

(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**

**April 6, 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, and Tom Dean. Absent: Chantry Noel.

City Staff present: City Clerk Alycia Friis, City Administrator Adam Kofoed, Finance Officer Heidi Van Auken, Public Works Director Matt Goodale, City Attorney Kevin Olsen, City Engineer Dave Schechinger.

Attending by Zoom: Library Director Jessie Shaffer and Parks and Rec Director Erin Laughlin

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve Minutes from the March 16, 2026 City Council meeting.

Approval of Cedars Edge Class “C” Retail Alcohol License Renewal.

Approval of February City Financials.

Approve Claims for April 6, 2026.

EXPENDITURES	4/6/2026	
ALATORRE	WINDOW CLEANING - CITY	86.00
AMAZON.COM	VARIOUS ITEMS - LIBRARY	410.55
AT & T MOBILITY	WIRELESS SERVICE	258.18
CEDAR COUNTY COOP	FUEL - PW	2,195.37
DEERY BROTHERS	FORD F250 REPAIRS - PW	9,030.59
ELITE HOLDING COMPANY	REVERSIBLE JERSEYS - P&R	1,440.00
HAWKINS	CHEMICALS	2,810.35
HD SUPPLY	GARBAGE BAGS/PAPER TOWELS- TH	139.74
HI-LINE	SHOP SUPPLIES - PW	277.78
HOTSY CLEANING SYSTEMS	VEHICLE WASH FOR BAY- PW	514.50
LAUGHLIN, ROGER	MILEAGE REIMBURSEMENT- R LAUGH	78.51
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,577.75
MENARDS	FOOTINGS FOR COVERING-P&R	190.84
OFFICE OF AUDITOR OF STATE	AUDIT FY25 FILING FEE	625.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	541.95
QUILL CORP	CLEANING SUPPLIES - PD	42.27
SCHAFFER, JESSICA	MILEAGE REIMBURSEMENT- SCHAFFER	24.65
STERICYCLE	SHREDDING SERVICES	97.49
TIPTON CONSERVATIVE	SUBSCRIPTION - LIBRARY	48.00
WEST BRANCH TIMES	SUBSCRIPTION - CITY	40.00
TOTAL		20,429.52

PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	3/27/2026	70,790.25
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PAID BETWEEN MEETINGS		
AMAZON.COM	VARIOUS ITEMS - P&R, LIBRARY	464.45
GOERDT INSPECTION	BLDG INSPECTIONS	2,268.00
HD SUPPLY	BAG LINERS- P&R	37.75
IA LAW ENFORCEMENT ACAD	BEHAVIORAL HEALTH FOR LAW	25.00
JOHN DEERE FINANCIAL	MISC SHOP SUPPLIES - PW	422.85
MCCANN LINDA	LIBRARY PRESENTER	150.00
MEDIACOM	CABLE SERVICES	41.90
MENARDS	CONCESSION WALL HOOKS- P&R	2.50
MISCELLANEOUS VENDOR	TOWN HALL/ P&R REFUNDS/WORKERS	740.00
NAIC OPTINS	CEMETERY REPORT FILING FEE	117.50
STATE INDUSTRIAL PRODUCTS	CHEMICALS	265.62
TYLER TECHNOLOGIES	TAX FILINGS 2025	3,866.00
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	4,046.75
VERIZON WIRELESS	VERIZON WIRELESS	424.81
VARIOUS VENDORS	UB REFUNDS	314.36
METLIFE	INSURANCE PREMIUM	2,547.64
SISCO	INSURANCE PREMIUM	18,103.17
SISCO	FLEX & HEALTH CLAIMS 3-16-2026	290.78
SISCO	FLEX & HEALTH CLAIMS 3-30-2026	550.38
AERO RENTAL	QUICKIE SAW - FIRE	895.00
AMAZON.COM	VARIOUS ITEMS - P&R, LIBRARY	477.05
CORRIDOR ENERGY COOP	STREET LIGHTS	353.37
CULLIGAN WATER	WATER SOFTENER SERVICE	31.49
EAST CENT INTERGOVT ASN.	KEEP IA BEAUTIFUL MATCH	1,000.00
ELITE HOLDING COMPANY	FEATHER FLAG PARTS - P&R	40.74
HAWKINS	CHEMICALS	3,001.49
HD SUPPLY	PARK BATHROOM SUPPLIES - P&R	148.30
IOWA ASSN. MUN. UTILITIES	MEMBERSHIP DUES	967.00
LOGAN CONTRACTOR'S SUPPLY	SHOP SUPPLIES	246.40
LYNCH'S PLUMBING	TOILET REPAIR - LIBRARY	121.00
MISCELLANEOUS VENDOR	P&R REFUNDS FOR YOUTH SPORTS	210.00
MUNICIPAL SUPPLY	WATER METERS & RADIOS	16,024.00
OLSON, KEVIN D	LEGAL SERVICES - MARCH 2026	1,500.00
STATE HYGIENIC LAB	LAB ANALYSIS	1,154.00
ULINE	CONCESSION FIRST AID KIT - P&R	128.66
WEST BRANCH REPAIRS	OIL CHANGE, GAGES, FUSE - FIRE	1,251.79
WEST BRANCH TIMES	LEGAL PUBLICATIONS	<u>671.00</u>
TOTAL		62,900.75

GRAND TOTAL EXPENDITURES		154,120.52
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FUND TOTALS		
001 GENERAL FUND	48363.71	
022 CIVIC CENTER	251.34	
031 LIBRARY	6978.49	
110 ROAD USE TAX	18405.75	

112 TRUST AND AGENCY	32798.42
600 WATER FUND	34515.16
610 SEWER FUND	12093.96
740 STORM WATER UTILITY	713.69
GRAND FUND TOTAL	154,120.52

REVENUE-FISCAL YEAR 2026

FUND FEBRUARY	
001 GENERAL FUND	59,200.02
022 CIVIC CENTER	830.00
031 LIBRARY	344.10
036 TORT LIABILITY	325.13
110 ROAD USE TAX	22,788.16
112 TRUST & AGENCY	2,471.13
121 LOCAL OPTION SALES TAX	22,494.61
125 TIF	1,423.67
226 DEBT SERVICE	1,136.26
300 CAPITAL IMPROVEMENT RESERVE	369.35
500 CEMETERY PERPETUAL FUND	1,065.37
600 WATER FUND	69,552.25
610 SEWER FUND	90,521.06
740 STORM WATER UTILITY	<u>6,163.27</u>
TOTAL	278,684.38

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM – NONE

A. DVIP/RVAP – SEXUAL ASSAULT AWARENESS MONTH FOR APRIL 2026-

Samantha Tuttle shared that there have been 18 clients documented as served with many more assisted through this year. DVIP has a strong relationship with the West Branch PD and they appreciate all the assistance the West Branch PD provides. DVIP serves over 8 counties and have helped over 4000 people.

B. LINDA BECK – INTRODUCTION AND CANDIDATE FOR CEDAR COUNTY BOARD OF SUPERVISORS -

Linda has been a longtime resident of Cedar County. She has served as a council member for 2 terms and as a Mayor Pro Tem as well. She was employed by the City of Tipton as their Development Director. Linda has served on several boards such as ECIA and Housing Boards.

PUBLIC HEARING / NON-CONSENT AGENDA

Public Hearing – Ordinance Amendments to the Historic Preservation Commission in order to enter a Certification Agreement by and between Iowa State Historic Preservation Officer and the City of West Branch./ Move to Action.

Mayor Laughlin called the public hearing to order at 7:10 pm. With no questions or concerns, the public hearing was closed by Mayor Laughlin at 7:11 pm.

Public Hearing – Proposed amendment to the West Branch Zoning Code regarding Accessory Dwelling Units and Permitted Obstructions in required yards./ Move to Action.

Mayor Laughlin called the public hearing to order at 7:11 pm. With no questions or concerns, the public hearing was closed by Mayor Laughlin at 7:12 pm.

Second Reading of Ordinance 836 – Section 65.02 of the Code of Ordinances of the City of West Branch adding a stop sign intersection. / Move to Action.

Motion by Miller, second by Horihan to approve the Second Reading of Ordinance 836. AYES: Miller, Horihan, Dean, Sexton. ABSENT: Noel. NAYS: None. Motion carried.

First Reading of Ordinance 834 Amendment to Chapter 25 Historic Preservation Commission./ Move to Action.

It was requested by council to waive the second reading and move to the 3rd reading and adoption of the Ordinance at the next council meeting.

Motion by Dean, second by Miller to approve the First Reading of Ordinance 834. AYES: Dean, Miller, Sexton, Horihan. ABSENT: Noel. NAYS: None. Motion carried.

First Reading of Ordinance 835 Adoption of Chapter 29, Historic Preservation District Boundaries and Regulations./ Move to Action.

It was requested by council to waive the second reading and move to the 3rd reading and adoption of the Ordinance at the next council meeting.

Motion by Miller, second by Dean to approve the First Reading of Ordinance 835. AYES: Miller, Dean, Horihan, Sexton. ABSENT: Noel. NAYS: None. Motion carried.

Resolution 2026-28 Approval to enter into a Certification Agreement by and between Iowa State Historic Preservation Officer and the City of West Branch./ Move to Action.

Motion by Miller, second by Horihan to approve Resolution 2026-28. AYES: Miller, Horihan, Sexton, Dean. ABSENT: Noel. NAYS: None. Motion carried.

First Reading of Ordinance 838 Amendment to Chapter 165, Section 11, Zoning Regulations. / Move to Action.

Motion by Miller, second by Sexton to approve the First Reading of Ordinance 838. AYES: Miller, Sexton, Horihan, Miller. ABSENT: Noel. NAYS: None. Motion carried.

First Reading of Ordinance 839 Amendment to Chapter 165, Section 51, Zoning Regulations./ Move to Action.

It was requested by council to waive the second reading and move to the 3rd reading and adoption of the Ordinance at the next council meeting.

Motion by Sexton, second by Miller to approve the First Reading of Ordinance 839. AYES: Sexton, Miller, Dean, Horihan. ABSENT: Noel. NAYS: None. Motion carried.

First Reading of Ordinance 837 Amendment to Chapter 17, Section 4, City Council./ Move to Action.

It was requested by council to waive the second reading and move to the 3rd reading and adoption of the Ordinance at the next council meeting.

Motion by Miller, second by Dean to approve the First Reading of Ordinance 837. AYES: Miller, Dean, Horihan, Sexton. ABSENT: Noel. NAYS: None. Motion carried.

Resolution 2026-29 Amending the Procedural Rules for the West Branch City Council./ Move to Action.

Motion by Miller, second by Sexton to approve Resolution 2026-29. AYES: Miller, Sexton, Horihan, Dean. ABSENT: Noel. NAYS: None. Motion carried.

Resolution 2026-30 Approving Pay Estimate Number 9 in the amount of \$14,512.13 to Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project./ Move to Action.

Schechinger shared that the project is at 99% complete. The contractor is waiting for clear weather to finish curb work, grading in a few areas and to complete work to prevent flooding within some areas before handing the project over to the City for their completion.

Motion by Sexton, second by Horihan to approve Resolution 2026-30. AYES: Sexton, Horihan, Dean, Miller. ABSENT: Noel. NAYS: None. Motion carried.

Resolution 2026-31 Support of the Application of Parkside Partners, LLC for funding via the Workforce Housing Tax Credit Program and pledging City monies for the same./ Move to Action.

Motion by Sexton, second by Miller to approve Resolution 2026-31. AYES: Sexton, Miller, Dean, Horihan. NAYS: None. ABSENT: Noel. Motion carried.

Resolution 2026-32 Setting a Public Hearing Date and Bid Date for the West Main Steet Overlay Project./ Move to Action.

Discussion was had about utilizing the grinder equipment to alleviate the area in front of the Post Office.

Motion by Sexton, second by Dean to approve Resolution 2026-32. AYES: Sexton, Dean, Horihan, Miller. NAYS: None. ABSENT: Noel. Motion carried.

Resolution 2026-33 Approving a Salary Adjustment for Finance Officer Heidi Van Auken./ Move to Action.

Motion by Miller, second by Sexton to approve Resolution 2026-33. AYES: Miller, Sexton, Horihan, Dean. NAYS: None. ABSENT: Noel. Motion carried.

CITY ADMINISTRATOR REPORT

Administrator Kofoed presented the 2026 Program of the Year award to Mayor Laughlin and Parkside Partners representative Kobi Hershberger. The award was awarded to the City of West Branch in recognition of the Heritage Hill Redevelopment project. This was a long-standing industrial brownfield in downtown West Branch and was transformed into a catalyst for community renewal. This award highlights initiatives that not only solve real challenges but do so in a way that can serve as a model for other communities across Iowa. Hershberger shared on behalf of himself and Blaine that they appreciate this award and that various residents at the Heritage Hill development have shared that they really appreciate the housing that they have built and the opportunity to live in West Branch. He shared that that they are moving smoothly with the Parkside Hill development as well and have a 9 plex framed and roughed in with some of these units rented out all ready for move ins in the Fall. The 15 plex has now been started and the carport is next on the schedule with both of these structures to be complete this Fall. Parkside Partners is looking forward to future development projects in West Branch.

CITY ATTORNEY REPORT

Olsen shared that there will be a hearing on Wednesday about the nuisance property on Main Street. He and the opposing council are working on an agreement with a hard deadline for completion of the clean up and repair work to be done by May 15th to avoid a contempt of court charge and fines. Clean up work has been started, with more to do. There will be wording in the agreement that the property will need to be maintained properly on going and that cars are not allowed to be brought back on the property to sit.

CITY ENGINEER REPORT –

Creek Widening Project update - Trees have been put in and seeding has been started at the South end of the project. Cedar-Johnson Road project – Working on the completion and final punch list items now that the weather will allow it. West Main Street Overlay Project – The plans will be complete and shared by the end of the week to get bids in by April 30th. The work on this project will be done while school is out of session. It was discussed that the street would need to go down to One lane at times with the disruption kept to a minimum as possible.

STAFF REPORTS-

Friis shared that the Food Inspection done at the Cubby Park concession stand is complete and passed with no issues, thanks to all the hard work P&R director Laughlin did to get it ready. The next step will be another inspection when the concession stand is up and running with the staff running it.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS –

The committee that has been working on the potential solar installation project has not met with 3 solar companies to look at different agreements and options. The next step is looking into our bonding options for

this project. Anything above \$550,000 in debt will have to petition to go into bond. Next step is for the committee to work up the best option and bring that back to the council for a vote.

Councilperson Miller shared that he wanted to thank all of the people that were responsible for the successful completion of the Heritage Hill project as this was a long time in the making and there were many people that worked on various levels of this project to make this happen.

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:53 p.m.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk