(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	**City Council**	**March 2, 2026**
Council Chambers	**Regular Meeting**	**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, City Attorney Kevin Olson, City Engineer Dave Schechinger
Attending by Zoom: Finance Officer Heidi Van Auken, Deputy City Clerk Jessica Brown and Library Director Jessie Shaffer

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 February 17, 2026 City Council meeting.
Approval of a Block Party Request - 427 Green St.
Approve January Financial Report
Approve Claims for March 2, 2026.

EXPENDITURES	3/2/2026	
AMAZON.COM	YOUTH PROGRAM SUPPLIES & BOOKS - LIB	473.49
GOERDT INSPECTION	BLDG INSPECTIONS	1,092.00
IOWA LAW ENFORCEMENT	VARIOUS TRAINING FOR PD	400.00
MISCELLANEOUS VENDOR	RMK DEVELOPMENT:REIMBURSEMENT	350.00
STERICYCLE	SHREDDING SERVICES	98.98
VAN AUKEN, HEIDI	MILEAGE REIMBURSEMENT	119.92
TOTAL		2,534.39

PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	2/27/2026	72,014.63

PAID BETWEEN MEETINGS		
AMAZON.COM	VARIOUS ITEMS - LIBRARY	436.32
BMI	ANNUAL MUSIC LICENSE	459.00
BOUND TREE MEDICAL	MEDICAL SUPPLIES - FIRE	72.97
CORRIDOR ENERGY COOP	STREET LIGHTS	350.34
CULLIGAN WATER	WATER SOFTENER SERVICE	75.23
FRONTLINE PLUS FIRE & RESCUE	WARNING SIRENS MAINT SERVICE	750.00
HD SUPPLY	CLEANING SUPPLIES - TH	31.36
HEIMAN FIRE EQUIPMENT	INTERCEPTOR HOOD - FIRE	991.14
HI-LINE	SHOP SUPPLIES - PW	246.06
INTERSTATE POWER SYSTEMS	LIFT STATION GENERATOR REPAIR	5,264.38
IOWA CITY TIRE & SERVICE	TIRES FOR EXPLORER - PD	745.95
MENARDS	SHOP CLEANING SUPPLIES - PW	56.72
MOPPY MO'S	JANITORIAL SERVICE - FIRE	17.50
OLSON, KEVIN D	LEGAL SERVICES - FEBRUARY 2026	1,500.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	428.18
PAPAS TRUCK & TRAILER	TRUCK REPAIR - FIRE	1,139.50
PYRAMID SERVICES	CHAIN & REPAIR - FIRE	488.26
QUILL	OFFICE SUPPLIES - CITY, PW	646.91
RACOM CORPORATION	WIRELESS DOWNLOAD FIX - PD	390.00
WEST BRANCH ANIMAL CLINIC	ANIMAL CONTROL - STRAY CATS	135.00
WEST BRANCH REPAIRS	LIGHT BULB - PD	70.90
WEST BRANCH TIMES	LEGAL PUBLICATIONS	492.80
AMAZON.COM	VARIOUS MISC. ITEMS - LIBRARY	1,174.82
GOLD MEDAL CENTRAL	CUBBY POPCORN MACHINE - P&R	1,415.95
HAWKINS	CHEMICALS	3,067.08
IOWA CODIFICATION	JANUARY 2026 SUPPLEMENT	351.00
LEAF CAPITAL FUNDING	COPIER LEASE - CITY OFFICE	396.00
MEDIACOM	CABLE SERVICES	41.90
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	4,197.59
VERIZON WIRELESS	VERIZON WIRELESS	424.81
WEST BRANCH ANIMAL CLINIC	ANIMAL CONTORL - STRAY CAT	75.00
SISCO	HEALTH & FLEX CLAIMS	2,224.66
SISCO	HEALTH CLAIMS 2-23-2026	1,139.47
MISCELLANEOUS VENDORS	UB REFUNDS	92.87
METLIFE	INSURANCE PREMIUM	2,387.38
SISCO	INSURANCE PREMIUM	16,567.77
TOTAL		48,344.82

GRAND TOTAL EXPENDITURES	122,893.84

FUND TOTALS	
001 GENERAL FUND	46,560.14
022 CIVIC CENTER	31.36
031 LIBRARY	6,580.33
110 ROAD USE TAX	5,938.67
112 TRUST AND AGENCY	33,834.49
600 WATER FUND	13,561.22
610 SEWER FUND	15,691.80
740 STORM WATER UTILITY	695.83
GRAND FUND TOTAL	122,893.84

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

Lexus Nexus vendor discussion- This system would be utilized to help with collecting the data needed to work with residents that move out with delinquent accounts and to get refund checks to rental customers when they move outside of West Branch, but still within the state of Iowa. Single user access to this system will cost

$150/month, so the proposal is to subscribe to this system for one year to go through current records and collect what is needed to be able to reach out to these customers and then to close out the program until needed at a later time. This will be on the next Agenda for further action.
Red Lion Solar Energy Proposal/Discussion- Terry Dvorak shared information on his privately funded solar business. The proposal would add solar arrays to 10 of the 18 city properties that make the most sense. A list of these areas is: City Hall Roof, Town Hall east facing roof, Library roof, Fire Department east or west roof, Streets Shop roof, North Water Tower (elevated ground mount or fenced in area), Well Pumps (ground array north of the cemetery), South Water Tower (small ground mounted square), Cubby Park (small ground square), WW Treatment Plant (north of ponds if dust control is used or north of the overall property). Further discussion was had on the timeframe, logistics and feasibility of this project. A committee will meet to talk about options and how to proceed with this potential project.

