

(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**

**February 2, 2026
5:30 p.m.**

Mayor Laughlin called the West Branch City Council regular meeting to order at 5:30 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, Finance Officer Heidi Van Auken, Police Chief Greg Hall, Fire Chief Kevin Stoolman, Public Works Director Matt Goodale, Library Director Jessie Shaffer, Parks and Rec Director Erin Laughlin

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve Minutes from the January 20, 2025 City Council meeting.

Approve WBFD New Membership

Approve December Financials

Approve Claims for February 2, 2026.

EXPENDITURES

	2/2/2026	
ACTION SEWER & SEPTIC	CLEAN SEWER LINE	683.50
AMAZON.COM	VARIOUS ITEMS - LIBRARY, P & R	524.81
ASCAP	MUSIC LICENSE FEE	458.00
BOOMERANG	CEDAR JOHNSON RD PAY EST 8	264,095.77
GOERDT INSPECTION	BLDG INSPECTIONS	1,344.00
HAWKINS	CHEMICALS	2,705.05
MOTOROLA SOLUTIONS	POLICE BODY CAMERA BUNDLES	28,361.20
STATE INDUSTRIAL PRODUCTS	CHEMICALS	265.62
STERICYCLE	SHREDDING SERVICES	98.98
UNIV OF IOWA SCHOOL	STRATEGIS PLAN SRVS 2ND INST	12,500.00
WHITE CAP	SNOW FENCE - PW	87.55
TOTAL		311,124.48

PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS

PAID BETWEEN MEETINGS	2/2/2026	67,890.58
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ACTION SEWER & SEPTIC

AERO RENTAL

AMAZON.COM

APPARATUS TESTING SERVICE

BARNHART'S CUSTOM SERVICES

BEAN & BEAN

BOUND TREE MEDICAL

CHOPPERS GRINDING SERVICE

CORRIDOR ENERGY COOP

CULLIGAN WATER

E O JOHNSON

EMPATHY STUDIOS

HAWKINS

HEIMAN FIRE EQUIPMENT

HI-LINE

HOTSY CLEANING SYSTEMS

IMWCA

IAWA ASSN. MUN. UTILITIES

KANOPI

LRS HOLDINGS

LYNCH'S EXCAVATING

MAINSTAY SYSTEMS

MEDIACOM

MISCELLANEOUS VENDOR

OLSON, KEVIN D

OVERDRIVE

PARKSIDE SERVICE

STATE HYGIENIC LAB

TOTAL WATER TREATMENT

USA BLUE BOOK

WEST BRANCH TIMES

WEX BANK

SISCO

SISCO

METLIFE

2/2/2026

CLEAN SEWER LINES	474.00
BOOM LIFT RENTAL - LIGHTS	597.50
VARIOUS ITEMS- PD, LIBRARY	511.68
PUMP TESTING - FIRE	837.50
SAND FOR DEICING	437.50
GRAVE OPENINGS	2,600.00
MEDICAL SUPPLIES - FIRE	239.80
BRUSH PILE GRINDING & HAULING	8,000.00
STREET LIGHTS	332.38
WATER SOFTENER SERVICE	31.49
COPIER MAINTENANCE - LIB	193.17
ONLINE TRAINIG - LIBRARY	764.10
CHEMICALS	2,811.36
FIRE EXTINGUISHER - FIRE	120.00
VEHICLE REPAIR PARTS - PW	271.17
FILTER & PARTS - FIRE	43.68
IMWCA FY26 INSTALLMENT 7	3,768.00
QUARTLY SAFETY TRAINING DUES	1,027.00
ON DEMAND VIDEO SERVICE	28.00
TRASH & RECYCLING NOV 2025	39,838.00
WATER MAIN SERVICE REPAIR - PW	4,451.00
APC BATTERY BACKUP- PD	255.00
CABLE SERVICES	41.90
GLENDY COOK: CANCELLED EVENT	50.00
LEGAL SERVICES - JANUARY 2026	1,500.00
DIGITAL & AUDIO BOOKS	520.49
TIRE INSTALLATION & RIM - PW	30.00
LAB ANALYSIS	1,046.50
WATER TREATMENT TANKS- FIRE	423.50
WATER TESTING SUPPLIES	170.17
LEGAL PUBLICATIONS & PW JOB AD	1,586.50
VEHICLE FUEL	1,254.33
HEALTH CLAIMS 1-26-2026	4.91
HEALTH CLAIMS 1-20-2026	14.25
INSURANCE PREMIUM	2,387.38

SISCO	INSURANCE PREMIUM	17,614.09
DONAHUES CARPET & UPHOLSTERY	CARPET CLEANING - CITY	384.90
IOWA LAW ENFORCEMENT ACADEMY	TRAINING - PD	50.00
NAPA AUTO PARTS	5 GALLONS PREMIUM FLUID - PW	156.89
US BANK	CREDIT CARD PURCHASES	1,767.39
VERIZON WIRELESS	VERIZON WIRELESS	424.81
TOTAL		97,060.34
GRAND TOTAL EXPENDITURES		476,075.40

FUND TOTALS		
001 GENERAL FUND	131,051.36	
031 LIBRARY	7,543.84	
110 ROAD USE TAX	7,703.38	
112 TRUST AND AGENCY	34,583.40	
324 WW TREATMT FAC IMP 2021	262,895.39	
331 CEDAR JOHNSON RD RECONS	1,200.38	
600 WATER FUND	19,074.54	
610 SEWER FUND	11,439.57	
740 STORM WATER UTILITY	583.54	
GRAND FUND TOTAL	476,075.40	

REVENUE-FISCAL YEAR 2025		
FUND	DECEMBER	
001 GENERAL FUND	84,767.60	
022 CIVIC CENTER	500.00	
026 SIGNS ACCIONA DONATION	80.48	
031 LIBRARY	3,211.20	
036 TORT LIABILITY	1,688.14	
110 ROAD USE TAX	27,841.74	
112 TRUST & AGENCY	8,511.54	
121 LOCAL OPTION SALES TAX	52,891.04	
125 TIF	26,425.41	
126 TIF LMI MEADOWS PT 4	(17,517.74)	
226 DEBT SERVICE	4,925.40	
300 CAPITAL IMPROVEMENT RESERVE	1,917.80	
501 KROUTH PRINCIPAL FUND	593.47	
502 KROUTH INTEREST FUND	277.25	
600 WATER FUND	71,008.87	
610 SEWER FUND	90,650.12	
740 STORM WATER UTILITY	6,034.50	
TOTAL	363,806.82	

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM – NONE

Discussion/Move to Action –

FY27 Budget Discussion – Kofoed shared a general overview of the use of the General Funds. Each department head shared any changes within their budget with the Mayor and Council. Cemetery work- with 1/3 of the roads worked on last year, again this year there will be another 1/3 of the roads worked on with next year being the completion of this project. Roads, Streets, Lights – tree trimming will continue and funds set aside for vehicles to replace the Osh Kosh next year. Police – A small salary increase is planned along with DARA training that will be hosted here in West Branch. Fire – The main change for this fund will be the salary for a fulltime fire chief. Parks and Rec – Changing the lawn care provider along with adding back in swimming with the reopening of the Tipton pool. Cameras will be added to Beranek Park in FY27, mulch will be added to the playgrounds, laser level of the fields at Cubby Park and Laughlin and Friis are working on grants for the trail to connect the Johnson County trail and to run in front of the High School. Town Hall – Laughlin is working with MSWB on matching grant funds to be able to do some work to the town hall building. Library – Standard inflation has added a slight increase to the operating funds for the Library along with looking to replace the oldest furnace and one of the remote doors to the building. Clerk/Administration – slight increase in the budget for a new auditing firm and expenses, contract labor and a new website; while overall salaries and election items will be lower this FY. Garbage & Recycle – This is a break even account, so there should be no change this year to this one.

PUBLIC HEARING / NON-CONSENT AGENDA

ORDINANCE NO. 834

AN ORDINANCE AMENDING CHAPTER 69 – NO PARKING ZONES

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

1. Amendment. Section 69.08 (15)(c), is hereby amended by deleting item number 2 in its entirety:

69.08 NO PARKING ZONES.

15. Streets beginning with “N” with no parking zones.

A. North Fifth Street. The west side of North Fifth Street.

B. North First Street. The east side of North First Street that lies north of East Green Street.

C. North Fourth Street. The east side of North Fourth Street from East Main Street to the north City limits, and on the west side of North Fourth Street except in the following instances:

(1) The west side of North Fourth Street from the north curb line of East Main Street to a point north approximately 120 140 feet.

(2) ~~The west side of North Fourth Street from a point 115 feet to the north of the north curb line of the intersection of East College Street and North Fourth Street to the intersection of North Fourth Street and East Orange Street.~~

2. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

3. Adjudication. If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

Passed and approved on the 5nd day of February, 2026.

First Reading: January 5, 2026

Second Reading: January 20, 2026

Third Reading: February 2, 2026

Motion by Miller, second by Dean to approve and adopt Ordinance 834 Amending Chapter 69. AYES: Miller, Dean, Noel, Horihan, Sexton. NAYS: Motion carried

Resolution 2026 – 07 Setting Public Hearings on proposed amendments to the West Branch zoning code regarding accessory dwelling units and permitted obstructions in required yards./ Move to Action.

Motion by Miller, second by Noel to approve Resolution 2026-07. AYES: Miller, Noel, Horihan, Sexton, Dean. NAYS: Motion carried.

Resolution 2026 – 08 Approving the Building Plan for the proposed remodel of the Honey Den and Main Street Sweets./ Move to Action.

Motion by Sexton, second by Miller to approve Resolution 2026-08. AYES: Sexton, Miller, Dean, Horihan, Noel. NAYS: None. Motion carried.

Resolution 2026 - 09 Setting a date for Consultation and a date for a Public Hearing on the proposed amendment No. 9 to the Amended and Restated West Branch Urban Renewal Plan./ Move to Action.

Motion by Miller, second by Dean to approve Resolution 2026-09. AYES: Miller, Dean, Sexton, Noel, Horihan. NAYS: None. Motion carried.

Resolution 2026-10 Hiring Kenneth Burmeister for the Streets Maintenance Position./ Move to Action.

Motion by Miller, second by Dean to approve Resolution 2026-10. AYES: Miller, Dean, Sexton, Noel, Horihan, Miller. NAYS: None. Motion carried.

Resolution 2026-11 Approving an Agreement with Hoover Presidential Foundation regarding Hoover-Ball./ Move to Action.

Motion by Miller, second by Dean to approve Resolution 2026-11. AYES: Miller, Dean, Sexton, Horihan, Noel. NAYS: None. Motion carried.

Resolution 2026-12 Approving an Agreement with Hoover’s Hometown Days regarding Hoover-Ball./ Move to Action.

Motion by Sexton, second by Miller to approve Resolution 2026-09. AYES: Sexton, Miller, Horihan, Noel, Dean. NAYS: None. Motion carried.

CITY ADMINISTRATOR REPORT – Next Monday, February 9th, will be the 2nd work session at 5:30pm and there will be a more in depth discussion on the various areas of the FY27 proposed budget.

CITY ATTORNEY REPORT – Follow up on the nuisance citation for the house on Main Street, is that there is a current contract to sell the home. Lawyer Olsen provided a list of the items that would need to be corrected

following the sell of the home in order to provide the buyer with the expectation from the city before purchasing the property.

CITY ENGINEER REPORT – None

STAFF REPORTS- None

COMMENTS FROM MAYOR AND COUNCIL MEMBERS –

Discussion about the potential for the old Mexico Lindo building. The Mayor and Administrator will reach out to the owner and discuss options. The question of where we are at with resurfacing Main Street and it was shared that V&K was working on a plan/projection. The question of a manually operated street light to put in place of the temporary stop signs at the High School entrance. There will be more work done to see about this option and the funding. A question of on the water break on Greenview that keeps happening and where we are at on it. This has been listed as a priority for project work and will be looked at.

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 6:39 p.m.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk