

(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

July 7, 2026
6:00 p.m.

Mayor Laughlin called the West Branch City Council regular meeting to order at 6:00 p.m.

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

City Staff present: City Clerk Alycia Friis, City Administrator Adam Kofoed, WB Fire Chief Gary Savona, City Engineer Dave Schechinger, Sergeant Cathy Steen, Officer Brad Longlett, Finance Officer Heidi Van Auken, and Deputy City Clerk Jessica Brown.

Attending by Zoom: Library Director Jessie Shaffer

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve Minutes from the June 15, 2026 City Council meeting.
Approve Special Event Permit for WBHS Homecoming
Approve Appointment of Jeff Tadlock to the Board of Adjustments
Approve Special Class “C” Retail Alcohol License for Lucky Wife Wine Slushies for HHTD
Approve Special Class “B” Retail Alcohol License for Main Street West Branch for HHTD
Approve Special Class “E” Retail Alcohol License for Jack and Jill Store
Approve Special Class “E” Retail Alcohol License for Maverick #5079
Approval of the May Financial Statement
Approve Claims for July 7, 2026

7/7/2026		
EXPENDITURES		
ESO SOLUTIONS	EMERGENCY SOFTWARE - FIRE	5,014.98
GREATER IOWA CITY	FY27 MEMBER DUES	2,575.00
IMWCA	IMWCA DEPOSIT FY27	9,082.00
IOWA COMMUNITIES ASSURANCE	FY27 ICAP INSURANCE PREMIUM	84,063.00
IOWA LEAGUE OF CITIES	MEMBERSHIP DUES FY27	2,147.00
LEXIPOL	POLICY MANUAL & TRAINING FY27	4,264.33
MAINSTAY SYSTEMS OF IOWA	WATCHGUARD 3 YRS	24,172.00
TYLER TECHNOLOGIES	ANNUAL SOFTWARE MAINT FY27	25,550.45
TOTAL		156,868.76

REGULAR PAYROLL 6/19/2026	72,926.64
VACATION PAYOUT 6/19/2026	1,127.55
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	74,054.19

PAID BETWEEN MEETINGS		
BOUND TREE MEDICAL	MEDICAL SUPPLIES-FIRE	160.98
COMMERCIAL RECREATION	CUBBY SHADE INSTALLATION	12,267.00
CORRIDOR ENERGY COOP	STREET LIGHTS	348.27
CULLIGAN WATER	WATER SOFTENER SERVICE	75.23
DINGES FIRE COMPANY	APPARATUS REPAIRS	4,038.25
DORSEY & WHITNEY	WAPSI '26 SRF SPONSOR PROJECT	10,000.00
EOCENE ENVIRONMENTAL GROUP	WIDENING WAPSI CREEK	3,182.00
HOTSY CLEANING SYSTEMS	MISC PARTS & SOAP	214.10
JOHNSON COUNTY EMERGENCY	FY27 HAZMAT TEAM 28E AGREEMENT	75.00
MEDIACOM	CABLE SERVICES	41.90
PAPAS TRUCK & TRAILER	196 REPAIR	1,729.22
PROTECT YOUTH SPORTS	FIRE CHIEF BACKGROUND CHECKS	43.50
SWANK MOVIE LICENSING	SITE LICENSE-MOVIES	117.00
TUTTLE, PETER	ICE MACHINE REPAIR-FIRE	195.00
WEST BRANCH REPAIRS	DODGE SERVICE & REPAIR	683.30
AMAZON.COM	VARIOUS ITEMS - LIBRARY	1,324.30
CJ COOPER & ASSOCIATES	DOT FOR CDL - PW	75.00
CROELL	WAPSI BATHROOM PAD	657.00
HAWKINS	CHEMICALS	2,796.00
IOWA CITY PRESS-CITIZEN	SUBSCRIPTION 7-1-26-6-30-27	245.02
LIBRARICA	COMPUTER MGMT SOFTWARE-LIB	328.20
LYNCH'S EXCAVATING	GREEN VIEW WATER MAIN BREAK	3,840.00
LYNCH'S PLUMBING	HYDRANT FLUSHING RESIDENT INVOICE	90.95
MAINSTAY SYSTEMS	LAPTOP/DOCK/MONITORS - FIRE, PW, CITY	7,549.00
OLSON, KEVIN	LEGAL SERVICES - JUNE 2026	1,500.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	1,023.10
PACHECO, HUGO VINICIO HERN	PAVERS FOR PICNIC AREA - LIB	1,650.00
PETERSON CONTRACTORS	WAPSI CREEK WIDE PAY EST 4 & 5	257,105.41
PLUNKETT'S PEST CONTROL	PEST CONTROL - TH, LIBRARY, CITY	164.54
QUILL	OFFICE SUPPLIES - POLICE	866.04
STATE HYGIENIC LAB	LAB ANALYSIS	1,326.50
STATE INDUSTRIAL PRODUCTS	CHEMICALS	533.96
VERIZON WIRELESS	VERIZON WIRELESS	424.71
WEST BRANCH TIMES	LEGAL PUBLICATIONS	613.20
ACTION SEWER & SEPTIC	RESTROOM BACK UP & LINE CLEAN	611.00
AMAZON.COM	DOOR STOP,BASE PLUGS - TH, P&R	164.18
AT & T MOBILITY	WIRELESS SERVICE	258.14
BROWN, JESSICA	MPI MILAGE, MEAL REIMBURSEMENT	257.35
DEERY BROTHERS	2019 F550 REPAIR - PW	3,064.36
EARL MAY NURSERY & GARDEN	TREE REPLACMENT FOR ROW TREE	299.00
FRIIS, ALYCIA	MPI MILEAGE REIMBURSEMENT	197.20
FUSIONSITE MIDWEST	CUBBY BACKUP IN BATHROOM	228.99
GOERDT INSPECTION	BLDG INSPECTIONS	1,260.00
GOODALE, MATTHEW	MILEAGE REIMBURSEMENT	178.35
HD SUPPLY	BATHROOM SUPPLIES - P&R	267.12
IMAGINATION PLAYGROUND	YOUTH PROGRAM SUPPLIES	166.37

IOWA ONE CALL	UTILITY LOCATION SERVICE	68.40
JETCO ELECTRIC	DIAGNOSTIC AND REPAIR - PW	851.75
KATRINA KORSMO	SUMMER LIBRARY PROGRAM PRIZES	17.76
LAUGHLIN DESIGN	GAZEBO PAINTING & ROOFING	10,500.00
LYNCH'S PLUMBING	CUBBY PARK SEWER BACKUP	1,096.00
MAINSTAY SYSTEMS	CUBBY SECURITY SYSTEM - P&R	2,043.50
MISCELLANEOUS VENDORS	P&R SWIMMING & STORMWATER REIMB	1,181.75
MOPPY MO'S	JANITORIAL SERVICES - FIRE	17.50
OASIS ELECTRIC	RETROFIT LIGHT FIXTURES - LIB	1,535.15
OVERDRIVE	DIGITAL & AUDIO BOOKS	244.99
STEEN, CATHERINE	NSRO FLIGHT REIMBURSE- STEEN	665.45
STERICYCLE	SHREDDING SERVICES	107.38
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	3,646.77
VAN AUKEN, HEIDI	MPA MILEAGE REIMBURSEMENT	187.89
VEENSTRA & KIMM	VARIOUS PROJECTS	15,401.91
MISCELLANEOUS VENDORS	UB REFUNDS	350.00
SISCO	HEALTH CLAIMS 6-12-2026	480.44
SISCO	HEALTH CLAIMS 6-23-2026	684.75
SISCO	HEALTH CLAIMS 6-26-2026	3,655.61
METLIFE	INSURANCE PREMIUM	2,649.70
SISCO	INSURANCE PREMIUM	18,745.73
UMB BANK	GO BOND FEES	750.00
IOWA ALCOHOL BEV. DIVISION	FIRE DEPT HHTD ALCOHOL LICENSE	24.38
IOWA ALCOHOL BEV. DIVISION	FIRE DEPT HHTD ALCOHOL LICENSE	<u>24.38</u>
TOTAL		387,166.93
GRAND TOTAL EXPENDITURES		618,089.88

FUND TOTALS			REVENUE-FISCAL YEAR 2026		
			FUND		MAY
001	GENERAL FUND	117,865.19	001	GENERAL FUND	194,059.71
022	CIVIC CENTER	65.25	022	CIVIC CENTER	18,570.00
031	LIBRARY	11,535.10	031	LIBRARY	190,794.51
036	TORT LIABILITY	60,693.50	036	TORT LIABILITY	5,458.28
110	ROAD USE TAX	10,839.11	110	ROAD USE TAX	33,416.65
112	TRUST AND AGENCY	47,296.88	112	TRUST & AGENGY	21,329.71
226	DEBT SERVICE	750.00	121	LOCAL OPTION SALES TAX	27,378.88
308	PARK IMP - PEDERSEN VALLEY	8,129.20	125	TIF	27,124.95
321	WIDENING WAPSI CREEK	275,911.04	226	DEBT SERVICE	15,625.56
331	CEDAR JOHNSON RD RECON	3,897.28	300	CAPITAL IMPROVEMENT RESERVE	6,200.38
332	W MAIN ST IMPROVE	5,086.00	500	CEMETERY PERPETUAL FUND	1,222.49
600	WATER FUND	40,719.50	600	WATER FUND	81,988.94
610	SEWER FUND	34,180.60	610	SEWER FUND	87,754.48
740	STORM WATER UTILITY	<u>1,121.23</u>	740	STORM WATER UTILITY	<u>6,192.10</u>
GRAND FUND TOTAL	618,089.88		TOTAL		717,116.64

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

Introduction of Fire Chief Gary Savona made by Mayor Laughlin.
Scott and Julie Kelly – 167 Northridge Dr.: shared a complaint that their neighbor has not been mowing their yard. Scott has offered to help and the response has been, No. They are asking for the yard to get cleaned up. The front was mowed one time after a notice had been received from the City. However, the back yard has not been mowed in over a year.

PUBLIC HEARING / NON-CONSENT AGENDA

Third Reading - Ordinance 840 Adopt Limits to the use of Automated License Plate Readers and to Provide Public Transparency./ Move to Action.

ORDINANCE NO. 840

AN ORDINANCE TO ADOPT LIMITS TO THE USE OF AUTOMATED LICENSE PLATE READERS AND TO PROVIDE PUBLIC TRANSPARENCY

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

Section 1. Action. Adopting the Code of Ordinances Chapter 71 Automated License Plate Readers (ALPRs):

71.01 PURPOSE AND INTENT:

Automated/automatic license plate readers (ALPRs) capture computer-readable images that allow law enforcement to compare plate numbers against plates of stolen cars or cars driven by individuals wanted on criminal charges.

The data collected can enhance law enforcement's ability to investigate and enforce the law but also raises concerns that information collected may be placed into databases and shared without restrictions on use, retained longer than necessary, and used or abused in ways that could infringe on individuals' privacy.

The City of West Branch desires to equip its Police Department with the tools needed to perform their jobs in the most efficient and effective manner possible.

The City of West Branch seeks to balance the needs of law enforcement and the need for transparency and privacy concerns of its residents.

71.02 DEFINITIONS:

AUTOMATIC LICENSE PLATE READER SYSTEM

Automated License Plate Readers (ALPRs) also known as License Plate Recognition (LPR) are high-speed, computer-controlled camera systems that automatically capture images of vehicle license plates. They convert plate images into text, date-time stamp them, and check them against "hot lists" of vehicles for law enforcement, such as stolen cars, missing persons, or suspects in criminal investigations.

71.03 ORDINANCE:

1. All data retention shall be subject to the Iowa State Code. Any captured plate data collected or retained by the City of West Branch through the use of an automated license plate recognition (ALPR) system may not be stored or retained for more than 30 days unless the data is retained or stored as part of an ongoing criminal investigation or prosecution. In that case, the data shall be retained as a part of the criminal case file, and the City will follow the department’s evidence retention policies.
2. The selling or providing data generated by ALPRs to a non-law enforcement entity is hereby prohibited except where provided by state law. All data generated by the ALPRs shall not be provided to a third party unless they are a Federal, State, County or Municipal Law Enforcement Agency or a person or entity that is under contract with a Federal, State, County or Municipal Law Enforcement agency for the purpose of protecting public safety, conducting criminal investigations, or to ensure compliance with federal, state or local laws.
3. The City of West Branch will not use ALPR data for facial recognition purposes but can use images of the occupants collected by the ALPR as part of the investigation or prosecution of a crime.
4. This ordinance prohibits the City of West branch from placing ALPR cameras or directing the ALPR cameras directly at a place of religious worship.

Section 2. Effective Date. This ordinance shall take effect immediately upon passage and publication as required by law.

1st Reading:
2nd Reading:
3rd Reading:

Passed, adopted and approved this 1st day of June, 2026.
June 1, 2026
June 15, 2026
July 7, 2026

Mayor, Roger Laughlin

Attest:

City Clerk, Alycia A Friis

Motion by Dean, second by Miller to approve the Third Reading of and adopt Ordinance 840. AYES: Dean, Miller, Noel, Horihan, Sexton. NAYS: None. Motion carried.

Resolution 2026-61 Approving Change Order #2 in the amount of \$11,830.50 for the W Main Street Overlay Project./ Move to Action.

This has been added due to a subdrain that will go in at the large gravel area for the shoulder widening at the W Main Street Overlay Project.

Motion by Miller, second by Horihan to approve Resolution 2026-61. AYES: Miller, Horihan, Sexton, Noel, Dean. NAYS: None. Motion carried.

Resolution 2026-62 Amending Resolution 2026-52 Setting Salaries for Appointed Officials and Employees of the City of West Branch, Iowa for FY27./ Move to action.

Motion by Miller, second by Horihan to approve Resolution 2026-62. AYES: Miller, Horihan, Sexton, Dean, Noel. NAYS: None. Motion carried.

Resolution 2026-63 Approving Change Order No. 5 to the Contract with Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project./ Move to Action.

Change due to additional grading, remove & replace curb & gutter at Lot 18 to remobilize for grading.

Motion by Miller, second by Dean to approve Resolution 2026-63. AYES: Miller, Dean, Noel, Horihan, Sexton. NAYS: None. Motion carried.

Resolution 2026-64 Approving Pay Estimate No. 10 in the amount of \$42,604.34 to Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project./ Move to Action.

Motion by Dean, second by Miller to approve Resolution 2026-64. AYES: Dean, Miller, Sexton, Horihan, Noel. NAYS: None. Motion carried.

Resolution 2026-65 Approving the use of Perpetual Care Account funds to complete the road improvement project in the West Branch Cemetery./ Move to Action.

Motion by Noel, second by Horihan to approve Resolution 2026-65. AYES: Noel, Horihan, Sexton, Dean, Miller. NAYS: None. Motion carried

Resolution 2026-66 Setting a Public Hearing on the Capital Improvement Plan Implementation./ Move to Action.

Motion by Miller, second by Noel to approve Resolution 2026-66. AYES: Miller, Noel, Dean, Sexton, Horihan. NAYS: None. Motion carried

Resolution 2026-67 Approving a Salary Adjustment for Public Works employee Harrison Goodale./ Move to Action.

Motion by Sexton, second by Horihan to approve Resolution 2026-67. AYES: Sexton, Horihan, Noel, Dean, Miller. NAYS: None. Motion carried

Resolution 2026-68 Approving the Amendment to Resolution 2026-59 in order to receive benefits from the Iowa DOT./ Move to Action.

Motion by Noel, second by Miller to approve Resolution 2026-68. AYES: Noel, Miller, Dean, Horihan, Sexton. NAYS: None. Motion carried

Resolution 2026-69 Approving a Community and Economic Development funding agreement with the Hoover's Hometown Days Committee and authorizing the Mayor to execute the agreement./ Move to Action.

Motion by Miller, second by Noel to approve Resolution 2026-69. AYES: Miller, Noel, Sexton, Horihan, Dean. NAYS: None. Motion carried

Discussion/Possible Action – 707 Cedar-Johnson Road Utility Bill Relief/ Move to Action.

Tim and Lisa Stull of 707 Cedar Johnson Rd. shared information on their yard, what was damaged due to the Cedar-Johnson Road Reconstruction Project and the timing of repairing that area. Much of the yards and areas that were altered due to the project had been reseeded either during the Fall of 2025 or early Spring 2026 and then watered. The Stull's property was missed during this and then had sod laid out in June of 2026. This required the Stull's to water this area heavily during June and ongoing. This has resulted in doubling their normal usage of water. Due to the late placement of the sod, the council agreed that this additional usage should be reduced from their bill, as it was a direct result of the Cities project on their road and due to the contractor's mistake of missing the seeding on their property. The Stull's will then get further credit for a portion of their sewer usage for the summer months when the landscape meter has been returned, read and calculated.

DISCUSSION ITEMS

a. Administrator Kofoed shared the final Capitol Improvement Presentation from the U of I students. Kofoed shared the background of the U or I students research and final presentation to show how their proposed CIP was established. Through public meetings, meet and greets, and City Directors giving feedback from their

areas, the students were able to put together a presentation and plan that will be discussed and voted on through the Public Hearing at the next council meeting.

CITY ADMINISTRATOR REPORT – Kofoed will be attending the Administrator’s summer conference in Okoboji next week from Tuesday to Friday.

CITY ATTORNEY REPORT – None

CITY ENGINEER REPORT –

Engineer Schechinger shared that he has been in talks with the West Branch Village management discussing the connection from their area to full City Sewer. There are programs through the IA Economic Development Association through their CDBG program that can help fund this project. It would be a 2 year project, and through the CDBG grants and with the LMI rate, this would allow for additional support in alleviating flow issues down stream from where the flow would come in from West Branch Village and increase the efficiency within our city.

STAFF REPORTS - NONE

COMMENTS FROM MAYOR AND COUNCIL MEMBERS –

Council person Miller asked about the sidewalk between the Heritage Hill development and the Miller building and what the plan was for this area? Would it be sidewalk, dirt, etc.? The answer appears to be working with PW director Goodale on next steps. Council person Horihan shared a welcome back to Sergeant Steen following her work with the recent incident that resulted in a shooting and following the trip that she then took with the WB middle school students. He also shared a deep Thank you, to Officer Dorsey and the rest of the WBPB officers in stepping up and taking care of the city and PD area during Chief Hall and Sergeant Steen’s absence.

ADJOURNMENT

Motion to adjourn by Miller, second by Noel. Motion carried on a voice vote. City Council meeting adjourned at 6:58 p.m.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk