

(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 5, 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, City Clerk Alycia Friis, Public Works Director Matt Goodale, Parks and Rec Director Erin Laughlin, and City Lawyer Kevin Olsen.

Attending via Zoom: Finance Officer Heidi Van Auken, Library Director Jessie Shaffer, and City Engineer Dave Schechinger

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve Minutes from the December 15, 2025 City Council meeting.

Special Event Permit – White Pumpkin Annual Warehouse Sale

Approve November Financials

Approve Mayor's Annual Appointments

Approve Appointments/Reappointments to various Boards and Commissions

Approve LL Pelling's 2026 Sealcoat Pricing

Approve Claims for January 5, 2026.

EXPENDITURES		1/5/2026
ALTORFER	SKID LOADER REPAIR	240.60
AMAZON.COM	VARIOUS ITEMS - LIBRARY	301.90
AT & T MOBILITY	WIRELESS SERVICE	212.64
COMPASS MINERALS	SALT FOR STREETS	7,011.33
CROELL	SAND FOR STREETS	158.87
DORSEY & WHITNEY	2025 BOND LEGAL SERVICES	17,041.50
GOERDT INSPECTION	BLDG INSPECTIONS	1,302.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	71.10
OMNISITE	SEWER WIRELESS ALARM SERVICE	756.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	832.75
PUTNAM MUSEUM & IMAX	LIBRARY ANNUAL MEMBERSHIP	100.00
SMITH FERTILIZER & GRAIN	SALT TREATMENT - PW	944.19
STATE INDUSTRIAL PRODUCTS	CHEMICALS	265.62
THE HOME DEPOT PRO	HAND SOAP - LIBRARY	44.70
VEENSTRA & KIMM	MULTIPLE PROJECTS	<u>33,449.60</u>
TOTAL		62,732.80

REGULAR PAYROLL	12/19/2025	68,821.96
REGULAR PAYROLL	1/2/2026	<u>60,189.79</u>
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS		129,011.75

PAID BETWEEN MEETINGS		
AMAZON.COM	BOOKS - LIBRARY	101.82
ARNOLD MOTOR SUPPLY	POWER SERVICE - FIRE	16.78
CEDAR COUNTY COOP	FUEL - FIRE	1,920.33
CORRIDOR ENERGY	STREET LIGHTS	330.50
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	30.49
HEIMAN FIRE EQUIPMENT	PANTS, COATS & BOOTS - FIRE	15,047.72
HOOVER PRES FOUNDATION	ASSISTANCE FOR CAT GRANT	10,000.00
HOTSY CLEANING SYSTEMS	MISC PARTS & CLEANING - FIRE	1,728.20
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,453.29
MISCELLANEOUS VENDOR	JEN THOMAS: TH REIMBURSEMENT	30.00
MOPPY MO'S	JANITORIAL SERVICES - FIRE	17.50
OASIS ELECTRIC	RETRO FIT LIGHTS & LEDS - LIBR	2,199.37
OLSON, KEVIN D	LEGAL SERVICES - DECEMBER 2025	1,500.00
PLUNKETT'S PEST CONTROL	PEST CONTROL - CITY OFFICE	62.50
SCHAFFER, JESSICA	MILEAGE REIMBURSEMENT - SCHAFFER	23.10
STATE HYGIENIC LAB	LAB ANALYSIS	1,261.50

VAN AUKEN, HEIDI	MILEAGE REIMBURSEMENT	206.22
ALTORFER	VARIOUS PARTS - PW	176.52
AMAZON.COM	VARIOUS ITEMS - LIBRARY, PD	297.57
BOOMERANG	CEDAR JOHNSON RD PAY EST 7	174,851.52
CEDAR COUNTY AUDITOR	CITY/SCHOOL ELECTION SERVICES	1,087.46
CEDAR COUNTY COOP	FUEL - PW	1,614.48
COPELAND, ROBERT & LEZLEE	RETAINING WALL PAYMENT	17,000.00
EOCENE ENVIRONMENTAL GROUP	WIDENING WAPSI CREEK	5,522.69
FUSIONSITE MIDWEST	SNOWBALL SPRINT BATHROOM - P&R	126.50
GRIEBAHN INDUSTRIES	NAME PLATE - COUNCIL NOEL	28.00
HAWKINS	CHEMICALS	3,041.21
HI-LINE	SHOP SUPPLIES - PW	123.62
HOME-FRONT PROP SERVICE	FURNITURE REPAIR - LIBRARY	156.45
HY-VEE	ART GUILD WREATH CLASS - P&R	240.00
JOHN DEERE FINANCIAL	CHAINS - PW	63.45
LARK LAND	WATER VALVE REIMBURSEMENT	2,400.00
MAINSTAY SYSTEMS OF IOWA	PATRON LAPTOP - LIBRARY	700.00
PAPAS TRUCK & TRAILER	DUMP TRUCK REPAIR - PW	1,234.80
PETERSON CONTRACTORS	WAPSI CREEK WIDE PAY EST 2	324,462.77
POLICE LEGAL SCIENCES	LEGAL TRAINING 2025-POLICE	610.00
QUILL CORP	OFFICE SUPPLIES - CITY	109.29
SISCO	HEALTH CLAIMS 12-22-2025	39.76
STERICYCLE	SHREDDING SERVICES	99.35
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	4,334.88
VERIZON WIRELESS	VERIZON WIRELESS 424.81	
HANSEN, TRACY	WAPSI PERPETUAL EASEMENT	14,465.00
L & L RENTALS	WAPSI PERPETUAL EASEMENT	12,200.00
LYNCH'S PLUMBING	WAPSI PERPETUAL EASEMENT	2,218.00
ROOD, RANDY	WAPSI PERPETUAL EASEMENT	3,495.00
TUTTLE, PETER	WAPSI PERPETUAL EASEMENT	7,239.00
COMMERCIAL RECREATION	CUBBY PARK SHADES	18,965.00
MEDIACOM	CABLE SERVICES	41.90
SISCO	HEALTH CLAIMS 12-12-2025	113.28
SISCO	HEALTH CLAIMS 12-15-2025	269.00
UMB BANK	BOND FEE	750.00
METLIFE	INSURANCE PREMIUM	2,350.19
SISCO	INSURANCE PREMIUM	<u>15,517.61</u>
TOTAL		652,298.43

GRAND TOTAL EXPENDITURES	844,042.98
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FUND TOTALS		
001 GENERAL FUND	117,508.97	
022 CIVIC CENTER	61.25	
031 LIBRARY	12,182.07	
110 ROAD USE TAX	21,781.62	
112 TRUST AND AGENCY	40,056.16	
226 DEBT SERVICE	750.00	
321 WIDENING WAPSI CREEK	391,947.06	
324 WW TREATMENT FAC	104,612.81	
331 CEDAR JOHNSON RD RECON	106,705.46	
332 W MAIN ST IMPROVE	8,520.75	
600 WATER FUND	20,710.75	
610 SEWER FUND	18,169.84	
740 STORM WATER UTILITY	<u>1,036.24</u>	
GRAND FUND TOTAL	844,042.98	

REVENUE-FISCAL YEAR 2025

FUND	NOVEMBER	
001 GENERAL FUND	146,232.67	
022 CIVIC CENTER	820.00	
031 LIBRARY	207.30	
036 TORT LIABILITY	3,883.63	
110 ROAD USE TAX	29,853.24	
112 TRUST & AGENCY	15,760.50	
125 TIF	4,293.68	
126 TIF LMI MEADOWS PT 4	551.98	
226 DEBT SERVICE	10,492.78	
300 CAPITAL IMPROVEMENT RESERVE	4,411.38	
500 CEMETERY PERPETUAL FUND	1,837.21	
600 WATER FUND	87,482.15	
610 SEWER FUND	100,628.77	

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

Resident Sally Peck, asked the question of when the agenda was posted the previous week. It was shared that it was posted on Friday afternoon with the website upload being at 1:00pm on Friday the 2nd.

Resident Steve Miller stated that he had a few questions/concerns with the parking zones on N 4th St. He was asked to save those for discussion during 8e. Ordinance 834.

Residents Erin Laughlin and Ed Larew discussed the issues with the sewer line on Thomas Drive. This line has been identified to be laid very flat, which causes issues off and on throughout the year. Laughlin has lived in her home on Thomas Drive for 7 years and Larew has lived in his home for 42 years, stating that this has been an issue during each time frame. Larew stated that he has had Lynch Plumbing 6 times to address issues over the last 18 months and feels that the issue is escalating, since the issues are usually much more spread out. Larew stated that there would be some of his line that would need repair on the residential side, but that there would also be repair/design work needed on the City side of the line to alleviate these issues. Public Works Director Goodale shared that he has looked at this issue as well and agreed that there needs to be some work done on this Sewer line. He stated that to begin with he could have this area televised to start possible work list for estimation of cost for a project on this sewer line.

