST
C143 GRADING PLAN: SOUTHWEST
C144 GRADING PLAN: NORTHEAST
C145 GRADING PLAN: SOUTHEAST
C160 SANITARY SEWER PLAN AND PROFILE
C161 WATER MAIN PLAN
C162 STORM SEWER PLAN AND PROFILE
C500 GENERAL NOTES AND DETAILS
C501 GENERAL NOTES AND DETAILS
L100 LANDSCAPE PLAN

STANDARD LEGEND AND NOTES

- PROPERTY &/or BOUNDARY LINES
- CONGRESSIONAL SECTION LINES
- RIGHT-OF-WAY LINES
- EXISTING RIGHT-OF-WAY LINES
- CENTER LINES
- EXISTING CENTER LINES
- LOT LINES, INTERNAL
- LOT LINES, PLATTED OR BY DEED
- PROPOSED EASEMENT LINES
- EXISTING EASEMENT LINES
- RECORDED DIMENSIONS
- CURVE SEGMENT NUMBER
- 22-1
- PROPOSED
- POWER POLE
- POWER POLE W/DROP
- POWER POLE W/TRANS
- POWER POLE W/LIGHT
- GUY POLE
- LIGHT POLE
- SANITARY MANHOLE
- FIRE HYDRANT
- WATER VALVE
- DRAINAGE MANHOLE
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- FENCE LINE
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- PROPOSED STORM SEWER
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- PROPOSED WATER LINES
- ELECTRICAL LINES
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- GAS LINES
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- EXISTING DECIDUOUS TREE & SHRUB
- EXISTING EVERGREEN TREES & SHRUBS

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GRADING LEGEND

- 0.00.00EX = EXISTING SURFACE
- 0.00.00FG = FINISH GRADE
- 0.00.00TS = TOP SLAB
- 0.00.00TW = TOP WALK
- 0.00.00TC = TOP CURB
- 0.00.00TR = TOP RIM
- 0.00.00WT = FG AT TOP WALL
- 0.00.00WB = FG AT BOTTOM WALL
- 0.00.00TP = TOP OF STEPS
- 0.00.00BT = BOTTOM OF STEPS

UTILITIES

THE CONTRACTOR SHALL NOTIFY IOWA ONE CALL AT 811 OR 800/292-8889 NO LESS THAN 48 HRS. IN ADVANCE OF ANY DIGGING OR EXCAVATION.

WHERE PUBLIC UTILITY FIXTURES ARE SHOWN AS EXISTING ON THE PLANS OR ENCOUNTERED WITHIN THE CONSTRUCTION AREA, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE OWNERS OF THOSE UTILITIES PRIOR TO THE BEGINNING OF ANY CONSTRUCTION. THE CONTRACTOR SHALL AFFORD ACCESS TO THESE FACILITIES FOR NECESSARY MODIFICATION OF SERVICES. UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS, AND THEREFORE THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. IT IS POSSIBLE THERE MAY BE OTHERS, THE EXISTENCE OF WHICH IS PRESENTLY NOT KNOWN OR SHOWN. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THEIR EXISTENCE AND EXACT LOCATION AND TO AVOID DAMAGE THERE TO. NO CLAIMS FOR ADDITIONAL COMPENSATION WILL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY CAUSED BY SUCH WORK.

IOWA ONE CALL

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Date	Revision
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DETAILED GRADING PLAN

PARKSIDE HILLS
5TH ADDITION
LOT 3
WEST BRANCH
CEDAR COUNTY
IOWA

Date: 05/13/26

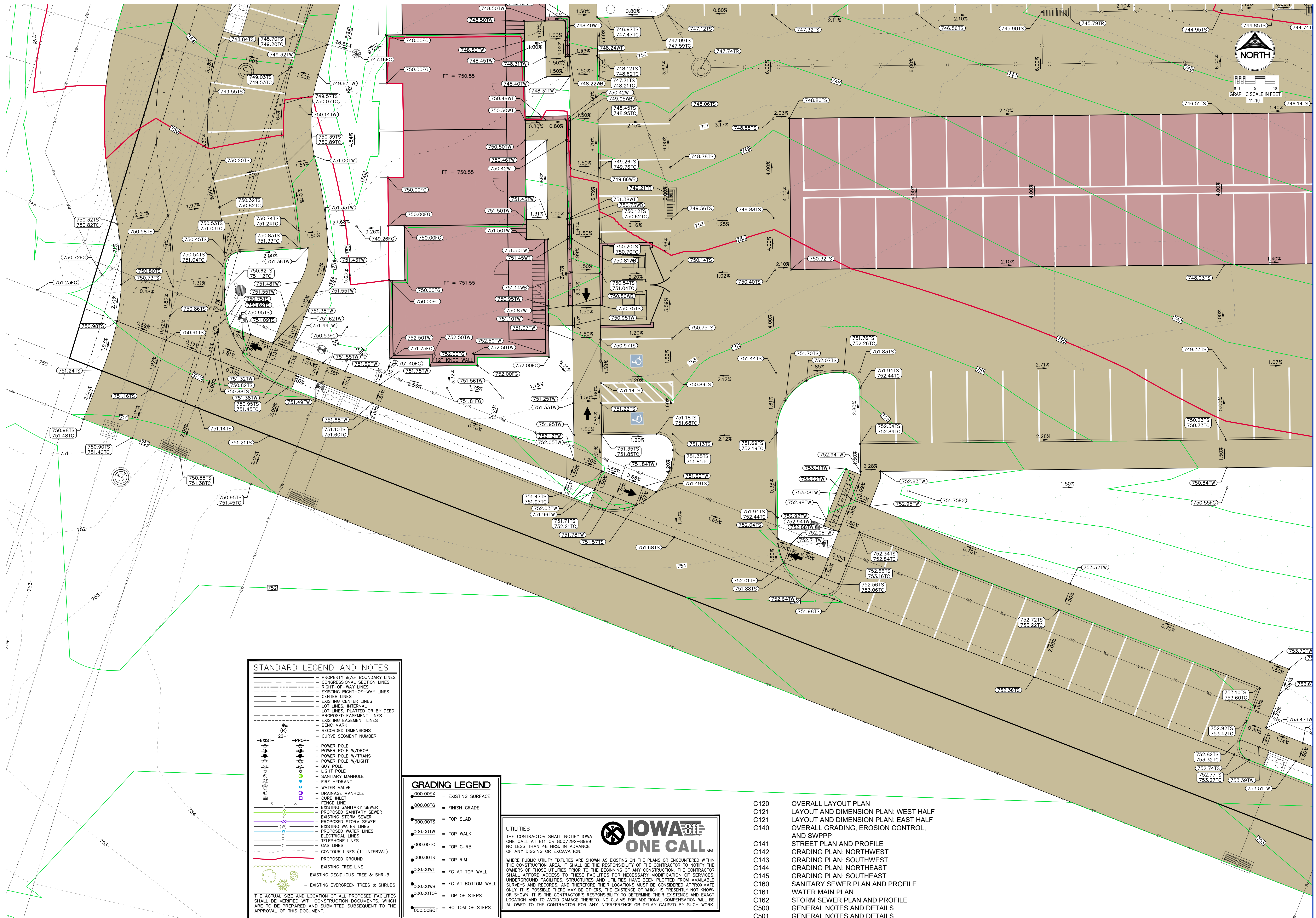
Designed by: BJC	Field Book No: 1436, PG 26
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TAV	1"=10'
Checked by:	Sheet No.:

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BJC	
Project No:	0110

C143

12148-009 of:

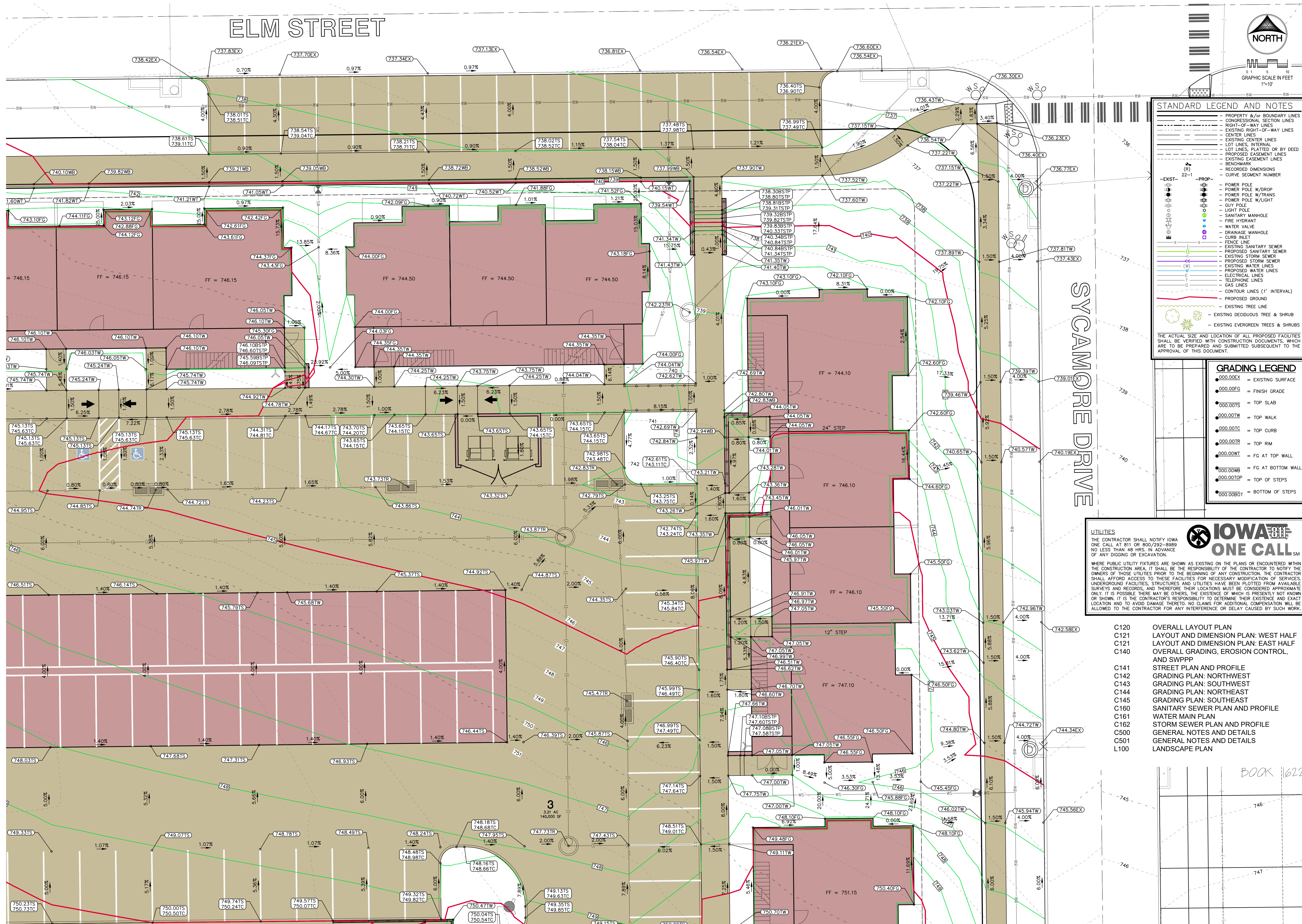


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DETAILED GRADING PLAN

MMS CONSULTANTS, INC.

12148-009





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ENVIRONMENTAL SPECIALISTS

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Date Revision

DETAILED GRADING
PLAN

PARKSIDE HILLS
5TH ADDITION
LOT 3
WEST BRANCH
CEDAR COUNTY
IOWA

MMS CONSULTANTS, INC.

Date: 05/13/26

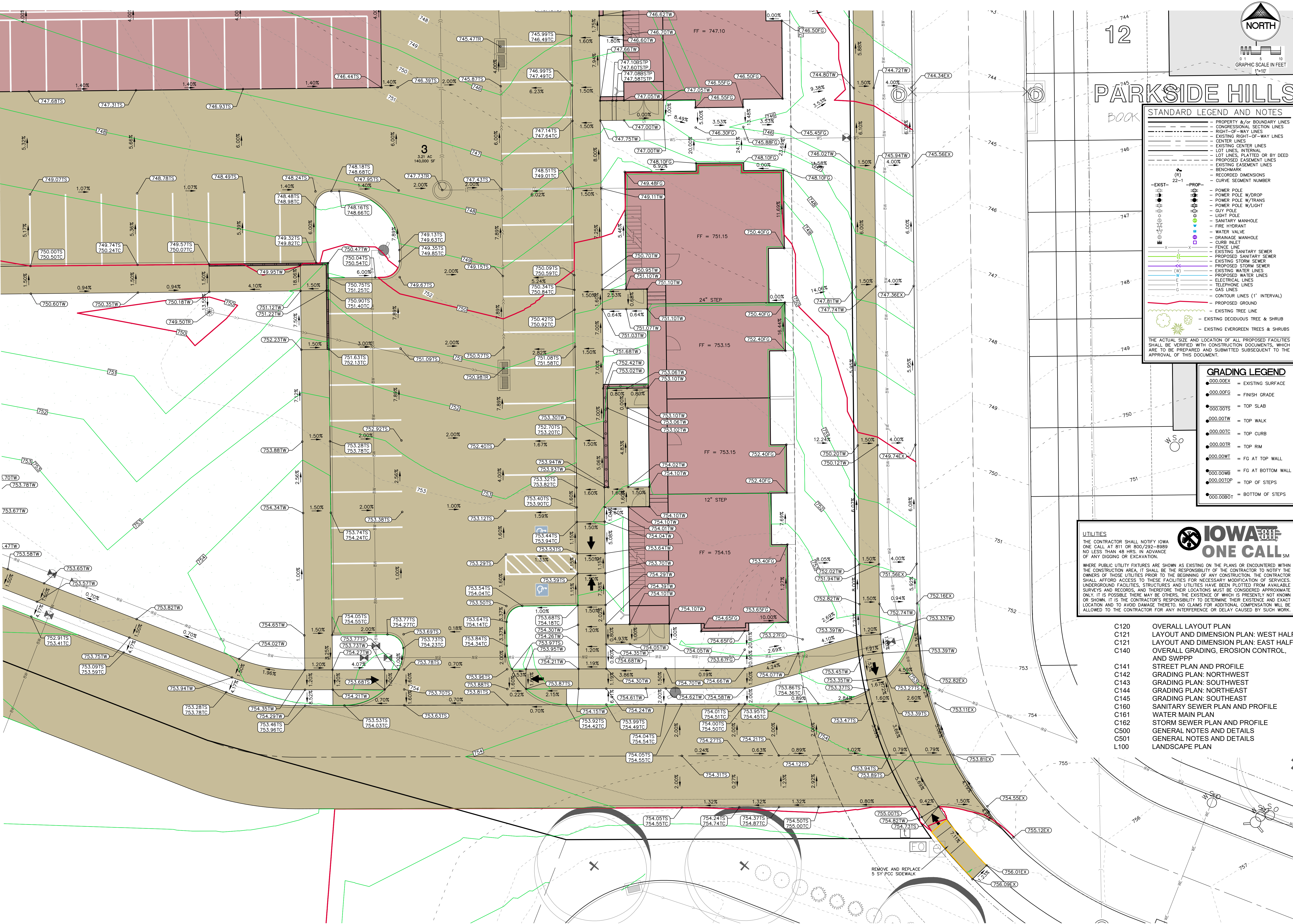
Designed by: BJC Field Book No: 1436, PG 26

Drawn by: TAV Scale: 1"=10'

Checked by: BJC Sheet No:

Project No: C145

12148-009 of:



STANDARD LEGEND AND NOTES

- PROPERTY &/or BOUNDARY LINES
- CONGRESSIONAL SECTION LINES
- RIGHT-OF-WAY LINES
- EXISTING RIGHT-OF-WAY LINES
- CENTER LINES
- EXISTING CENTER LINES
- LOT LINES, INTERNAL
- LOT LINES, PLATTED OR BY DEED
- PROPOSED EASEMENT LINES
- EXISTING EASEMENT LINES
- BENCHMARK
- RECORDED DIMENSIONS
- CURVE SEGMENT NUMBER
- POWER POLE
- POWER POLE W/DROP
- POWER POLE W/TRANS
- POWER POLE W/LIGHT
- GUY POLE
- LIGHT POLE
- SANITARY MANHOLE
- FIRE HYDRANT
- WATER VALVE
- DRAINAGE MANHOLE
- CURB INLET
- FENCE LINE
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
- EXISTING STORM SEWER
- PROPOSED STORM SEWER
- EXISTING WATER LINES
- PROPOSED WATER LINES
- ELECTRICAL LINES
- TELEPHONE LINES
- GAS LINES
- CONTOUR LINES (1' INTERVAL)
- PROPOSED GROUND
- EXISTING TREE LINE
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- EXISTING EVERGREEN TREES & SHRUBS

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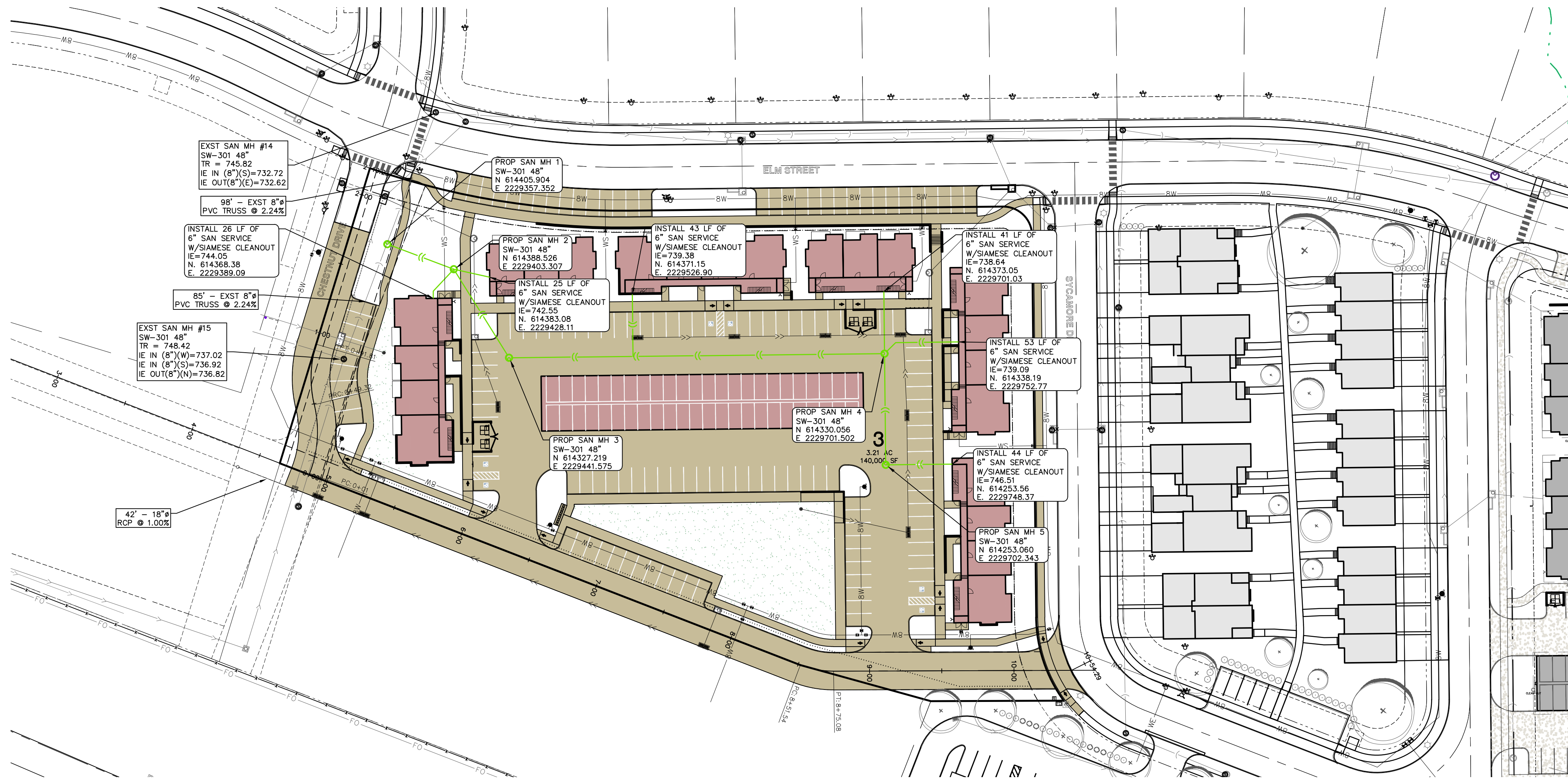
GRADING LEGEND

- EXISTING SURFACE
- FINISH GRADE
- TOP SLAB
- TOP WALK
- TOP CURB
- TOP RIM
- FG AT TOP WALL
- FG AT BOTTOM WALL
- TOP OF STEPS
- BOTTOM OF STEPS

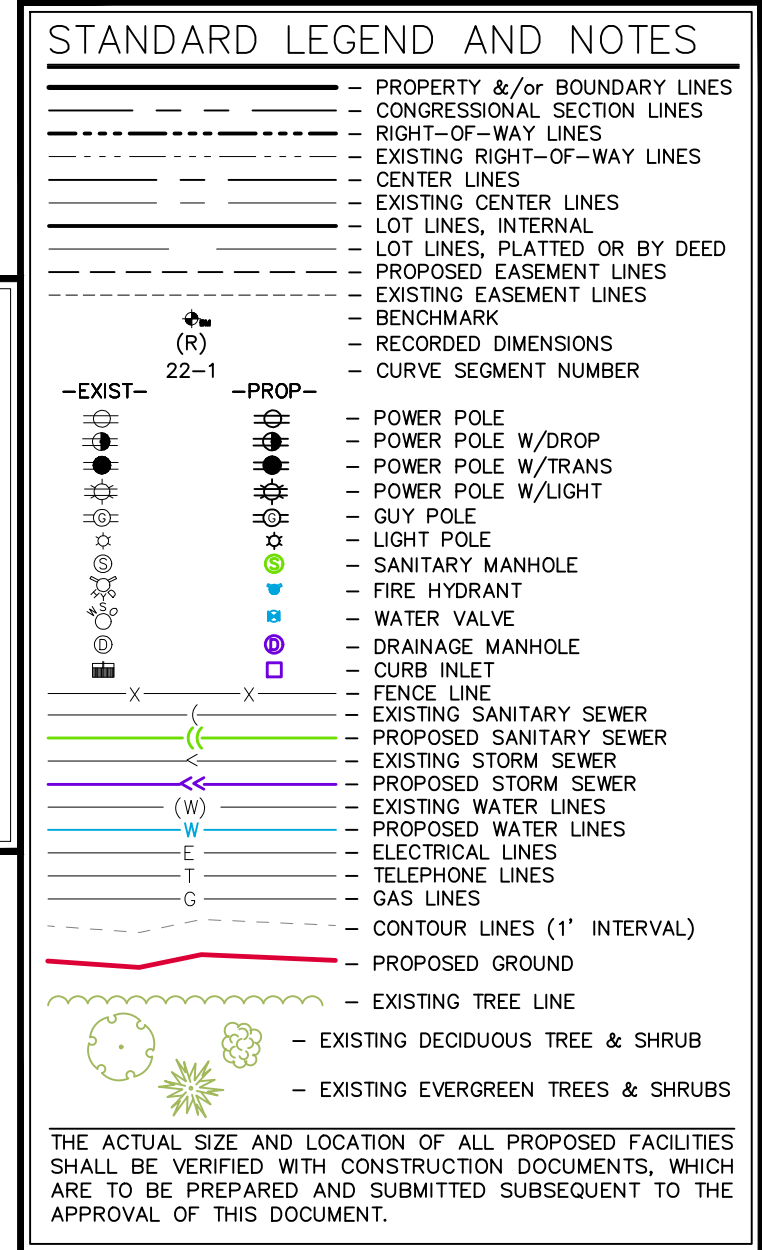


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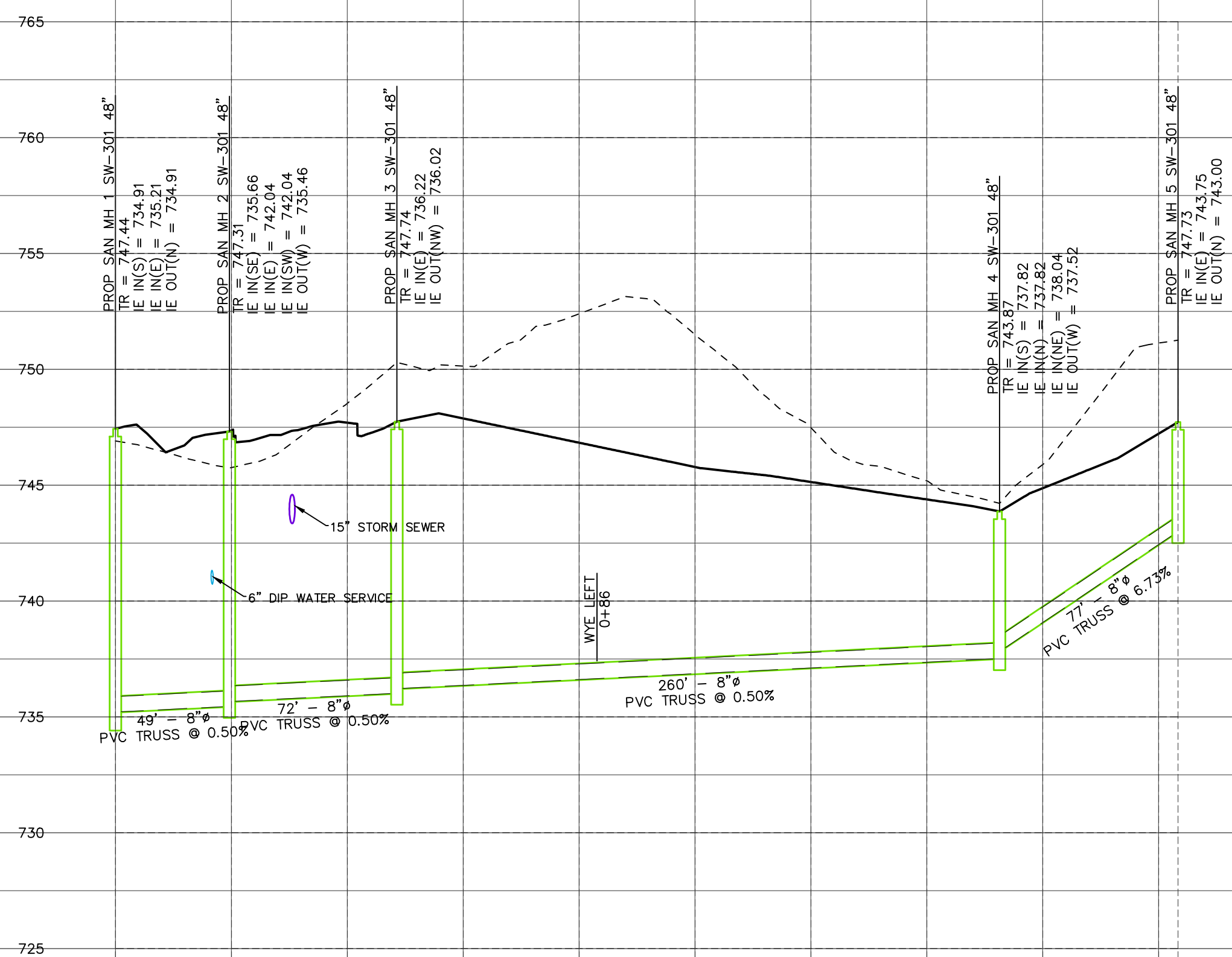
- C120 OVERALL LAYOUT PLAN
- C121 LAYOUT AND DIMENSION PLAN: WEST HALF
- C121 LAYOUT AND DIMENSION PLAN: EAST HALF
- C140 OVERALL GRADING, EROSION CONTROL, AND SWPPP
- C141 STREET PLAN AND PROFILE
- C142 GRADING PLAN: NORTHWEST
- C143 GRADING PLAN: SOUTHWEST
- C144 GRADING PLAN: NORTHEAST
- C145 GRADING PLAN: SOUTHEAST
- C160 SANITARY SEWER PLAN AND PROFILE
- C161 WATER MAIN PLAN
- C162 STORM SEWER PLAN AND PROFILE
- C500 GENERAL NOTES AND DETAILS
- C501 GENERAL NOTES AND DETAILS
- L100 LANDSCAPE PLAN



C120	OVERALL LAYOUT PLAN
C121	LAYOUT AND DIMENSION PLAN: WEST HALF
C121	LAYOUT AND DIMENSION PLAN: EAST HALF
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C141	STREET PLAN AND PROFILE
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C161	STORM SEWER PLAN AND PROFILE
C162	WATER MAIN PLAN
C500	GENERAL NOTES AND DETAILS
C501	GENERAL NOTES AND DETAILS
L100	LANDSCAPE PLAN



DOMESTIC WATER SERVICE AND FIRE WATER SERVICE
TO BE SPLIT IN METER ROOM.ACCESS KEY TO BE
PROVIDED TO THE CITY.





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Date	Revision
07/22/26	PER CITY REVIEW - BJC/HEH

WATER MAIN PLAN

PARKSIDE HILLS
5TH ADDITION
LOT 3
WEST BRANCH
CEDAR COUNTY
IOWA

MMS CONSULTANTS, INC.

Date: 05/13/26

Designed by: BJC Field Book No: 1436, PG 26

Drawn by: TAV Scale: 1"=20'

Checked by: BJC Sheet No:

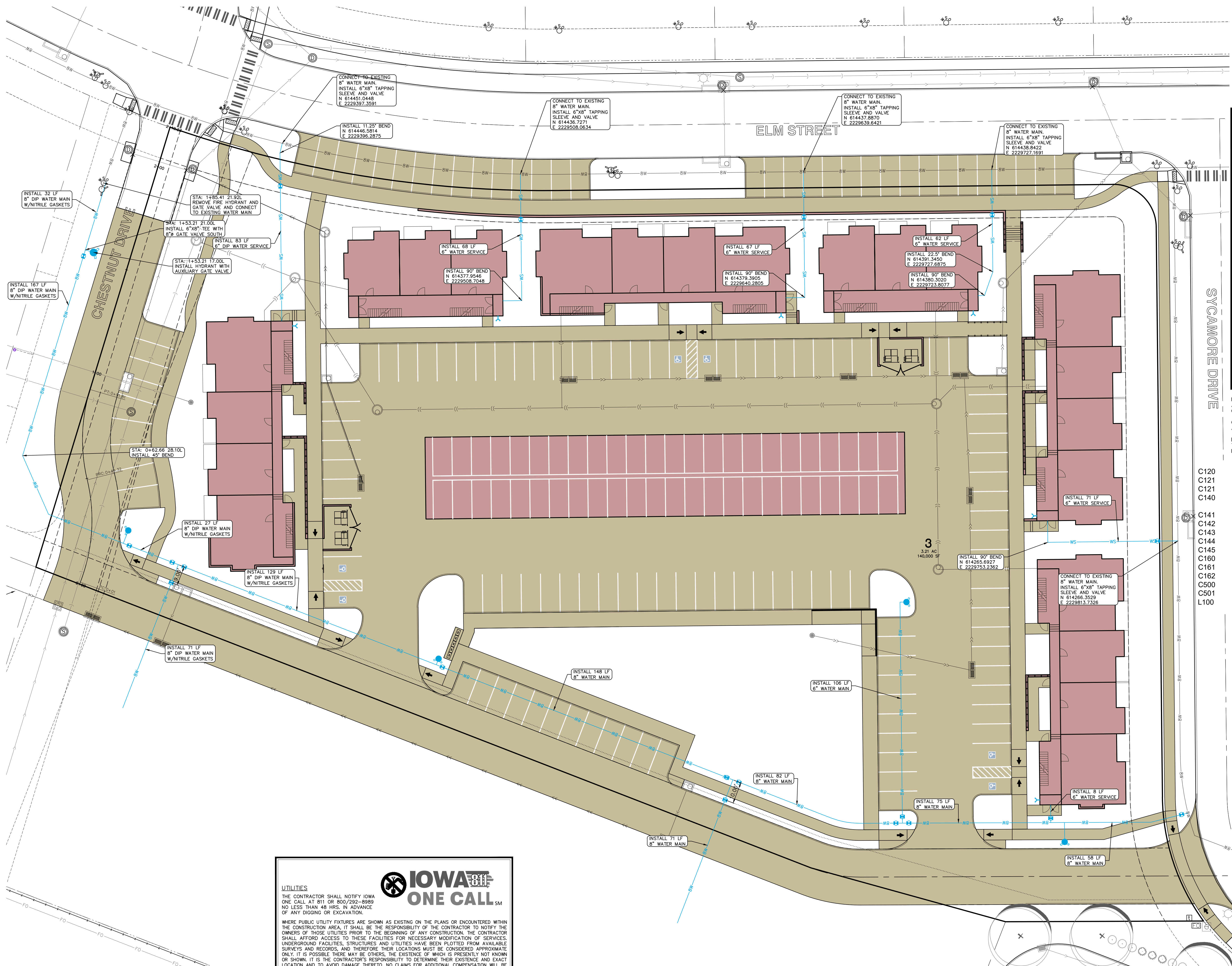
Project No: C161

12148-009 of:



UTILITIES
THE CONTRACTOR SHALL NOTIFY IOWA ONE CALL AT 811 OR 800/292-8989 NO LESS THAN 48 HRS. IN ADVANCE OF ANY DIGGING OR EXCAVATION.

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STANDARD LEGEND AND NOTES

	PROPERTY &/OR BOUNDARY LINES
	CONGRESSIONAL SECTION LINES
	RIGHT-OF-WAY LINES
	EXISTING RIGHT-OF-WAY LINES
	CENTER LINES
	EXISTING CENTER LINES
	LOT LINES, INTERNAL
	LOT LINES, PLATTED OR BY DEED
	PROPOSED EASEMENT LINES
	EXISTING EASEMENT LINES
	BENCHMARK
	RECORDED DIMENSIONS
	CURVE SEGMENT NUMBER
	POWER POLE
	POWER POLE W/DROP
	POWER POLE W/TRANS
	POWER POLE W/LIGHT
	GUY POLE
	LIGHT POLE
	SANITARY MANHOLE
	FIRE HYDRANT
	WATER VALVE
	DRAINAGE MANHOLE
	CURB INLET
	FENCE LINE
	EXISTING SANITARY SEWER
	PROPOSED SANITARY SEWER
	EXISTING STORM SEWER
	PROPOSED STORM SEWER
	EXISTING WATER LINES
	PROPOSED WATER LINES
	ELECTRICAL LINES
	TELEPHONE LINES
	GAS LINES
	CONTROL LINES (1' INTERVAL)
	PROPOSED GROUND
	EXISTING TREE LINE
	EXISTING DECIDUOUS TREE & SHRUB
	EXISTING EVERGREEN TREES & SHRUBS

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NOTES:
ALL UTILITIES ARE TO BE PRIVATE UNLESS NOTED OTHERWISE.
CONNECT SUBDRAIN TO DOWNSPOUTS AS NECESSARY AND SHALL SLOPE TOWARD INTAKE.
DOMESTIC WATER SERVICE AND FIRE WATER SERVICE TO BE SPLIT IN METER ROOM.ACCESS KEY TO BE PROVIDED TO THE CITY.

SYCAMORE DRIVE

ELM STREET

CHESTNUT DRIVE

C120
C121
C121
C140

C141
C142
C143
C144
C145
C160
C161
C162
C500
C501
L100

OVERALL LAYOUT PLAN
LAYOUT AND DIMENSION PLAN: WEST HALF
LAYOUT AND DIMENSION PLAN: EAST HALF
OVERALL GRADING, EROSION CONTROL, AND SWPPP
STREET PLAN AND PROFILE
GRADING PLAN: NORTHWEST
GRADING PLAN: SOUTHWEST
GRADING PLAN: NORTHEAST
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SANITARY SEWER PLAN AND PROFILE
STORM SEWER PLAN AND PROFILE
WATER MAIN PLAN
GENERAL NOTES AND DETAILS
LANDSCAPE PLAN



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- PROPOSED EASEMENT LINES
- EXISTING EASEMENT LINES
- BENCHMARK
- RECORDED DIMENSIONS
- CURVE SEGMENT NUMBER

EXIST -

- 22-1
- POWER POLE
- POWER POLE W/DROP
- POWER POLE W/TRANS
- POWER POLE W/LIGHT
- GUY POLE
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- SANITARY MANHOLE
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PROPOSED -

- 22-1
- POWER POLE
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- EXISTING DECIDUOUS TREE & SHRUB
- EXISTING EVERGREEN TREES & SHRUBS

THE ACTUAL SIZE AND LOCATION OF ALL PROPOSED FACILITIES SHALL BE VERIFIED WITH CONSTRUCTION DOCUMENTS, WHICH ARE TO BE PREPARED AND SUBMITTED SUBSEQUENT TO THE APPROVAL OF THIS DOCUMENT.

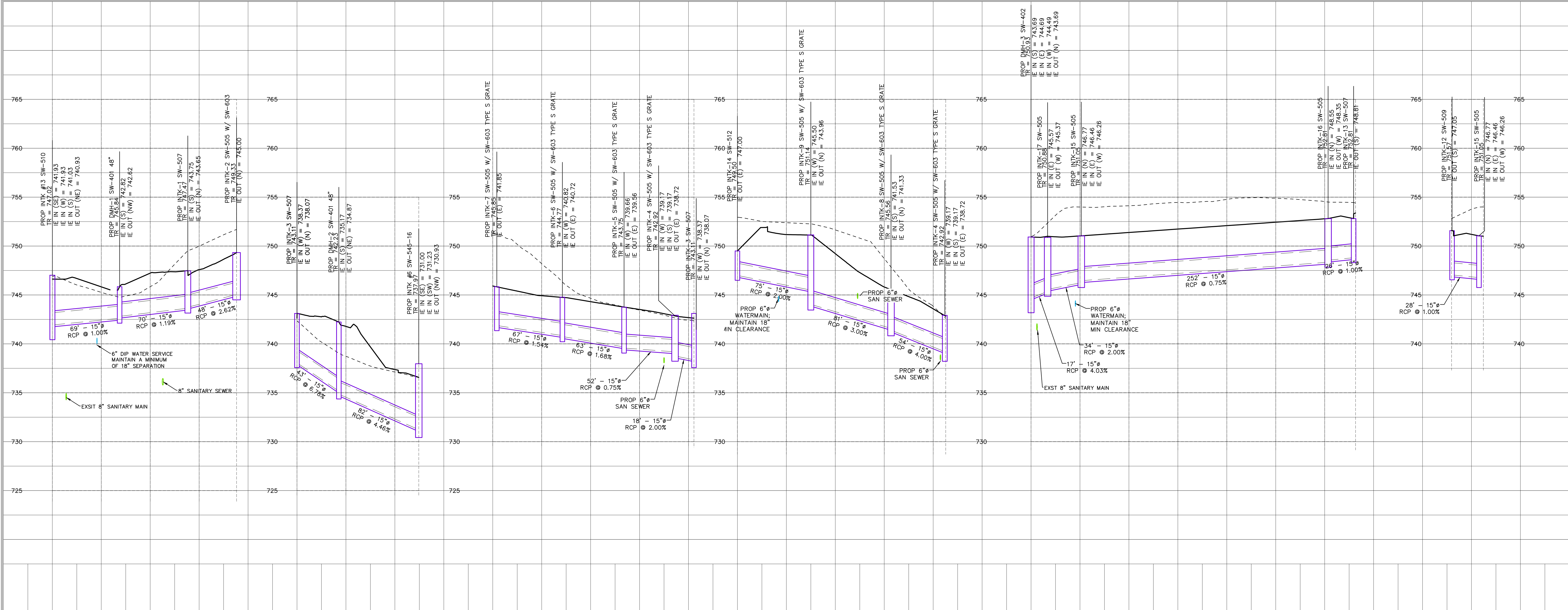
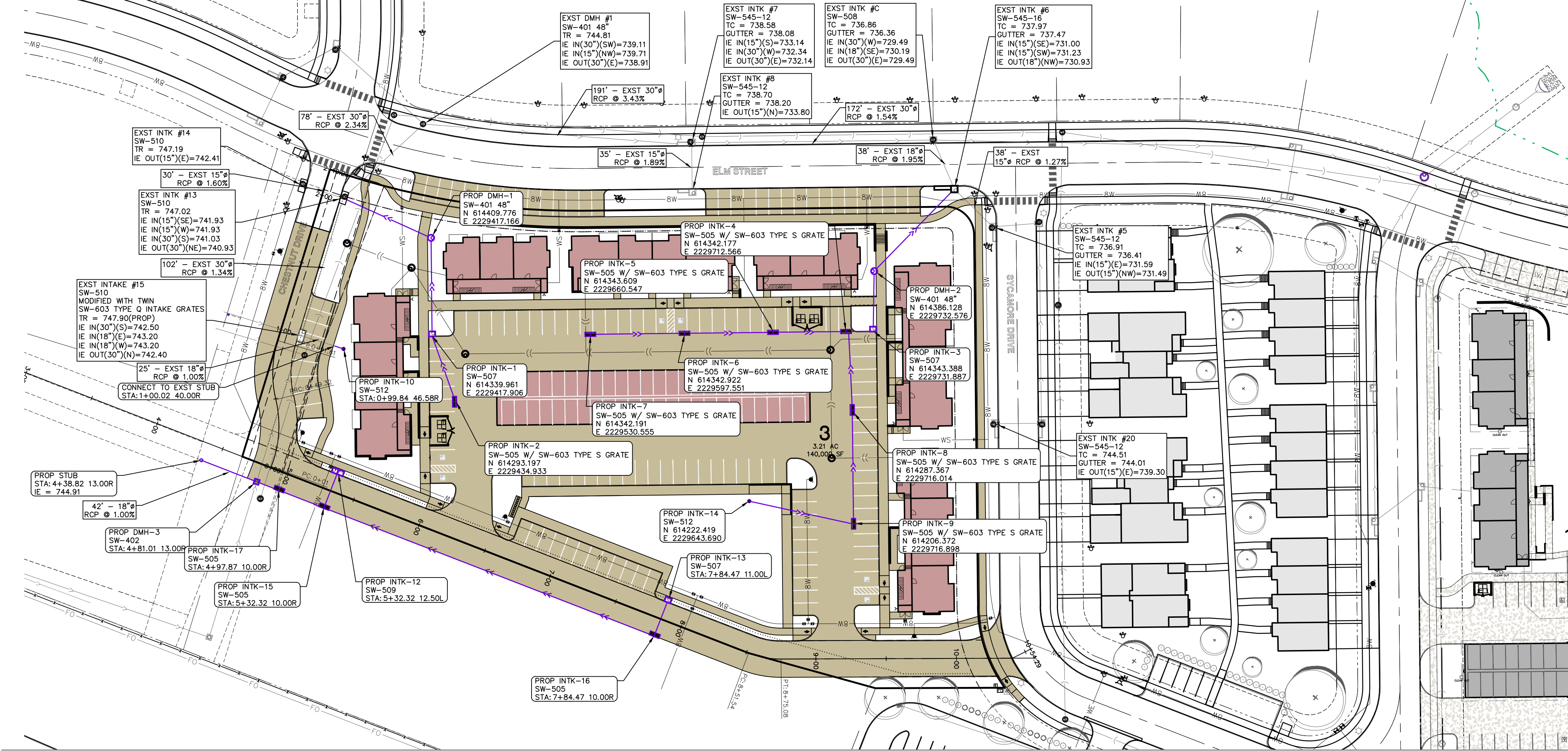
NOTES:
ALL UTILITIES ARE TO BE PRIVATE UNLESS NOTED OTHERWISE.
CONNECT SUBDRAIN TO DOWNSPOUTS AS NECESSARY AND SHALL SLOPE TOWARD INTAKE.
DOMESTIC WATER SERVICE AND FIRE WATER SERVICE TO BE SPLIT IN METER ROOM.ACCESS KEY TO BE PROVIDED TO THE CITY.

Date	Revision
07/22/26	PER CITY REVIEW -BJC/HEH

- C120 OVERALL LAYOUT PLAN
- C121 LAYOUT AND DIMENSION PLAN: WEST HALF
- C121 LAYOUT AND DIMENSION PLAN: EAST HALF
- C140 OVERALL GRADING, EROSION CONTROL, AND SWPPP
- C141 STREET PLAN AND PROFILE
- C142 GRADING PLAN: NORTHWEST
- C143 GRADING PLAN: SOUTHWEST
- C144 GRADING PLAN: NORTHEAST
- C145 GRADING PLAN: SOUTHEAST
- C160 SANITARY SEWER PLAN AND PROFILE
- C161 STORM SEWER PLAN AND PROFILE
- C162 WATER MAIN PLAN
- C500 GENERAL NOTES AND DETAILS
- C501 GENERAL NOTES AND DETAILS
- L100 LANDSCAPE PLAN

UTILITIES
THE CONTRACTOR SHALL NOTIFY IOWA ONE CALL AT 811 OR 800/292-8989 NO LESS THAN 48 HRS. IN ADVANCE OF ANY DIGGING OR EXCAVATION.
WHERE PUBLIC UTILITY FIXTURES ARE SHOWN AS EXISTING ON THE PLANS OR ENCOUNTERED WITHIN THE CONSTRUCTION AREA, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE OWNERS OF THOSE UTILITIES PRIOR TO THE BEGINNING OF ANY CONSTRUCTION. THE CONTRACTOR SHALL AFFORD ACCESS TO THESE FACILITIES FOR NECESSARY MODIFICATION OF SERVICES. UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS, AND THEREFORE THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. IT IS POSSIBLE THERE MAY BE OTHERS, THE EXISTENCE OF WHICH IS PRESENTLY NOT KNOWN OR SHOWN. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THEIR EXISTENCE AND EXACT LOCATION AND TO AVOID DAMAGE THERETO. NO CLAIMS FOR ADDITIONAL COMPENSATION WILL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY CAUSED BY SUCH WORK.

IOWA ONE CALL



STORM SEWER PLAN AND PROFILE

**PARKSIDE HILLS
5TH ADDITION
LOT 3**
WEST BRANCH
CEDAR COUNTY
IOWA

MMS CONSULTANTS, INC.
Date: 05/13/26
Designed by: BJC Field Book No: 1436, PG 26
Drawn by: TAV Scale: 1\"/>

LANDSCAPE ARCHITECTS
ENVIRONMENTAL SPECIALISTS

Revision
026 PER CITY REVIEW - BJC/HE

- 1) SANITARY SEWER & WATER MAIN CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE IOWA STATEWIDE UNDERGROUND DESIGN AND SPECIFICATIONS (SUDAS) SPECIFICATIONS (2018) AS AMENDED.
- 2) SANITARY SEWERS SHALL BE PVC TRUSS PIPE (SUDAS 4010.2.0.1E), CONTEXT A-2000, OR CITY ENGINEER APPROVED EQUAL, AS NOTED ON THE PLANS. SANITARY SEWER SERVICE LINES SHALL BE PVC SUR-23.9 WITH GASKETED JOINTS.
- 3) WATER MAINS SHALL BE DR-18 PVC PIPE.
- 4) CONTRACTOR TO PROVIDE FERNCO STRONG BACK RC 1000 SERIES COUPLINGS FOR DISSIMILAR PIPE CONNECTIONS.
- 5) GRANULAR TRENCH BACKFILL SHALL BE CRUSHEDSTONE CONFORMING TO I.D.O.T. STANDARD SPECIFICATION 4120.04 WITH "1" MAXIMUM AGGREGATE SIZE. COMPACT TO 90% MODIFIED PROCTOR DENSITY.
- 6) ALL SANITARY SEWERS SHADED ON THE PROFILE VIEW AND ALL SANITARY SEWERS AND WATER MAINS UNDER PAVING OR WITHIN 5 FEET OF PAVEMENT SHALL BE BACKFILLED WITH EITHER OF THE FOLLOWING COMPACTED TO 90% MODIFIED PROCTOR DENSITY:
 - A. EXCAVATED MATERIAL. EXCAVATED MATERIAL IS NOT SUITABLE, THEN
 - B. CRUSHEDSTONE AS SPECIFIED FOR GRANULAR TRENCH BACKFILL.
- 7) ALL SANITARY SEWER SERVICE LINES CROSSING STREET RIGHT-OF-WAY SHALL BE BACKFILLED IN ACCORDANCE WITH THE PRECEDING NOTE.
- 8) CONTRACTOR SHALL ORDER PVC SUDAS CLASS F-3 BEDDING FOR ALL PVC TRUSS SANITARY SEWERS UNLESS OTHERWISE NOTED.
- 9) ENTRY INTO EXISTING CITY MANHOLE TO BE BY CORE DRILL AND SEAL BY "BOOT SEAL" PENETRATION SEAL OR CITY ENGINEER APPROVED EQUAL.
- 10) ALL MANHOLES TO BE TURNED OVER TO CITY SHALL:
 - 1) WILL NOT SHOW STEPS.
 - 2) WILL HAVE EXTERNAL CHIMNEY SEAL BY INFILSHIELD UNIBAND, CRETEX, OR APPROVED EQUAL.
 - 3) WILL HAVE MANHOLE FRAME AND LID TO BE NEEHAN R-1642 SEAL-FEALING WITH CITY LOGO.
 - 4) WILL HAVE REINFORCED CONCRETE RINGS WITH 4" REINFORCING BARS. 1" MINIMUM SPACING. ADJUSTMENT RING OR STANDARD PCP. IF PCP RINGS ARE USED, SHIMS TO LEVEL MANHOLE FRAME MADE OF MATERIALS OTHER THAN PCP OR THE RING MATERIAL DISCUSSED ABOVE.
 - 5) WILL NOT BE ALLOWED, IE WOOD, BRICK, ROCKS, ETC.
 - 6) WILL USE LINK-SEALS PENETRATION SEALS FOR PIPE PENETRATIONS.

- 9) TO THE UTILITY EASEMENT LINE FOR THOSE LOCATIONS WHERE THE LOTS BEING SERVED ARE ON THE OPPOSITE SIDE OF THE STREET FROM THE SEWER MAIN.
- 10) TO THE UTILITY EASEMENT LINE FOR THOSE LOCATIONS WHERE THE LOTS BEING SERVED ARE ADJACENT TO THE SEWER MAIN.
- 11) THE END OF ALL SANITARY SEWER SERVICES MUST BE MARKED WITH A WOOD 2 x 4 PAINTED GREEN.
- 12) ALL SANITARY SEWER MANHOLES IN PAVING AREAS OR AREAS SUBJECT TO WATER INUNDATION SHALL BE PROVIDED WITH RETEXTER EXTERIOR CHIMNEY SEAL OR APPROVED EQUAL. ALL SANITARY MANHOLES IN PAVING HAVE 3-PIECE FLOATING CASTING

I. AIR TESTING SHALL BE CONSIDERED INCIDENTAL TO SANITARY SEWER CONSTRUCTION.

ALL PVC TRUSS SEWERS SHALL HAVE A DEFLECTION TEST PERFORMED AS FOLLOWS:

- A) DEFLECTION TEST SHALL BE CONDUCTED AFTER THE FINAL BACKFILL HAS BEEN IN PLACE AT LEAST 30 DAYS.
- B) DEFLECTION TEST TO BE CONDUCTED USING A RIGID BAR OR MANDEL WITH A DIAMETER EQUAL TO 95% OF THE INSIDE DIAMETER OF THE PIPE. NO MECHANICAL PULLING DEVICES.
- C) NO PIPE SHALL EXCEED A DEFLECTION OF 5%.

14. THE FOLLOWING MINIMUM CLEARANCES MUST BE MAINTAINED :
 - 14.1 WATER MAIN SHALL BE LOCATED 10 FEET HORIZONTALLY DISTANT FROM ALL SANITARY SEWER AND STORM SEWER.
 - 14.2 WATER MAIN SHALL NOT PASS THROUGH NOR CONTACT A SEWER OR A SEWER MANHOLE.
 - 14.3 A MINIMUM VERTICAL SEPARATION OF 3 FEET SHALL BE MAINTAINED.
16. VERTICAL SEPARATION OF WATER MAINS CROSSING OVER ANY SANITARY SEWER SHOULD BE A MINIMUM OF 18-INCHES, MEASURED OUTSIDE TO OUTSIDE FROM THE CLOSEST EDGE OF EACH PIPE. IF PHYSICAL CONDITIONS PROHIBIT THIS SEPARATION, THE WATER MAIN SHALL NOT BE PLACED CLOSER THAN 4-INCHES ABOVE A SEWER OR 18-INCHES BELOW A SEWER. THE SEPARATION DISTANCE SHALL BE THE MAXIMUM FEASIBLE IN ALL CASES.
17. WHERE THE WATER MAIN CROSSES SEWER, ONE FULL LENGTH OF WATER PIPE SHALL BE LOCATED SO BOTH JOINTS ARE AS FAR AS POSSIBLE FROM THE SEWER. THE WATER AND SEWER MAINS MUST BE FULLY SUPPORTED BY THE UNDERLYING SOIL. IN PLACENTS, A LOW PERMEABILITY SOIL SHALL BE USED FOR BACKFILL MATERIAL WITHIN TEN-FOOT OF THE POINT OF CROSSING.
18. NOMINAL DEPTH OF WATER MAIN = 5.5 FEET TO TOP OF PIPE.
19. EXISTING OR PROPOSED VALE BOXES THAT FALL WITHIN PAVEMENT MUST HAVE A SLIP-TYPE VALVE BOX.
20. THE ENTIRE WATERMAIN SYSTEM, INCLUDING SERVICES TAPS IF APPLICABLE, SHALL BE PRESSURE TESTED PER AWWA C600. THE TEST SHALL BE PERFORMED AT A MINIMUM OF 150 psi FOR 2 HOURS WITH A MAXIMUM LOSS OF 5 psi.
21. WATER MAINS SHALL BE DISINFECTED IN ACCORDANCE WITH SPECIFICATIONS.
22. FIRE HYDRANTS SHALL BE MUELLER SUPER CENTURIAN 250 OR APPROVED CITY EQUIV. THAT OPEN RIGHT.
23. BED WATER MAIN ON NATIVE MATERIAL, DIG IN BELLS, AND BACKFILL WITH SUITABLE MATERIAL.
24. ALL CONCRETE SANITARY MANHOLES SHALL HAVE CONSHIELD ANTI-MICROBIAL ADDITIVE INCORPORATED IN CONCRETE MIX.

WHERE PUBLIC UTILITY FIXTURES ARE SHOWN AS EXISTING ON THE PLANS, OR ENCOUNTERED WITHIN THE CONSTRUCTION AREA, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE OWNERS OF THOSE UTILITIES AT THE BEGINNING OF ANY CONSTRUCTION. THE CONTRACTOR SHALL AFFORD ACCESS TO UTILITIES FOR NECESSARY MODIFICATION OF SERVICES. UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES SHALL BE PROTECTED AND NOT BE DAMAGED OR DESTROYED. LOCATIONS MUST BE CONSIDERED APPROXIMATE, BECAUSE THERE MAY BE OTHER FACILITIES IN THE CONSTRUCTION AREA, THE EXISTENCE OF WHICH IS NOT PRESENTLY KNOWN. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THEIR EXISTENCE AND EXACT LOCATION, AND TO AVOID DAMAGE TO THEM.

A cross-sectional diagram of a retaining wall system. The wall is composed of stacked keystone blocks. On top of the wall is a 'CAP UNIT'. The ground surface is labeled 'PROPOSED GROUND'. The existing ground level is labeled 'FINISHED GRADE'. The wall is labeled 'KEYSTONE BLOCK RETAINING WALL'. The base of the wall is on an 'UNREINFORCED CONCRETE OR CRUSHED STONE LEVELING PAD'. A 'PERFORATED DRAIN PIPE (OPTIONAL)' is shown at the base of the wall. The 'UNIT CORE FILL (3/4" CRUSHED ROCK OR STONE)' is shown behind the wall. The 'DESIGN HEIGHT' is indicated by a vertical dimension line on the left. A vertical dimension line on the right indicates the height from the leveling pad to the top of the cap unit, labeled '1'. A horizontal dimension line at the base indicates the width of the leveling pad, labeled '8'.

NOTE:
1. SEE PLAN VIEW FOR WALL LOCATIONS

Checked by: BJC
Project No: C500

- 1) STORM SEWER CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE STANDARD DETAILED SPECIFICATIONS AND DETAILED SPECIFICATION REQUIREMENTS PREPARED FOR THIS PROJECT. CITY OF WEST BRANCH DESIGN AND CONSTRUCTION STANDARDS AND PROCEDURES SHALL PREVAIL.
- 2) ALL STORM SEWERS SHALL BE CLASS 3 RCP UNLESS NOTED OTHERWISE IN THE PLANS.
- 3) AT PLACES WHERE A FLORED END SECTION IS REQUIRED, PIPE LENGTH INCLUDES THE FLORED END. THE LAST TWO JOINTS ARE TO BE TIED WHERE FLORED END SECTIONS ARE REQUIRED.
- 4) ALL RCP STORM SEWERS SHALL BE PROVIDED WITH CLASS "C" BEDDING, UNLESS NOTED OTHERWISE. PVC SEWERS SHALL BE PROVIDED WITH CRUSHED STONE ENCASEMENT.
- 5) STORM SEWERS EXCAVED ON THE PROFILE VIEW SHALL BE BACKFILLED WITH EITHER OF THE FOLLOWING: 1) RCP COMPACTED TO 90% MODIFIED PROCTOR DENSITY.
- 2) A SUITABLE SHAVED MATERIAL. IF EXCAVATED MATERIAL IS NOT SUITABLE, THEN FILL CRUSHED STONE AS SPECIFIED FOR GRANULAR TRENCH BACKFILL SHALL BE USED.
- 6) GRANULAR TRENCH BACKFILL SHALL BE CRUSHED STONE CONFORMING TO I.D.O.T. STANDARD SPECIFICATION 4120.04 WITH #1 MAXIMUM AGGREGATE SIZE. COMPACT TO 90% MODIFIED PROCTOR DENSITY.
- 7) ALL STORM SEWERS SHALL HAVE CONFINED "O" RING GASKETS. STORM SEWERS 36" AND SMALLER SHALL HAVE BELL AND SPIGOT JOINTS. STORM SEWERS LARGER THAN 36" MAY HAVE TONGUE AND GROOVE JOINTS. NO MASTIC JOINTS ALLOWED.
- 8) ALL PIPE SHALL BE CERTIFIED.
- 9) ALL STORM INTAKES SHALL BE A MINIMUM OF 48 INCHES FROM TOP OF CURB/RIM TO SUBGRADE. IF INVERT ELEVATIONS ARE INSUFFICIENT TO PROVIDE THIS REQUIRED DEPTH, THE CONTRACTOR SHALL PROVIDE DEEPER STRUCTURE AND POUR CONCRETE FILLET IN INTAKE TO MAKE INTAKE PIPES DRAIN AT INVERT ELEVATIONS LISTED.
- 10) LIFT HOLES IN STORM SEWER WILL NOT ALLOWED.
- 11) PROVIDE CONCRETE FILLETS IN ALL NEW & EXISTING DRAINAGE STRUCTURES PER REFERENCED DETAILS.

NOTES:

- PIPE SHALL BE PLACED ON CRUSHED STONE MATERIAL.
- BELL HOLES SHALL BE HAND SHAPED SO THAT ONLY PIPE BARREL RECEIVES BEARING PRESSURE.
- PLACE BEDDING TO ENSURE THAT THERE ARE NO VOIDS UNDER OR ALONGSIDE THE LENGTH OF PIPE.
- BACKFILL SHALL BE HAND TAMPED UP TO 12" ABOVE TOP OF PIPE.
- SEE TABLE FOR ALLOWABLE TRENCH WIDTH B_d.

ID INCHES	B _d FEET & INCHES
12	2-3
15	2-9
18	3-0
21	3-3
24	3-6

CLASS "C" BEDDING

- 1) I.D.O.T. CLASS C-3 CONCRETE SHALL BE USED, UNLESS NOTED OTHERWISE.
- 2) CITY OF WEST BRANCH DESIGN AND CONSTRUCTION STANDARDS AND PROCEDURES SHALL PREVAIL.
- 3) PAVEMENT JOINTS SHALL CONFORM TO I.D.O.T. STANDARD ROAD PLANS PV-101, CURRENT REVISION.
- 4) THE CONCRETE AGGREGATE SHALL BE CLASS 3; DURABILITY AS SPECIFIED IN SECTION 4115.01C OF THE I.D.O.T. STANDARD SPECIFICATIONS
- 5) ALL SAWED JOINTS SHALL BE SEALED.

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C501	GENERAL NOTES AND DETAILS
L100	LANDSCAPE PLAN

PLATE USE 1/2"x4"
 STAINLESS STEEL
 ANCHOR BOLT
 ROCK BASE
 6'

N.T.S.

NOTE: DUMPSTER ENCLOSURE SHALL BE CONSTRUCTED WITH ROCKFAC BLOCK (COLOR: GRANITE BLEND) MATERIALS CONSISTENT WITH THOSE USED ON THE BUILDINGS AND IN ACCORDANCE WITH CITY STANDARDS.

FRONT VIEW

6'-0" MIN.

106'-0"

TOP OF MASONRY

BOND BEAM - SEE STRUC.

8" SPLIT FACE CMU (TYP.)

GRADE

100'-0"

TOP OF FOUNDATION

CONCRETE FOUNDATION

CONCRETE FOOTING

WALL SECTION

21'-3 3/4"

13'-3 3/4"

5'-0"

ROLLER WHEELS ON GATE TYP.

Diagram illustrating a roller wheel on gate type. The diagram shows a cross-section of a gate with a roller wheel assembly. Dimensions are provided: 21.33' (height), 13.34' (width), and 5.00' (width of the roller assembly). The text "ROLLER WHEELS ON GATE TYP." is present.

PLAN VIEW

The diagram illustrates the installation of a hydrant stand pipe. A vertical hydrant stand pipe is shown on the left, with a hydrant at the top. The stand pipe is labeled with a height of "18" MIN" and a diameter of "6" OR LESS". It is connected to a horizontal "ANCHORING PIPE (RESTRAINING SPOOL)". This pipe passes through a "TRENCH BACKFILL" and a "TRENCH" to a "VALVE BOX AND GATE VALVE". The trench is labeled with a depth of "DEPTH AS SPECIFIED 5 1/2" MINIMUM". The valve box is connected to a "MAIN" and a "WATER MAIN". A "THRUST BLOCK" is shown on the right, connected to the water main. The thrust block is labeled with "ANCHORING TEE OR STANDARD TEE AND 'ROTO RING' (SWIGEL ADAPTOR) (SWIGEL TEE PREFERRED)". The thrust block is also labeled with "AS REQUIRED". The thrust block is connected to a "CONCRETE PAD" which is labeled with "12" x 12" x 4" CONCRETE PAD". The concrete pad is labeled with "BACKFILL W/ GRAVEL TO 18" ABOVE BOTTOM OF HYDRANT STAND PIPE". The concrete pad is also labeled with "THRUST BLOCK".

NOTES:
 CONTACT LOCAL AUTHORITY FOR SPACING OF HYDRANT BEHIND CURB. USE THREE FEET BEHIND CURB AND LOCAL PUMPER NOZZLE TOWARD CURB IN MOST CASES.
 RUN TRACER WIRE OUTSIDE OF HYDRANT VALVE BOX, THEN DRILL HOLE JUST BELOW VALVE BOX COVER AND TERMINATE TRACER WIRE INSIDE VALVE BOX.
 MINIMUM BARREL SIZE AND VALVE OPENING SHALL BE NO LESS THAN 5 1/2" DIAMETER.

HYDRANT ASSEMBLIES SHALL HAVE THREE NOZZLES (TWO 2½" AND ONE 4½" PUMPER NOZZLE). PUMPER NOZZLE SHALL BE STORZ STYLE. OPERATING UNIT SHALL BE TAPERED 11/16" TO 3/4" SQUARE NUT, OPENING RIGHT (CLOCKWISE)

A technical cross-section diagram of a roadside safety feature. It shows a concrete curb with a height of 6 inches. A sign post is embedded in the curb, holding a rectangular sign that reads "ROADSIDE BLOCKING SYSTEM". The sign has a black background with white text and symbols. To the left of the curb is a tapered curb ramp with a maximum running slope of 1:12 and a maximum cross slope of 1:50. Dimensions are provided for various parts: the curb width is 6'-0"; the distance from the curb face to the base of the sign post is 8'-0"; the distance between two sign posts is 11'-0"; the distance from the second sign post to the edge of the curb is 5'-0"; and the total length of the assembly shown is 8'-0". A note indicates that the plan view shows placement or omission of non-sign bollards. Another note specifies that the steel bollard sign post should follow detailed expansion material requirements.

N.T.S.

SEE PLAN FOR PLACEMENT OR
OMISSION OF NON-SIGN BOLLARD

CONCRETE FILLED
STEEL BOLLARD
SIGN POST, SEE DETAIL
 $\frac{1}{2}$ " EXPANSION
MATERIAL (TYP)

CURB RAMP (TYP)
MAX. RUNNING SLOPE 1:12
MAX. CROSS SLOPE 1:50

TAPER CURB

6"

6'-0"

8'-0"

5'-0"

11'-0"

ROADSIDE
BLOCKING
SYSTEM

NOTE:
BE CO-
BLOCK
MATER
USED ACCOR-

WA 1

N.T.S.

4" CLEAR (TYP)

NO. 4'S (TYP)

FRAM AND LID R-1792-DL, OR

4'-0"

POURED IN PLU P.C.C. SLAB

PLAN

PLAN

PROPOSED GROUND SURFACE (SEE PLANS)

NO. 4'S EACH WAY

2 LAYERS BUILDING PAPER OR FIBER PACKING BETWEEN PIPE AND CONCRETE SLAB

CLEANOUT BEND AND RISER TO BE THE SAME SIZE AND MATERIAL AS SEWER MAIN

INVERT ELEVATION (SEE PLANS)

SEE PLANS FOR DIAMETER OF SEWER MAIN

ELEVATION

ELEVATION

N.T.S.

STATE PERMIT REQUIRED

IMPROPER USE \$200 FINE

VAN ACCESSIBLE

2"x2" GALVANIZED PERFORATED STEEL SIGN POST

5"x5"x1/2" STEEL TUBING, POWDER COAT BLUE, CONCRETE FILLED, DRIVE 2"x2" SQUARE SIGN POST INTO CONCRETE

CONCRETE PAVING

EXPANSION JOINT

1'-6"

6"

1'-0"

3'-0"

6"

3'-6"

15"

N.T.S.

18' PARKING STALL

24' DRIVE AISLE

18' PARKING STALL

6' WALK

CARPORT

7' PCC

6' PCC

SLOPE VARIES

6' PCC SIDEWALK

6' THICKENED CURB

6' GRANULAR SUBBASE

N.T.S.

26"

VARIES

6" WALK

6" INTEGRAL CURB

7" PCC

2%

2"

26"

2%

5" GRANULAR SUBBASE

SCARIFY AND COMPACT 12" BASE TO 95% STANDARD PROCTOR DENSITY.

N.T.S.

19' PARKING STALL

6" INTEGRAL CURB

5" PCC

2%

7' PCC

MIN 2% INVERTED CROWN

19' PARKING STALL

6" INTEGRAL CURB

7' PCC

MIN 2% INVERTED CROWN

6" GRANULAR SUBBASE GRADATION 12

9.5% STANDARD PROCTOR DENSITY

WALK

SIDEWALK

[illegible]

NTS.

1" CHAMFER

1 - #4 BAR CONT.

6"

1/4"

12"

12"

PAVEMENT AS INDICATED



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
07/22/2026 PER CITY REVIEW - BJC/HEH

GENERAL NOTES AND DETAILS

PARKSIDE HILLS
5TH ADDITION
LOT 3
WEST BRANCH
CEDAR COUNTY
IOWA

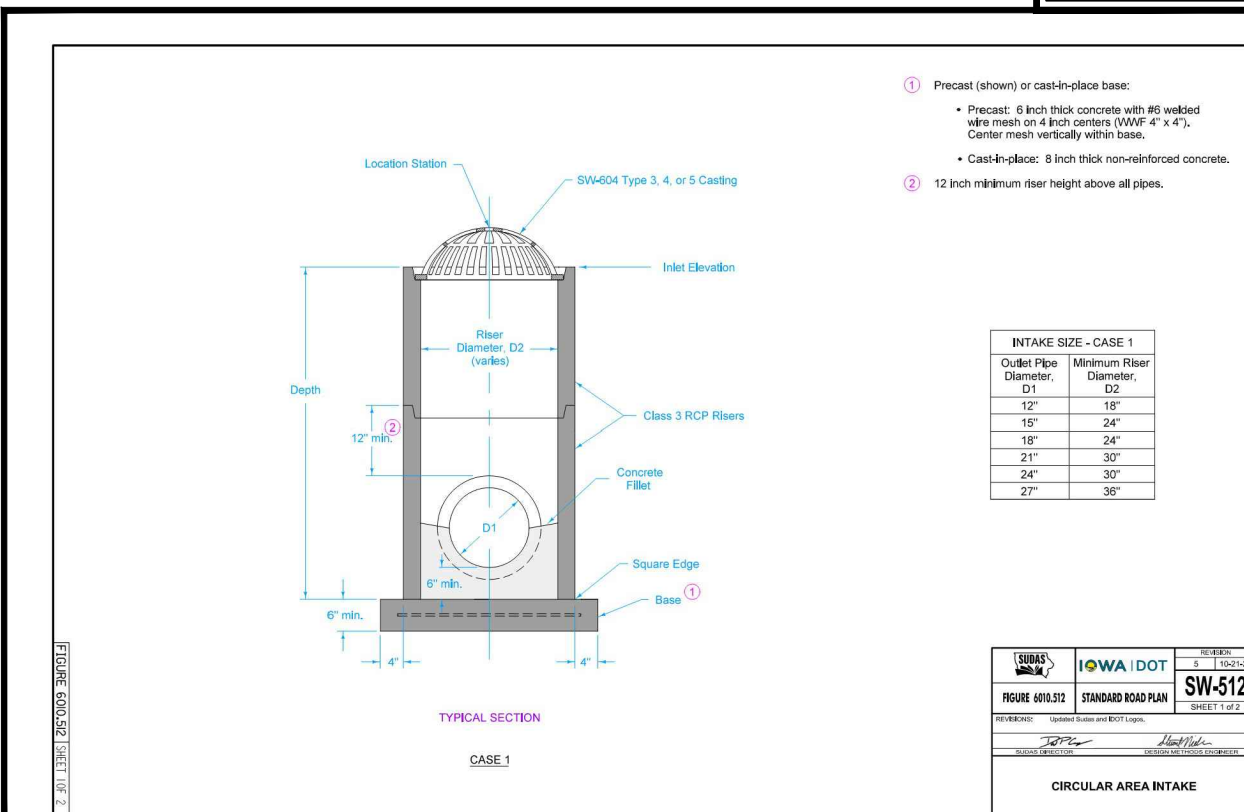
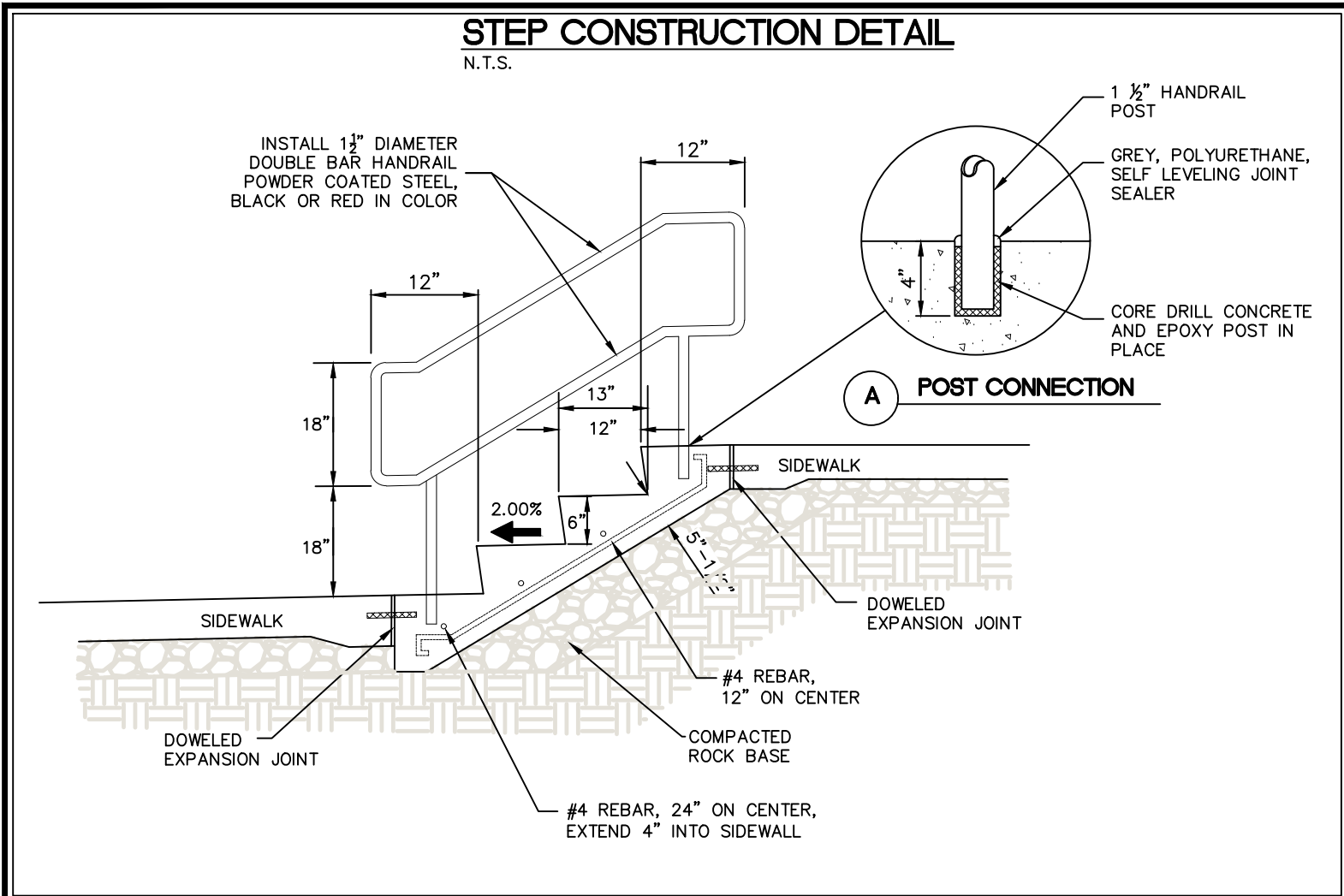
MMS CONSULTANTS, INC.

Date: 05/13/26
Designed by: BJC Field Book No: 1436, PG 26
Drawn by: TAV Scale:
Checked by: BJC Sheet No:
Project No: C501
12148-009 of:

C120
C121
C121
C140

C141
C142
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C162
C500
C501
L100

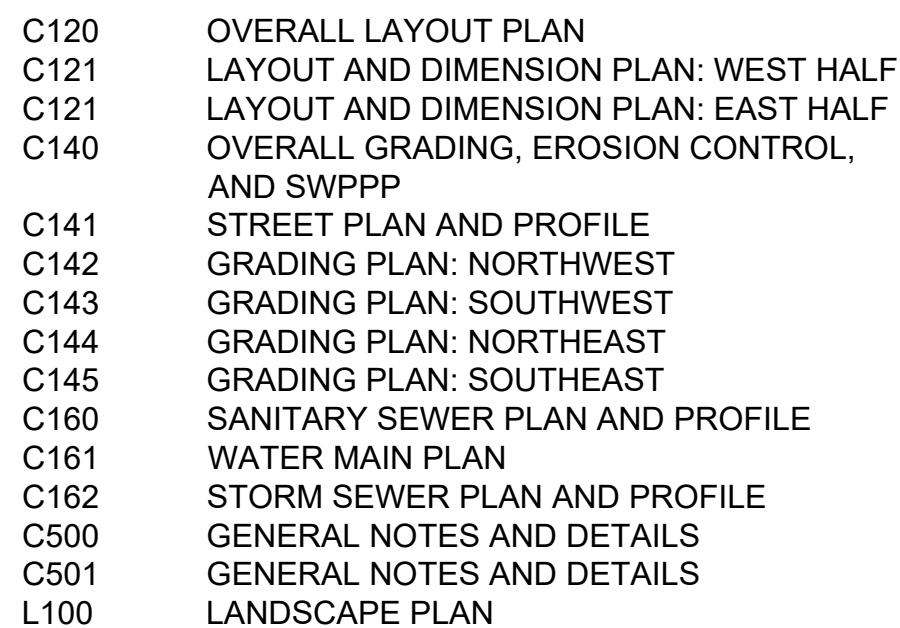
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LANDSCAPE PLAN



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

LANDSCAPE PLAN

MMS CONSULTANTS, INC.	
Date:	07/21/26
Designed by:	Field Book No: 1436, PG 26
Drawn by:	Scale: 1"=30'
Checked by:	Sheet No:
Project No:	L100
12148--009	of:



STANDARD LEGEND AND NOTES

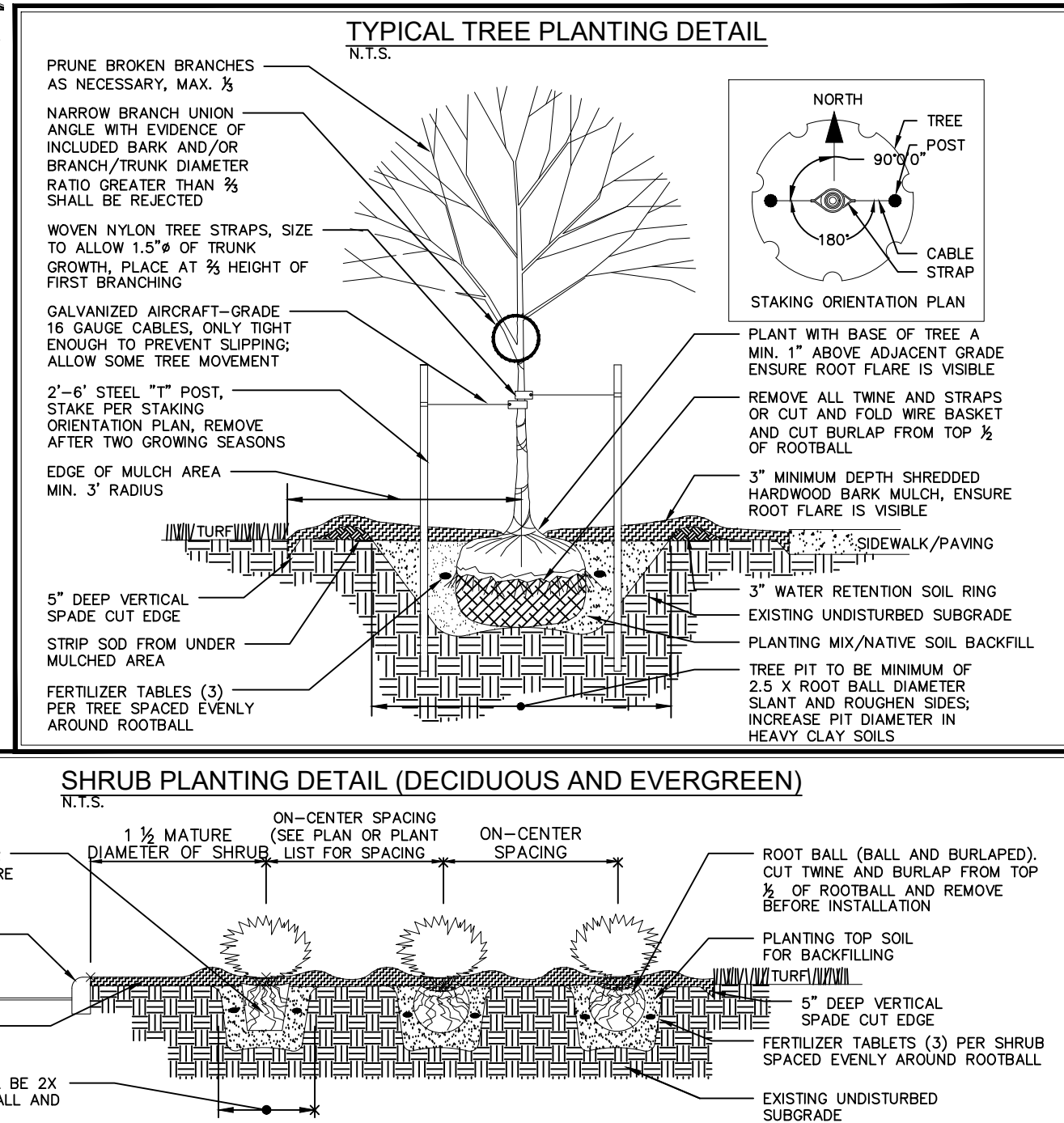
_____	PROPERTY &/OR BOUNDARY LINES
_____	CONGRESSIONAL SECTION LINES
_____	RIGHT-OF-WAY LINES
_____	EXISTING RIGHT-OF-WAY LINES
_____	CENTER LINES
_____	EXISTING CENTER LINES
_____	LOT LINES, INTERNAL
_____	LOT LINES, PLATTED OR BY DEED
_____	PROPOSED EASEMENT LINES
_____	EXISTING EASEMENT LINES
_____	BENCHMARK
_____	RECORDED DIMENSIONS
_____	CURVE SEGMENT NUMBER
(R) 22-1	
-EXIST-	
-PROP-	
	POWER POLE
	POWER POLE W/DROP
	POWER POLE W/TRANS
	POWER POLE W/LIGHT
	GUY POLE
	LIGHT POLE
	SANITARY MANHOLE
	FIRE HYDRANT
	WATER VALVE
	DRAINAGE MANHOLE
	CURB INLET
	FENCE LINE
	EXISTING SANITARY SEWER
	PROPOSED SANITARY SEWER
	EXISTING STORM SEWER
	PROPOSED STORM SEWER
	EXISTING WATER LINES
	PROPOSED WATER LINES
	ELECTRICAL LINES
	TELEPHONE LINES
	GAS LINES
	CONTOUR LINES (1' INTERVAL)
	PROPOSED GROUND
	EXISTING TREE LINE
	EXISTING DECIDUOUS TREE & SHRUB
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UTILITIES

THE CONTRACTOR SHALL NOTIFY IOWA ONE CALL AT 811 OR 800/292-8989 NO LESS THAN 48 HRS. IN ADVANCE OF ANY DIGGING OR EXCAVATION.

WHERE PUBLIC UTILITY FIDUCIARIES ARE SHOWN AS EXISTING ON THE PLANS OR ENCOUNTERED WITHIN THE CONSTRUCTION AREA, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE OWNERS OF THOSE UTILITIES PRIOR TO THE BEGINNING OF ANY CONSTRUCTION. THE CONTRACTOR SHALL AFFORD ACCESS TO THESE STRUCTURES FOR NECESSARY MODIFICATION OF SERVICES. LOCATIONS AND FACILITY IDENTIFICATIONS AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS, AND THEREFORE THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. IT IS POSSIBLE THERE MAY BE OTHERS, THE EXISTENCE OF WHICH IS PRESENTLY NOT KNOWN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING THE EXACT LOCATION OF ANY UTILITY LOCATION AND TO AVOID DAMAGE THERETO. NO CLAIMS FOR ADDITIONAL COMPENSATION WILL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY CAUSED BY SUCH WORK.





REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 3, 2026

AGENDA ITEM: Direction/Discussion: Allowing Brown's Auto to improve Tidewater Drive
--

PREPARED BY: City Administrator, Adam Kofoed

DATE: July 30, 2026

Summary

The following request was submitted by Forrest Brown to City Administrator Adam Kofoed on Friday, July 24, at 3:30 p.m. City Administrator Kofoed initially denied the request; however, Forrest Brown offered to pay for the asphalt and is seeking city approval to improve Tidewater Drive which is a public street.

Direction:

Staff is seeking direction if council would like a private company to donate their time and money to fix a public street.

Price

The verbal quote from Kluesner is \$40,000 for two inches of asphalt. Therefore, this falls under the bid threshold and no engineering or competitive bids would be required.

Staff Recommendation

At this time, staff recommends the repaving of the road since it stays within all Iowa laws and the road could use some improvements.

RESOLUTION NO. 966

A RESOLUTION TO ADOPT A CODE OF ETHICS FOR MEMBERS OF THE WEST BRANCH
CITY COUNCIL

WHEREAS, the City Council, of the City of West Branch, Iowa deems it advisable to adopt a Code of Ethics for Members of the West Branch City Council; and

WHEREAS, The citizens and businesses of West Branch are entitled to have fair, ethical and accountable local government, which has earned the public's full confidence for integrity.

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

Section 1. That the Code of Ethics set forth in Exhibit "A" attached hereto and made a part hereof, be in full force and effect immediately upon its adoption and approval, as provided by law.

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

Passed and approved this 3rd day of January, 2012.

Don Kessler, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

EXHIBIT “A”

CODE OF ETHICS FOR MEMBERS OF THE WEST BRANCH CITY COUNCIL

Preamble

The citizens and businesses of West Branch are entitled to have fair, ethical and accountable local government, which has earned the public's full confidence for integrity. In keeping with the City of West Branch's Commitment to Excellence, the effective functioning of democratic government therefore requires that:

Public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; public officials be independent, impartial and fair in their judgment and actions; public office be used for the public good, not for personal gain; and public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the West Branch City Council has adopted a Code of Ethics for members of the City Council to assure public confidence in the integrity of local government and its effective and fair operation.

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of West Branch and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the West Branch City Council.

2. Comply with the Law

Members shall comply with the laws of the nation, the State of Iowa and the City of West Branch in the performance of their public duties. These laws include, but are not limited to: the United States and Iowa constitutions; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and City ordinances and policies.

3. Conduct of Members

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, boards and commissions, the staff or public.

4. Respect for Process

Members shall perform their duties in accordance with the processes and rules of order established by the City Council governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

5. Conduct of Public Meetings

Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

6. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest or where they have an organizational responsibility or personal relationship, which may give the appearance of a conflict of interest.

In accordance with the law, no member shall participate in the disposition of any matter in which he or she is interested. For purposes of this section “interested” includes any direct or indirect financial or personal interest held by a member or member of his/her family. Before any matter is heard, a member having an interest shall state it and withdraw from participation, or he/she may disclose the facts involved and request a determination by the Council of whether a conflict of interest exists. Any question of the existence or non-existence of a conflict of interest sufficient to disqualify a member from participating in the disposition of any matter shall be decided by a majority vote of the other members of the Council. In case of a tie, the member shall be disqualified.

7. Gifts and Favors

Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits, which might compromise their independence of judgment or action or give the appearance of being compromised.

8. Confidential Information

Members shall respect the confidentiality of information concerning the property, personnel or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

9. Use of Public Resources

Members shall not use public resources not available to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.

10. Representation of Private Interests

In keeping with their role as stewards of the public interest, members of Council shall not appear on behalf of the private interests of third parties before the Council or any board, commission or proceeding of the City.

11. Advocacy

Members shall represent the official policies or positions of the City Council to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of West Branch, nor will they allow the inference that they do.

12. Policy Role of Members

Members shall respect and adhere to the mayor-council structure of West Branch city government as outlined by the Chapter 372.4 of Iowa Code. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards and commissions, and City staff.

The City Administrator/Clerk shall be directly responsible to the Council for the administration of municipal affairs as directed by that body. All departmental activity requiring the attention of the council

shall be brought before the body by the Administrator/Clerk and all Council involvement in administration initiated by the Council must be coordinated through the Administrator/Clerk.

13. Independence of Boards and Commissions

Because of the value of the independent advice of boards and commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board and commission proceedings.

14. Positive Work Place Environment

Members shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.

15. Implementation

As an expression of the standards of conduct for members expected by the City, the West Branch Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for candidates for City Council and newly elected and appointed officials. Members entering office shall sign a statement affirming they read and understood the City of West Branch code of ethics. In addition, the Code of Ethics shall be annually reviewed by the City Council and the City Council shall update it as necessary.

16. Compliance and Enforcement

The West Branch Code of Ethics expresses standards of ethical conduct expected for members of the West Branch City Council. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

City Council members who intentionally and repeatedly do not follow proper ethical standards may be reprimanded or formally censured by the Council. It is the responsibility of the Council to initiate action if a Council member's behavior may warrant censure. Council members should point out to the offending Council member infractions of the Code of Ethics or Code of Conduct.

If the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Mayor Pro-Tem. It is the responsibility of the Mayor to initiate action if a Councilmember's behavior may warrant censure. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.

If violation of the Code of Ethics or Code of Conduct is outside of the observed behaviors by the Mayor or Council members, the alleged violation should be referred to the Mayor. The Mayor should ask the City Administrator and/or the City Attorney to investigate the allegation and report the findings to the Mayor. It is the Mayor's responsibility to take the next appropriate action. These actions can include, but are not limited to discussing and counseling the individual on the violations or recommending censure to the full Council to consider in a public meeting.

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Council decision.

**Model of Excellence
West Branch City Council
MEMBER STATEMENT**

As a member of the West Branch City Council, I agree to uphold the Code of Ethics and the Code of Conduct for elected and appointed officials adopted by the City and conduct myself by the following model of excellence. I will:

Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions;

Help create an atmosphere of respect and civility where individual members, City staff and the public are free to express their ideas and work to their full potential;

Conduct my personal and public affairs with honesty, integrity, fairness and respect for others;

Respect the dignity and privacy of individuals and organizations;

Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;

Avoid and discourage conduct, which is divisive or harmful to the best interests of West Branch;

Treat all people with whom I come in contact in the way I wish to be treated;

I affirm that I have read and understood the City of West Branch Code of Ethics and the City of West Branch Code of Conduct.

Signature

Date

Printed Name

RESOLUTION NO. 967

A RESOLUTION TO ADOPT A CODE OF CONDUCT FOR MEMBERS OF THE WEST BRANCH
CITY COUNCIL

WHEREAS, the City Council, of the City of West Branch, Iowa deems it advisable to adopt a Code of Conduct for Members of the West Branch City Council; and

WHEREAS, the citizens and businesses of West Branch are entitled to have Council members who treat one another, city staff, constituents and others with respect.

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

Section 1. That the Code of Conduct set forth in Exhibit "A" attached hereto and made a part hereof, be in full force and effect immediately upon its adoption and approval, as provided by law.

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

Passed and approved this 3rd day of January, 2012.

Don Kessler, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

EXHIBIT “A”

CODE OF CONDUCT FOR MEMBERS OF THE WEST BRANCH CITY COUNCIL

Roles, Responsibilities and Respect

This Code of Conduct is designed to describe the manner in which Council members should treat one another, city staff, constituents, and others they come into contact with in representing the City of West Branch.

The constant and consistent theme through all of the conduct guidelines is "respect." Council members experience huge workloads and tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, elected officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide Council members to do the right thing in even the most difficult situations.

All Council members:

All members of the City Council have equal votes. No Council member has more power than any other Council member, and all should be treated with equal respect. Council members must recognize that they act collectively as a governing body during properly noticed public meetings. Members must recognize that they do not have authority to make decisions or take individual actions on behalf of the City Council unless expressly directed to do so by the City Council.

All Council members should:

- Fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration and courtesy to others.
- Prepare in advance of Council meetings and be familiar with issues on the agenda.
- Represent the City at ceremonial functions at the request of the Mayor.
- Be respectful of other people's time. Stay focused and act efficiently during public meetings.
- Serve as a model of leadership and civility to the community.
- Inspire public confidence in West Branch government.
- Demonstrate honesty and integrity in every action and statement.
- Participate in scheduled activities to increase team effectiveness and review Council procedures, such as this Code of Conduct.

Policies & Protocol Related to Conduct

Ceremonial Events

Requests for a City representative at ceremonial events will be handled by City staff. The Mayor will serve as the designated City representative. If the Mayor is unavailable, then City staff will determine if event organizers would like another representative from the Council. If yes, then the Mayor will recommend which Council member should be asked to serve as a substitute. Invitations received at City Hall are presumed to be for official City representation. Invitations addressed to Council members at their homes are presumed to be for unofficial, personal consideration.

Endorsement of Candidates

Council members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention endorsements during Council meetings or other official City meetings.

Council Conduct with One Another

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as Council may "agree to disagree" on contentious issues. Council members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the City Council, boards, commissions, committees, staff or the public.

IN PUBLIC MEETINGS

- **Practice civility and decorum in discussions and debate**

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Council members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

- **Honor the role of the Chair in maintaining order**

It is the responsibility of the Chair to keep the comments of Council members on track during public meetings. Council members should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

- **Avoid personal comments that could offend other Council members**

If a Council member is personally offended by the remarks of another Council member, the offended Council member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Council member to justify or apologize for the language used. The Chair will maintain control of this discussion.

- **Demonstrate effective problem-solving approaches**

Council members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

IN PRIVATE ENCOUNTERS

- **Continue respectful behavior in private**

The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

- **Be aware of the insecurity of written notes, voicemail messages, and email**

Technology allows words written or said without much forethought to be distributed far and wide. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message was played on a speaker phone in a full office? What would happen if this e-mail message was forwarded to others? Written notes, voicemail messages and e-mail should be treated as potentially "public" communication.

- **Even private conversations can have a public presence**

Elected officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

Council Conduct with City Staff

Governance of a City relies on the cooperative efforts of elected officials, who set policy, and City staff who implements and administers the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- **Treat all staff as professionals**

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

- **Limit contact to specific City staff**

Questions of City staff and/or requests for additional background information should be directed only to the City Administrator or Department Heads. The Office of the City Administrator should be copied on any request.

Requests for follow-up or directions to staff should be made only through the City Administrator. When in doubt about what staff contact is appropriate, Council members should ask the City Administrator for direction. Materials supplied to a Council member in response to a request will be made available to all members of the Council so that all have equal access to information.

- **Do not disrupt City staff from their jobs**

Council members should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

- **Never publicly criticize an individual employee**

Council members should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the City Administrator through private correspondence or conversation.

- **Do not get involved in administrative functions**

Council members must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.

- **Check with City staff on correspondence before taking action**

Before sending correspondence, Council members should check with City staff to see if an official City response has already been sent or is in progress.

- **Do not attend meetings with City staff unless requested by staff.**

Even if the Council member does not say anything, the Council member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

- **Limit requests for staff support**

Requests for staff support – even in high priority or emergency situations -- should be made to the City Administrator who is responsible for allocating City resources in order to maintain a professional, well-run City government.

- **Do not solicit political support from staff**

Council members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

Council Conduct with the Public

IN PUBLIC MEETINGS

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Council members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- **Be welcoming to speakers and treat them with care and gentleness**

The way that Council treats people during public hearings can do a lot to make them relax or to push their emotions to a higher level of intensity.

- **Be fair and equitable in allocating public hearing time to individual speakers**

The Chair will determine and announce limits on speakers at the start of the public hearing process. Generally, each speaker will be allocated five-minutes with applicants and appellants or their designated representatives allowed more time. If many speakers are anticipated, the Chair may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during the public hearing unless the Council requests additional clarification later in the process. After the close of the public hearing, no more public testimony will be accepted unless the Chair reopens the public hearing for a limited and specific purpose.

- **Give the appearance of active listening**

It is disconcerting to speakers to have Council members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger or boredom. There shall be no sidebar conversations.

- **Ask for clarification, but avoid debate and argument with the public**

Only the Chair or City Administrator – not individual Council members -- can interrupt a speaker during a presentation. However, a Council member can ask the Chair for a point of order if the speaker is off the topic or exhibiting behavior or language the Council member finds disturbing.

If speakers become flustered or defensive by Council questions, it is the responsibility of the Chair to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Council members to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Council members' personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

- **No personal attacks of any kind, under any circumstance**

Council members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

- **Follow parliamentary procedure in conducting public meetings**

The City Administrator serves as advisory parliamentarian for the City and is available to answer questions or interpret situations according to parliamentary procedures. The Chair, subject to the appeal of the full Council makes final rulings on parliamentary procedure.

IN UNOFFICIAL SETTINGS

- **Make no promises on behalf of the Council**

Council members will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise City staff will do something specific (fix a pothole, remove a library book fine, plant new flowers in the median, etc.).

- **Make no personal comments about other Council members**

It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Council members, their opinions and actions.

- **Remember that you are a highly visible member of the City**

Council members are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the City of West Branch. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by Council members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

Council Conduct with Other Public Agencies

- **Be clear about representing the city or personal interests**

If a Council member appears before another governmental agency or organization to give a statement on an issue, the Council member must clearly state: 1) if his or her statement reflects personal opinion or is the official stance of the City; 2) whether this is the majority or minority opinion of the Council.

If the Council member is representing the City, the Council member must support and advocate the official City position on an issue, not a personal viewpoint.

- **Correspondence also should be equally clear about representation**

City letterhead may be used when the Council member is representing the City and the City's official position. A copy of official correspondence should be given to the City Administrator to be filed at City Hall as part of the permanent public record.

City letterhead is not be used for correspondence of Council members representing a personal point of view or a dissenting point of view from an official Council position.

Council Conduct with Boards and Commissions

The City has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

- **If attending a Board or Commission meeting, be careful to only express personal opinions**

Council members may attend any Board or Commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation – especially if it is on behalf of an individual, business or developer -- could be viewed as unfairly affecting the process. Any public comments by a Council member at a Board or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire City Council.

- **Limit contact with Board and Commission members to questions of clarification**

It is inappropriate for a Council member to contact a Board or Commission member to lobby on behalf of an individual, business, or developer. It is acceptable for Council members to contact Board or Commission members in order to clarify a position taken by the Board or Commission.

Council Conduct with the Media

Council members are frequently contacted by the media for background and quotes.

- **The best advice for dealing with the media is to never go "off the record"**

Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

- **The Mayor and City Administrator are the official spokespersons for the representative on City position.**

The Mayor and City Administrator are the designated representatives of the Council to present and speak on the official City position. If an individual Council member is contacted by the media, the Council member should be clear about whether their comments represent the official City position or a personal viewpoint.

- **Choose words carefully and cautiously**

Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

Sanctions

- **Public Disruption**

Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the Council Chambers.

- **Inappropriate Staff Behavior**

Council members should refer to the City Administrator any City staff who does not follow proper conduct in their dealings with Council members, other City staff, or the public. These employees may be disciplined in accordance with standard City procedures for such actions. (Please refer to the section on Council Conduct with City Staff for more details on interaction with Staff.)

- **Council members Behavior and Conduct**

City Council members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council. It is the responsibility of the Council to initiate action if a Council member's behavior may warrant censure. Council members should point out to the offending Council member infractions of the Code of Ethics or Code of Conduct.

If the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Mayor Pro-Tem. It is the responsibility of the Mayor to initiate action if a Councilmember's behavior may warrant censure. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.

If violation of the Code of Ethics or Code of Conduct is outside of the observed behaviors by the Mayor or Council members, the alleged violation should be referred to the Mayor. The Mayor should ask the City Administrator and/or the City Attorney to investigate the allegation and report the findings to the Mayor. It is the Mayor's responsibility to take the next appropriate action. These actions can include, but are not limited to discussing and counseling the individual on the violations or recommending censure to the full Council to consider in a public meeting.

A violation of this Code of Conduct shall not be considered a basis for challenging the validity of a Council decision.

RESOLUTION NO. 968

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

WHEREAS, the City Council, of the City of West Branch, Iowa deems it advisable to adopt Procedural Rules for the West Branch City Council; and

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

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

Section 1. That the Procedural Rules for the West Branch City Council set forth in Exhibit "A" attached hereto and made a part hereof, be in full force and effect immediately upon its adoption and approval, as provided by law.

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

Passed and approved this 3rd day of January, 2012.

Don Kessler, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

EXHIBIT “A”

PROCEDURAL RULES OF THE WEST BRANCH CITY COUNCIL

Part I. General Provisions

Rule 1. Scope of Rules. These rules shall govern the conduct of the Council and shall be interpreted to ensure fair and open deliberations and decision making.

Rule 2. Technical Parliamentary Forms Abolished. Except as specifically provided in these rules, the Council shall not use any formal points of parliamentary order, personal privilege, parliamentary inquiry or other technical forms. Only motions specified within these rules are allowed.

Rule 3. Matters Not Covered. Any matter or order or procedure not covered by these rules shall be referred to the presiding officer, who shall decide the matter with or without the assistance and advice of the City Attorney and/or the City Administrator in conformity with the purpose of these rules in a fair and expeditious manner. The decision of the presiding officer may be reversed by a majority vote of the Council.

Rule 4. Interpretation. These rules are intended to supplement and shall be interpreted to conform to the statutes of the State of Iowa and the ordinances of the City of West Branch.

Part II. Time and Place of Meeting

Rule 5. Regular Meetings. The regular meetings of the Council are on the first of third Mondays of each month in the Council Chambers at City hall. The time of said meetings shall be 6:30 p.m. when held during the months of November through March and shall be at 7:00 p.m. when held during the months of April through October. If such day falls on a legal holiday, the meeting is held at a mutually agreeable time, as determined by the Council. (City Code Chapter 17.04.1, Ord. 650 – Aug. 08 Supp.)

Rule 6. Special Meetings. Special meetings shall be held upon call of the Mayor or upon the written request of a majority of the members of the Council submitted to the Administrator/Clerk. Notice of a special meeting shall specify the date, time, place and subject of the meeting and such notice shall be given personally or left at the usual place of residence of each member of the Council. A record of the service of the notice shall be maintained by the Administrator/Clerk. (City Code Chapter 17.04.2, Code of Iowa, Sec. 372.13[5])

Rule 7. Quorum. A majority of all Council members is a quorum. (City Code Chapter 17.04.3, Code of Iowa, Sec.372.13[1])

Rule 8. Attendance. The Mayor or Council Members may attend either in person or by telephone conference call or video communications. The video conference or telephonic participation must be available to be heard by members of the public.

Part III. Agenda

Rule 9. Preparation of Agenda. Prior to each regular Council meeting the City Administrator/Clerk shall publish an Agenda which contains all items the Council anticipates acting upon at the meeting. The Council may adopt the agenda as presented, or may amend the agenda as provided by these rules and may adopt the agenda as amended.

Rule 10. Consent Agenda. In preparing an Agenda the City Administrator/Clerk shall separately designate items as "Consent Agenda" which may be acted upon by the Council under Rule 50. The "Consent Agenda" shall consist of routine non-controversial items which in the City Administrator/Clerk's determination can be appropriately considered in bulk at the Council meeting.

Rule 11. Agenda Requests and Deadline. The Mayor, any member of the Council and the City Administrator/Clerk may have an item included upon the Agenda by requesting the City Administrator/Clerk to include the item by noon on the Tuesday preceding the Council meeting. Citizens may address the Council, pursuant to Part V of these rules, to request an agenda item at a future Council Meeting or contact one of their elected officials to request that they include an item on a future agenda.

Rule 12. Extra Items. Items requested or filed after noon on the Tuesday preceding a Council meeting shall not be included upon the Agenda unless the Mayor, a Council Member or the City Administrator/Clerk shall deem the item of sufficient urgency to warrant immediate Council action. These items shall be designated as "Extra" items and will be considered at the appropriate place on the regular Agenda (prior to or after a related item) or at the end of the regular Agenda. The City Administrator/Clerk shall record on the item the name of the sponsoring Council member.

Rule 13. Sponsor Required. The City Administrator/Clerk shall not place upon the Agenda any matter for reconsideration unless sponsored by a Council member who voted on the originally prevailing side or who was absent at the time of the original action, provided said Council member made the motion at the next Council Meeting that Council member attended.

Rule 14. Withdrawal of Items. Only the City officer requesting the placement of an item on the Agenda may withdraw the item prior to the Council meeting, but in withdrawing the item shall state the reason therefore which reason shall be transmitted to the Council. An item withdrawn by the City Administrator/Clerk may nonetheless, in the discretion of the Council, be acted upon in its regular order.

Rule 15. Order of Consideration of Agenda. Except as otherwise provided in these rules, each Agenda item shall be considered in the numerical order assigned by the City Administrator/Clerk. Each Agenda item shall be separately announced by the presiding officer, or City Administrator/Clerk, for purposes of discussion and consideration. To announce an item, it shall be sufficient to identify the item by the number assigned by the City Administrator/Clerk, unless greater specificity is requested by some person in attendance. This rule shall not apply to consideration of items under Rule 50 or Rule 51. The following is the order of business of the City Council at its meetings:

- 1) Call to order
- 2) Roll call
- 3) Welcome
- 4) Approve Agenda/Consent Agenda/Move to action
- 5) Communications/Open Forum
- 6) Public Hearings/Non-Consent Agenda
- 7) City Staff Reports
- 8) Comments from Mayor and Council Members
- 9) Adjournment

The following is the order of business of the City Council at its work sessions:

- 1) Call to order
- 2) Roll call
- 3) Work Session Agenda Items
- 4) Adjournment

Part IV. Conduct of Meetings

Rule 16. Presiding Officer. The Mayor, or in the Mayor's absence or incapacity, the Mayor Pro Tem, shall be the presiding officer at all Council meetings. If both the Mayor and Mayor Pro Tem are absent the most senior Council member present shall preside. In the event two or more members equally possess the greatest seniority then the eldest person among them shall preside. The presiding officer is also known as the chair.

Rule 17. Control of Discussion. The presiding officer shall control discussion of the Council on each Agenda item to assure full participation in accordance with these rules.

Rule 18. Discussion. A Council member shall speak only after being recognized by the presiding officer. A Council member recognized for a specific purpose shall limit remarks to that purpose. A Council member, after being recognized shall not be interrupted except by the presiding officer to enforce these rules, or by another Council member raising a point of order.

Rule 19. Members May Speak – How Often. No member shall speak more than once on the same question until all other members desiring to speak have spoken.

Rule 20. Members Address the Presiding Officer. Members will address their comments to the presiding officer, not to each other, staff or public attending the meeting.

Rule 21. Presiding Officer's Right to Enter into Discussion. The Mayor (or other presiding officer) may enter into any discussion.

Rule 22. Remarks to be Germane. Comments must be directed to the subject under consideration. The presiding officer shall rule on the germaneness of comments. Members making personal, impertinent, or slanderous remarks may be barred, at the presiding officer's discretion, from further comment on the item under consideration.

Rule 23. No side conversations between members. Members shall not have side conversations with each other during any Council Meeting. Should a member of Council wish to share information with other members, that member should seek the recognition of the chair.

Rule 24. Profanity. No member shall use profanity while speaking in any Council Meeting.

Rule 25. Motive. No member shall question the motive of another.

Rule 26. Dress Code for members of the Council. At all times during meetings of the Council, proper attire for men shall be a combination of collared shirt (such as a dress shirt or polo shirt), and dress slacks with a belt or jeans. Proper attire for women includes a skirt or trousers (including denim) combined with a top. This rule applies only to members of Council.

Part V. Citizen Participation

Rule 27. Citizen's Right to Address Council. Persons other than Council Members shall be permitted to address the Council in the open forum section of the agenda for items not on the agenda, or prior to Council discussion of an item for specific Agenda items, if he or she completes a Citizen Comment Form. Citizen Comment Forms will be provided by the City Administrator/Clerk, Deputy City Clerk or Administrative Assistant, and must be completed and provided to the City Administrator/Clerk, Deputy City Clerk or Administrative Assistant prior to the start of the meeting.

Rule 28. Manner of Addressing Council. A person desiring to address the Council shall stand up (unless that person has physical limitations which prevents the person from doing so), state his or her name, address, and group affiliation (if any), speak clearly and address his or her comments to the presiding officer.

Rule 29. Time Limit on Citizen's Remarks. Citizens shall be limited to three minutes speaking time per item. Total citizen input on any subject under Council consideration can be limited to a fixed period by the presiding officer. A majority vote of the Council may extend the time limitations of this rule.

Rule 30. Remarks of Citizens to be Germane. Citizen comments must be directed to the subject under consideration. The presiding officer shall rule on the germaneness of citizen comments. Citizens making personal, impertinent, or slanderous remarks may be barred by the presiding officer from further comment

before the Council during the meeting.

Part VI. Council Action

Rule 31. Call to Order. The Mayor or Mayor Pro Tem shall call the meeting to order at the appointed hour. In the absence of the Mayor and the Mayor Pro Tem the City Administrator/Clerk shall call the meeting to order and a temporary presiding officer shall then be selected under Rule 16. The selected temporary presiding officer shall serve as successor Mayor Pro Tem for the meeting for purposes of being authorized to sign all measures passed and contracts approved at the meeting.

Rule 32. Roll Call. Before proceeding with the business of the Council, the City Administrator/Clerk, Deputy City Clerk or Administrative Assistant shall call the roll call of members present, and enter those named in the minutes. The City Administrator/Clerk, Deputy City Clerk or Administrative Assistant shall determine the presence of a quorum as required by law and these rules.

Rule 33. Motion Required. All action requiring a vote shall be moved by a member of the Council.

Rule 34. Motions. Allowable motions include the following: 1) Motion to approve, 2) motion to amend, 3) motion to adjourn, 4) motion to recess, 5) motion to postpone to a certain time, 6) motion to postpone indefinitely, 7) motion to appeal the rule of the chair, 8) motion to suspend the rules, 9) motion to reconsider and 10) motion for the previous question. Form and example:

Motion to approve: I move the adoption of item 6b.

Motion to amend: I move to amend by inserting the words “and grade” after “purchase.” Discussion and a vote would then take place on the amendment, i.e. the addition of the words “and grade.” Whether the amendment is or is not adopted, a subsequent vote would be taken on the underlying item.

Motion to adjourn: I move to adjourn.

Motion to recess: I move that the meeting recess until 9:00 p.m. Or, I move to recess for ten minutes.

Motion to postpone to a certain time: I move to postpone the motion to the next meeting.

Motion to postpone indefinitely: I move that the item be postponed indefinitely.

Motion to appeal the rule of the chair: I appeal from the decision of the chair. If seconded, the chair shall clearly state the exact question at issue, the reason for his or her decision and states the question, “Shall the decision of the chair be sustained?”

Motion to suspend the rules: I move that the rules be suspended which interfere with ... [stating the object of the suspension].

Motion to reconsider: I move to reconsider the vote on the resolution relating to the annual banquet. I voted for [or against] the resolution.

Motion for the previous question: I move the previous question.

Rule 35. Motions – Requiring a second. No motion shall be debated until another member has seconded the motion. After a motion has been made, another member who wishes it to be considered says, “I second the motion,” and may do so without obtaining the floor.

Rule 36. Must be read or stated before debate. After a motion is made and seconded, it shall be stated by the presiding officer before being debated.

Rule 37. Points of Order. Members of Council, who notice a breach of these rules, may raise a point of

order to insist upon their enforcement. (If the presiding officer notices a breach, he or she corrects the matter immediately; but if he or she fails to do so, any member can make the appropriate point of order.) Points of order are ruled upon by the presiding officer. Points of order are not debatable.

Rule 38. Appeal from a Ruling of the Presiding Officer. Should there be an appeal from any ruling of the presiding officer, the question, "Shall the chair be sustained?" shall be immediately put and determined before the Council proceeds to other business.

Rule 39. Previous Question. Any member may move the previous question. The motion shall be restated by the presiding officer in this form: "Shall the question under immediate consideration be now put?" It shall only prevail when supported by four-fifths of the Council and until decided shall preclude debate. If the motion is sustained, the proponent of the matter under consideration shall have one minute in which to make a closing statement before the Council votes on the question. A failure to sustain the motion shall not take the matter under consideration from further consideration of the Council; but the Council shall proceed as if the motion had not been made.

Rule 40. Not debatable. The following motions shall be decided without debate: 1) motion to adjourn, 2) motion for the previous question, 3) motion to suspend the rules and 4) motion to recess.

Rule 41. Indefinite postponement. When a question is postponed indefinitely, that item shall not be acted on again in the same calendar year except when supported by four-fifths of the Council.

Rule 42. Presiding Officer's Right to Speak Last. The presiding officer has the right to close debate and speak last on any item.

Rule 43. Closing Debate. Discussion shall be closed on any item by the presiding officer with the concurrence of a majority of the Council. Except as provided by Rule 22, a call for the vote shall not close discussion if any member of the Council still wishes to be heard.

Rule 44. Motion to Reconsider. A motion to reconsider must be made by a Council member who was on the prevailing side in the original action or by a Council Member absent at the time of the original action.

Rule 45. Call for Vote. At the conclusion of debate the presiding officer shall call for a vote, provided however, a majority of the Council may require a vote at any time.

Rule 46. Separate Consideration. Except as otherwise required by these rules each Agenda item shall be voted upon separately and each separate vote shall be recorded by the City Administrator/Clerk.

Rule 47. Action on Consent Agenda. Except as herein provided the "Consent Agenda" shall be considered in bulk and voted upon in single motion. Each Council Member shall separately note upon a form provided by the City Administrator/Clerk any matter on the "Consent Agenda" upon which he or she wishes to speak or to vote no. At the time of consideration of the "Consent Agenda" the presiding officer shall announce the items upon which Council members have indicated they wish to speak or vote no. The presiding officer shall also recognize any person in attendance who has indicated on the Citizen Comment Form their wish to speak upon a particular consent item. Items upon which any Council Member or citizen wishes to speak shall be considered separately and not as a portion of any motion calling for action upon the remainder of the "Consent Agenda". The City Administrator/Clerk, Deputy City Clerk or Administrative Assistant, on all matters contained in the "Consent Agenda," shall record the yes and no votes on each item separately as if each item had been moved and voted upon separately. Rule 15 shall not apply.

Rule 48. Action to Multiple Items. With the consent of a majority of the Council, Rule 46 hereof notwithstanding, the Council may consider for voting purposes more than one item, but in such event the vote upon each item will be separately recorded by the City Administrator/Clerk noting specific yes or no votes of each Council member on each item.

Rule 49. Recording Names of Moving Members. The City Administrator/Clerk, Deputy City Clerk, or Administrative Assistant shall record the name of the Council Member making and seconding each motion.

Rule 50. Consideration of Matters Not on Agenda. Except as to matter which by law require the publication of notice before consideration by the Council any member of the Council may, at the close of the regular Agenda, bring a matter not on the Agenda to the Council's attention. Council may not act upon such matters, rather direct such matter be included upon a later Agenda.

Part VII. Miscellaneous

Rule 51. Motions. At any appropriate place on the Agenda any member of the Council may make a motion for the Council to act upon any matter if the motion is germane to the matter under consideration.

Rule 52. Waiver of Ordinance Readings.

A Council member may move the final passage of an ordinance, with waiver of first or second consideration of the ordinance or waiver or both, by reciting the following motion.

"Moved by (insert the moving Council member's name) that the rule requiring that ordinances must be considered and voted on for passage at two Council meetings prior to the meeting at which it is to be finally passed be suspended; that the first and second consideration and vote be waived; that the ordinance be placed upon its final passage and that the ordinance do now pass."

or may move waiver by reference to the language of this section to be known as "the waiver rule".

Rule 53. Name of Sponsor on Roll Call. Any time these rules require an action to be sponsored by a Council member, the City Administrator/Clerk shall note the name of the sponsoring Council member on the face of the roll call for said item.

Rule 54. Suspension of Rules. These rules or any part hereof, may be suspended for a specific purpose by a two-thirds majority of the Council.

Rule 55. Hearings. Any other rule to the contrary notwithstanding, unless required by statute or necessary to conform to proceedings required for a special purpose, a hearing shall commence when declared open by the presiding officer and shall close when closed by the presiding officer or by other formal action of the Council.

Rule 56. Informal Requests. A member of the Council, before or during the consideration of any matter, or in the course of a hearing, may request and receive information, explanations or the opinions of the City Attorney, City Administrator/Clerk or any City employee.