

*(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**

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

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

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

City Staff present: City Administrator Adam Kofoed and City Clerk Alycia Friis

Attending via Zoom: Finance Officer Heidi Van Auken and Deputy City Clerk Jessica Brown

## **APPROVE THE AGENDA**

Motion to Approve the Agenda made by Miller, 2<sup>nd</sup> by Dean. Motion carried on a voice vote.

## **APPROVE CONSENT AGENDA**

Approve Minutes from the January 5, 2025 City Council meeting.

Approve the Forth Option Year of Contract 140P6021P0005, HEHO-City services for the period of January 29, 2026 to July 28, 2026 (snowplowing and alarm intrusion for the National Park Service and Herbert Hoover National Historic Site).

Approve Claims for January 20, 2026.

|   |                             |            |
|---|-----------------------------|------------|
| EXPENDITURES                            | 1/20/2026                   |            |
| EOCENE ENVIRONMENTAL GROUP              | WIDENING WAPSI CREEK        | 686.39     |
| GOODALE, HARRISON                       | REIMB FOR ANTIFREEZE FOR PW | 46.61      |
| MAIN STREET WEST BRANCH                 | FY26 MAIN STREET DUES       | 17,500.00  |
| MID-STATES ORGANIZED CRIME              | MOCIC 2026 MEMBERSHIP       | 100.00     |
| MOPPY MO'S LLC                          | CLEANING SERVICES - POLICE  | 910.00     |
| TOTAL                                   |                             | 19,243.00  |
| PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS | 1/16/2026                   | 66,939.45  |
| PAID BETWEEN MEETINGS                   |                             |            |
| ALLIANT ENERGY                          | ALLIANT ENERGY              | 22,247.31  |
| DEMCO                                   | PAPERFOLD FOR BOOK JACKETS  | 113.98     |
| LEAF CAPITAL FUNDING                    | COPIER LEASE - LIBRARY      | 142.02     |
| LIBERTY COMMUNICATIONS                  | LIBERTY COMMUNICATIONS      | 1,543.94   |
| MUNICIPAL SUPPLY                        | WATER METER FOR CAMBIO      | 8,212.00   |
| TIPTON ELECTRIC MOTORS                  | PRESSURE WASHER HOSE-PW     | 109.00     |
| ULINE                                   | SEWER PLANT DESK - PW       | 922.85     |
| WENDLING QUARRIES                       | SAND FOR ROAD TREATMENT     | 755.64     |
| SISCO                                   | HEALTH CLAIMS 1-5-2026      | 84.96      |
| SISCO                                   | HEALTH CLAIMS 1-12-2026     | 88.17      |
| VARIOUS VENDORS                         | UB REFUNDS                  | 153.01     |
| CARDCONNECT                             | ANNUAL SECURITY BUNDLE FEE  | 149.00     |
| TOTAL                                   |                             | 34,521.88  |
| GRAND TOTAL EXPENDITURES                |                             | 120,704.33 |

## **FUND TOTALS**

|                               |            |
|-------------------------------|------------|
| 001 GENERAL FUND              | 52,777.66  |
| 022 CIVIC CENTER              | 1,087.67   |
| 031 LIBRARY                   | 5,857.94   |
| 110 ROAD USE TAX              | 6,189.99   |
| 112 TRUST AND AGENCY          | 15,608.13  |
| 321 WIDENING WAPSI CREEK @ BE | 686.39     |
| 600 WATER FUND                | 22,676.55  |
| 610 SEWER FUND                | 15,373.19  |
| 740 STORM WATER UTILITY       | 446.81     |
| GRAND FUND TOTAL              | 120,704.33 |

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

## **PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE**

## **PUBLIC HEARING / NON-CONSENT AGENDA**

Second Reading Ordinance 834 Amending Chapter 69 – No Parking Zones./ Move to Action.

Motion by Sexton, second by Miller to approve the Second Reading of Ordinance 834 Amending Chapter 69.

AYES: Sexton, Miller, Noel, Dean, Horihan. NAYS: Motion carried.

Resolution 2026 - 04 Resolution approving Pay Estimate Number 22 in the amount of \$262,895.39 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project./ Move to Action.

Motion by Sexton, second by Dean to approve Resolution 2026-04. AYES: Sexton, Dean, Miller, Horihan, Noel. NAYS: None. Motion carried.

Resolution 2026 – 05 Resolution approving Pay Estimate Number 8 in the amount of \$1,200.38 to Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project./ Move to Action.

Motion by Miller, second by Dean to approve Resolution 2026-05. AYES: Miller, Dean, Noel, Horihan, Sexton. NAYS: None. Motion carried.

Resolution 2026 – 06 Resolution approving an Agreement for Maintenance and Repair of Primary Roads in Municipalities./ Move to Action.

Motion to table this resolution and get more answers on the terms of the agreement for the next council meeting, by Dean, second by Sexton. AYES: Dean, Sexton, Horihan, Noel, Miller. NAYS: None. Motion carried.

#### **Discussion/Move to Action –**

Building Permit Fees and Reinspection Fees – The discussion began with a breakdown of what services and expenditure items are included in the figure of what is collected for each building permit. With the total expenditures, the total collected on a typical single family residence building permit, there could be approximately \$20.00 above the expenditures that are incurred during the building process. City Inspector Goerdts, shared his thoughts and insight through the inspection process and his part within the building permit process. He sees that in some cases, the city makes a little money from these permit fees, but in other cases, the city loses a little money on the building permit fee process as well. In the end, the goal is for the city to break even in this area and that is where we land each fiscal year. A developer questioned why we were only offering one of each original inspection to be applied and paid for out of the building permit fee collected and why they had to pay additional charges for any re-inspections due to a failed first inspection. This is stated on the building permit and is now being enforced as of July of 2025. With the discussion about the overall building permit fees, it was agreed that the city continue to enforce the current building permit fee calculation and to continue to invoice customers when a re-inspection is required for any inspections done during the structure build. There was also conversation about the requirement of a building permit to be filed and paid for, for a commercial structure that is currently changing out siding, windows and the roof of their two structures. It was agreed that we would be consistent and require the permit to be filed and for the building permit fees to be required.

#### **CITY ADMINISTRATOR REPORT –**

There have been no work place incidents in the last calendar year. Thank you to the department heads and all staff for their awareness and attention to safety. This has aided in lowering our work place coverage as well. Kofoed urged the Council to pay attention to the State Legislature movements, as there is concern with some of the items that are being proposed. An example of this is capping some of our levies with the current inflation going on. This could cause some of our areas to be out of balance with the capping of revenue versus the increase in our expenditures.

#### **CITY ATTORNEY REPORT – None**

#### **CITY ENGINEER REPORT – None**

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

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

The mayor and council confirmed that they would be available to have the council meeting on February 2, 2026 at 5:30 pm, due to the caucus that evening.

#### **ADJOURNMENT**

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:51 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Alycia Friis, City Clerk