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 2026-01 Approval of the Annual Agreement in the Amount of \$11,140 with the US Geological Survey for the Ongoing Operation and Maintenance of the Streamflow Gaging located on the Wapsinonoc Creek at College Street./ Move to Action.

Motion by Dean, second by Miller to approve Resolution 2026-01. AYES: Dean, Miller, Noel, Horihan. NAYS: Sexton. Motion carried.

Resolution 2026-02 Authorizing the Finance Officer or City Clerk to pay certain bills prior to the City Council's approval./ Move to Action.

Motion by Miller, second by Horihan to approve Resolution 2026-02. AYES: Miller, Horihan, Sexton, Dean, Noel. NAYS: None. Motion carried.

Resolution 2026-03 Approving a Contract with Jamie Tucker for Cubby Park Concession Sales and Management for 2026./ Move to Action.

The Contract has the same terms as previous contracts for Cubby Park Concession Sales and Management, with the addition of a \$40.00 restocking fee to be paid to Jamie in the event that a tournament has been cancelled late.

Motion by Sexton, second by Miller to approve Resolution 2026-03. AYES: Sexton, Miller, Horihan, Noel, Dean. NAYS: None. Motion carried.

Resolution 2025-141 Resolution directing the Finance Officer to Certify Tax Increment Financing Debt to the Cedar County Auditor with corrections./ Move to Action

With the current Urban Renewal plan, KBH – the West Branch Dental office is not designated on the map. This has to be corrected and recorded with the County in order to be listed on the TIF report and begin with TIF payments. This will be corrected and added in order to start TIF payments during the 2028 tax year.

Motion by Sexton, second by Dean to approve Resolution 2025-141. AYES: Sexton, Dean, Noel, Horihan, Miller. NAYS: None. Motion carried.

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

Resident Steve Miller presented that with the current Ordinance Chapter 69.08 (15)(c), item 1, it states that parking is allowed at, "The west side of North Fourth Street from the north curb line of East Main Street to a point north approximately 120 feet". He stated that this cuts off approximately 18' at the North end of this area and requested that we also make a change to the Ordinance to change this footage to 140 feet within this item. Motion was made to change this item in the Ordinance from 120 feet to 140 feet by Sexton, Second by Dean. AYES: Sexton, Dean, Noel, Miller, Horihan. Motion by Sexton, second by Dean to approve the First Reading of Ordinance 834 with the above added amendment. AYES: Sexton, Dean, Noel, Miller, Horihan. NAYS: None. Motion carried.

Discussion/Move to Action – None

CITY ADMINISTRATOR REPORT –

Kofoed stated that the city is needing a Council member or 2 to help with the Community Improvement Plan Committee in February. Their attendance and participation would ensure that the Council objectives are being met along with the communities. Council member Dean and Mayor Laughlin agreed to be a part of the Committee.

CITY ATTORNEY REPORT –

Attorney Olson shared with the Council that he has moved forward with the Municipal Infraction actions for the house on Main Street to ensure that clean up work is started.

CITY ENGINEER REPORT –

Channel widening project update – PCI is off for a bit and Maxwell is working on utility movement and layout. The Waste Water Treatment Plant project has been closed out. Cedar-Johnson Road project update – Boomerang is looking to come in this week to replace some wooden fence on the East side of the road. There is also some work being done to look at the pooling water on the road and what is needed to correct it.

STAFF REPORTS-

Public Works will be removing the Christmas lights through downtown this week. They are also pumping water that has been leaking into Tim Stools yard and where the issue is stemming from. Public Works will work to put the No Parking signs back up along the East side of Cedar-Johnson Road. They will also be working on removing dead trees around Cubby Park.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS – Mayor Laughlin shared that there is work being done job descriptions for a Fire Chief from other Cities to work on finalizing a job description with the help of Chief Stoolman, for the City of West Branch. Following completion of the job description, this position will be posted and open to start the process of finding a new Fire Chief in time to have some overlap and training time with Chief Stoolman before he retires.

A question was brought up about a porta potty being on Northside Drive. After talking to the owner, it was shared that there is some major renovation work being done on the inside of the house and this is there, just during this work. It will be removed upon completion.

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:47 p.m.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk