(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**	**August 17, 2026**
Council Chambers	**Regular Meeting**	**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; Jerry Sexton, Chantry Noel, Tom Dean and Mike Horihan. Colton Miller-Absent.
City Staff present: City Clerk Alycia Friis, City Administrator Adam Kofoed, V&K Engineer Eric Gould, City Lawyer Kevin Olson, Deputy Clerk Jessica Brown.
Attending by Zoom: Library Director Jessie Shaffer.

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve Minutes from the August 3, 2026 City Council meeting.
Approve Class "C" Retail Alcohol License Renewal for Mexico Lindo
Approve Claims for August 17, 2026.

EXPENDITURES	8/17/2026	
ACTION SEWER & SEPTIC	MAIN ST Project ,STORM SEWER CLEAN OUT	4,300.00
HD SUPPLY	CLEANING SUPPLIES - TH	11.67
L. L. PELLING	ANNUAL SEAL COAT	94,520.60
SAFELITE GROUP	AUTOGLASS REPLACEMENT - PD	501.28
STATE HYGIENIC LAB	LAB ANALYSIS	1,762.50
TOTAL		101,096.05
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	8/14/2026	70,452.58
PAID BETWEEN MEETINGS		
CHICAGO MOTORS	2021 FORD EXPLORER - PD	26,700.00
FUSIONSITE MIDWEST	WAPSI PORT-O-POTTY	249.10
IMWCA	IMWCA EXP DISTRIBUTION FY27	3,890.00
PETERSON CONTRACTORS	WAPSI CREEK WIDE PAY EST 6	32,423.38
TRIPLE B CONSTRUCTION	W MAIN ST PAY EST 1	201,282.04
VEENSTRA & KIMM	VARIOUS PROJECTS	30,413.16
ALLIANT ENERGY	ALLIANT ENERGY	25,325.36
AMAZON.COM	MULTIPLE ITEMS - LIB, CLERK, PD	375.83
AT & T MOBILITY	WIRELESS SERVICE	258.22
BEAN & BEAN	GRAVE OPENINGS	650.00
CEDAR COUNTY COOP	FUEL - MOWER - CEMETERY - PW	1,051.64
CEDAR COUNTY RECORDER	RECORDING FEES	14.00
E O JOHNSON	COPIER MAINTENANCE - CITY	178.65
HAWKINS	CHEMICALS	2,863.22
KANOPY	ON DEMAND VIDEO SERVICE	32.00
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	194.53
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,586.97
LRS HOLDINGS	TRASH & RECYCLING JULY 2026	20,520.75
MOPPY MO'S	JANITORIAL SERVICES - LIB, CITY, TH, P&R	945.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	148.13
QUILL	OFFICE SUPPLIES - CITY OFFICE	49.71
RELION	FY27 CRIME THEFT PREMIUM	173.00
SUMMIT FIRE PROTECTION	ANNUAL FIRE EXT SERVICE	1,289.00
TRUGREEN	LAWN TREATMENT - P&R	565.00
WEST BRANCH REPAIRS	VEHICLE WORK -P&R, PD	386.95
WEX BANK	VEHICLE FUEL	2,099.80
VARIOUS VENDORS	UB REFUNDS	1,276.55
SISCO	HEALTH CLAIMS 8-3-2026	542.00
SISCO	HEALTH CLAIMS 8-10-2026	1,218.74
GLOBAL PAYMENTS	POSTAGE FEES	11.80
CARDCONNECT	ANNUAL COMPLIANCE SVC FEE	29.99
IOWA ALCOHOL BEV. DIVISION	FIRE DEPT HHTD ALCOHOL LICENSE	24.38
IOWA ALCOHOL BEV. DIVISION	FIRE DEPT HHTD ALCOHOL LICENSE	24.38
TOTAL		356,793.28
GRAND TOTAL EXPENDITURES		528,341.91

FUND TOTALS	
001 GENERAL FUND	146,015.47
022 CIVIC CENTER	1,093.07
031 LIBRARY	6,786.99
036 TORT LIABILITY	125.00
110 ROAD USE TAX	47,465.89
112 TRUST AND AGENCY	18,885.85
321 WIDENING WAPSI CREEK	33,581.23
331 CEDAR JOHNSON RD RECONS	1,278.10
332 W MAIN ST IMPROVE	229,234.17
600 WATER FUND	21,253.67
610 SEWER FUND	17,800.56
740 STORM WATER UTILITY	4,821.91
GRAND FUND TOTAL	528,341.91

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 2026-84 Approving an Invoice in the Amount of $231.49 to Eocene (Formerly Known as Impact7G Inc.) for the Wapsi Creek Widening – SRF sponsored project./Move to Action

Motion by Dean, second by Noel to approve Resolution 2026-84. AYES: Dean, Noel, Horihan, Sexton. NAYS: None. ABSENT: Miller. Motion carried.

Resolution 2026-85 Approving Pay Estimate #2 in the amount of $496,619.15 to Triple B Construction Corp for the W Main Street Overlay Project./ Move to Action
Motion by Dean, second by Noel to approve Resolution 2026-85. AYES: Dean, Noel, Sexton, Horihan. NAYS: None. ABSENT: Miller. Motion carried.

Resolution 2026-86 Approving Change Order #3 in the amount of $3,629.73 for the W Main Street Overlay Project./ Move to Action.
Motion by Noel, second by Sexton to approve Resolution 2026-86. AYES: Noel, Sexton Horihan, Dean. NAYS: None. ABSENT: Miller. Motion carried.

Resolution 2026-87 Approving an agreement for Solid Waste and Recycling Collection Services with Smith Sanitation Services, LLC./ Move to Action.
Josh and Wes Smith shared that 75% of the needed cart inventory has been brought to West Branch and staged for delivery. Their plan is to start delivering carts at the end of the week, either Thursday and Friday or Friday and Saturday. Each residence will have a garbage and recycle cart in the same size as they currently have, along with a flyer sharing information about what is accepted and not accepted through Smith Sanitation. They wanted to ensure that residents are aware of the new start time for pick up on Fridays. ***Smith will start picking up garbage and recycle at 6:00am and they encourage residents to have their carts out for pick up either Thursday evening or before 6:00am***. The first service day for Smith Sanitation will be Friday, September 4, 2026. There will still be stickers sold to be placed on bulky items or additional bags that do not fit in the garbage card. These will be $3.50 each and sold at City Hall and Jack and Jill.
Motion by Dean, second by Noel to approve Resolution 2026-87. AYES: Dean, Noel, Horihan, Sexton. NAYS: None. ABSENT: Miller. Motion carried.

Resolution 2026-88 Approving the Cedar County Hazard Mitigation Plan for the City of West Branch, Iowa./ Move to Action.
Motion by Noel, second by Dean to approve Resolution 2026-88. AYES: Noel, Dean, Sexton, Horihan. NAYS: None. ABSENT: Miller. Motion carried.

First Reading – Ordinance 840 Amending Chapter 92 – Water Rates./ Move to Action.
Discussion about the addition of the following to the Water Rates Ordinance: “The water rate per 1000 gallons shall increase annually each July 1st thereafter by two percent (2%).”. This ensures that the ordinance reflects the same as the verbiage for the Sewer Rates.
Motion by Dean, second by Sexton to approve the First Reading of Ordinance 840. AYES: Dean, Sexton, Horihan, Noel. NAYS: None. ABSENT: Miller. Motion carried
Resolution 2026-89 Approving the General Agreement between the United States Department of the Interior National Park Service and the City of West Branch, Iowa regarding snow removal, road striping, brine production & storage./ Move to Action.
Motion by Sexton, second by Dean to approve Resolution 2026-89. AYES: Sexton, Dean, Noel, Horihan. NAYS: None. ABSENT: Miller. Motion carried

DISCUSSION ITEMS

a. Reimbursement for the sidewalk on the Corner of 5th St. and College St – Road Improvement –
The sidewalk located at the corner of 5th St. and College St. was damaged approximately 5 years ago due to the removal of a tree by city staff. The discussion was around the estimate that was given by Hatfield of $2400.00 for the repairs. Council agreed that this damage was due to city work, so it should be repaired by the city. City Lawyer Olsen will draft an agreement to move forward.

CITY ADMINISTRATOR REPORT – None

CITY ATTORNEY REPORT – None

CITY ENGINEER REPORT – Engineer Gould shared the W Main Street Overlay project should be wrapped up by the end of this week, and just in time for school to start back up on Monday. Seeding will be done following.

STAFF REPORTS – Brown shared information on a subject about landlords being kept in the loop on renter delinquencies on utilities. She stated that she called 8 other cities of various size to see what their process is when a renter moved out and the in between time of renters occupying the parcel and various questions on how rental properties are handled within their cities. She also shared that there are different rules and regulations for electric services vs water and sewer.
City Clerk Friis discussed the current rate for sewer that is charged quarterly to Cambio Community for the new section of West Branch Village (Grant St. and Lou Henry Lane). With the annual increase of 2% to our residential sewer rate each year, the question came up of why were we not increasing our monthly rate for this area as well. In discussion, the council members agreed that this needed to be looked at and adjusted. Friis and Kofoed will pull together a recommendation and ask for approval of the recommendation at the next council meeting.
Friis also shared the opportunity she had to go through the IPAWS/RAVE alerting system training last week with the Emergency Management team. This system allows the City Clerks within Cedar County the ability to share information on 3 areas such as boil orders, water main breaks and snow emergencies, through this system to then send out an alert message by cellular device to residents in that area. This would increase our level of communication and will now be utilized for these 3 warnings/alerts.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS –

Mayor Laughlin shared that the WB Library earned accreditation of Tier III from the State of Iowa and has maintained this for the last 3 years. This is the highest level of accreditation that a Library can receive from the State. Discussion about a successful Hoover Hometown Days was shared along with the Presidential Library and Museum reopening and the visitors from Tennessee that brought a team to experience Hoover ball and share in the festivities. Some discussion around an incident with youth that were riding on an ebike, running into a pedestrian during Hoover Hometown Days weekend. It appears that the rider was under the age of 16. Some of the suggestions were to ensure that riders that are 15 years of age and under would be required to wear a helmet and to possibly enforce that not more than 1 rider at a time can be riding the ebike at a time. City Lawyer Olsen will be looking into the State laws and regulations about ebikes, the tiers of the bikes and the current rules around them to further the discussion as to if West Branch needed to update and enforce an Ordinance on this subject. The last question was about the Lions Club Pickleball Courts at Cubby Park and where the project was at in the development phase. Adam will follow up and inform the Council.

ADJOURNMENT

Motion to adjourn by Dean, second by Noel. Motion carried on a voice vote. City Council meeting adjourned at 6:42 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Alycia Friis, City Clerk