PUBLIC HEARING / NON-CONSENT AGENDA
Public Hearing – Hearing on proposal to enter into a Sewer Revenue Loan and Distribution Agreement. / Move to Action.
Mayor Laughlin called the Public Hearing to order at 7:39pm. With no questions or comments, the Public Hearing was closed by the mayor at 7:40pm.

Resolution 2026-06 Approving a Five-Year Agreement for Maintenance and Repair of Primary Roads in Municipalities between the City of West Branch and the Iowa Department of Transportation. / Move to Action.
Mitchell Wood with the IA DOT, attended the meeting to answer any questions on the agreement for the Mayor and Councilmembers. After discussion, it was determined that this agreement will not change any responsibilities of the DOT versus the city's public works staff within road maintenance on the bridges, on and off ramps and sidewalks along the bridge. This is renewed every 5 years.
Motion by Miller, second by Dean to approve Resolution 2026-06. AYES: Miller, Dean, Sexton, Horihan, Noel. NAYS: Motion carried.

Resolution 2026-17 Approving and Authorizing a Loan and Disbursement Agreement and providing for the issuance and securing the payment sewer Revenue Bonds, Series 2026./ Move to Action.
Motion by Dean, second by Miller to approve Resolution 2026-17. AYES: Dean, Miller, Noel, Horihan, Sexton. NAYS: None. Motion carried.

Resolution 2026-18 Approving the Application for the purpose of receiving benefits from the Washington County Riverboat Foundation./ Move to Action.
Motion by Miller, second by Dean to approve Resolution 2026-18. AYES: Miller, Dean, Horihan, Sexton, Noel. NAYS: None. Motion carried.

Resolution 2026-19 Approving the Matching Funds for an Application for the Purpose of receiving benefits from the Washington County Riverboat Foundation./ Move to Action.
Motion by Miller, second by Noel to approve Resolution 2026-19. AYES: Miller, Noel, Sexton, Horihan, Dean. NAYS: None. Motion carried.

Resolution 2026-20 Approving the City Admin. to request the $20,749.00 from West Branch Schools for the purpose of Grant Funding and Building the trail in the right of way, in front of the High School property./ Move to Action.
These funds were incorporated into the purchase of the right of way in front of the High School during the roundabout construction project. The City needed to purchase this property in line with the funding for the roundabout project and gave the funds to the school with the agreement that the funds would be given to the City to be used as matching funds within the further development of this area with the addition of a trail.
Motion by Dean, second by Sexton to approve Resolution 2026-20. AYES: Dean, Sexton, Miller, Noel, Horihan, Miller. NAYS: None. Motion carried.

Resolution 2026-21 Approving the Deputy City Clerk Job Description./ Move to Action.
Motion by Noel, second by Sexton to approve Resolution 2026-21. AYES: Noel, Sexton, Horihan, Dean, Miller. NAYS: Motion carried

Resolution 2026-22 Approving the Finance Officer Job Description./ Move to Action.
Motion by Miller, second by Dean to approve Resolution 2026-22. AYES: Miller, Dean, Horihan, Noel, Sexton. NAYS: Motion carried

Resolution 2026-23 Approving the City Administrator Job Description./ Move to Action.
Motion by Miller, second by Noel to approve Resolution 2026-23. AYES: Miller, Noel, Sexton, Horihan, Dean. NAYS: Motion carried

CITY ADMINISTRATOR REPORT –
Kofoed shared that he would be planning to submit the Heritage Hill Redevelopment project into the following awards and organizations: Iowa City/County Management Association (IaCMA)- Program of the Year Award, International City/County Management Association (ICMA)- Local Government Excellence / Good Governance Award, Iowa League of Cities- All-Star Community Award. He will show the leadership in redevelopment and long-term planning, recognize effective collaboration within the areas involved, showcase fiscal responsibility and strategic infrastructure investment, elevate the City's reputation at the state and national level and increase community pride and external visibility for economic development efforts.

CITY ATTORNEY REPORT
The Sale of the Nuisance Property on Main Street, fell through. Olsen will be submitting the official citation for recording tomorrow, to move forward with the efforts to get this property cleaned up.
CITY ENGINEER REPORT
Schechinger presented the proposal amount for the road work on W Main Street from the roundabout to the Pedersen St. bridge. There was a proposal with the work on the existing road and adding 5' shoulders and an option of adding a turning lane as well. Adding the turn lane would add approximately $230,000.00 to the project total. One of the main areas of concern was the widening of the shoulders for safety reasons and to utilize asphalt shoulders to reduce the rutting and maintenance of the shoulders. This will be added to the next council meeting to firm up a decision on the direction that the city will go with. The pickleball court that the Lion's Club is working on has been staked off and will be starting soon. Boomerang has reached out and they will be back in the area within the next couple weeks to begin the finishing work on the Cedar-Johnson Road project to complete this. The work on the Wapsi Creek Widening will also restart soon.
STAFF REPORTS- None
COMMENTS FROM MAYOR AND COUNCIL MEMBERS –
Mayor Laughlin and Councilpersons Sexton and Dean will all be out for the March 16th meeting.

ADJOURNMENT
Motion to adjourn by Miller, second by Dean. Motion carried on a voice vote. City Council meeting adjourned at 8:23 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Alycia Friis, City Clerk