

(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

September 8, 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; Jerry Sexton, Tom Dean Mike Horihan, and Colton Miller. Chantry Noel-Absent.
City Staff present: City Clerk Alycia Friis, City Administrator Adam Kofoed, V&K Engineer Dave Schechinger, Police Chief Greg Hall, Parks and Rec Director Erin Laughlin, Fire Chief Gary Savona.
Attending by Zoom: Library Director Jessie Shaffer and Finance Officer Heidi Van Auken

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve Minutes from the August 17, 2026 City Council meeting.

Approval of a Block Party Permit at 5th Street.

Approval of Library Board of Trustees member – T. O’Leary

Approval of discharge of bill for 107 W Tidewater.

Approve Claims for September 8, 2026.

EXPENDITURES	9/8/2026	
AMAZON.COM	VARIOUS ITEMS - LIBRARY	673.14
BUOL, MARY	STORAGE TOTES FOR LIBRARY	159.80
FUSIONSITE MIDWEST	WAPSI BATHROOM - P&R	132.25
GOERDT INSPECTION	BLDG INSPECTIONS	1,806.00
HD SUPPLY	SOAP & HOLDER - P&R	15.72
IMWCA	IMWCA FY27 INSTALLMENT 3	3,890.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,596.88
QUILL	OFFICE SUPPLIES - CLERK	65.84
SAVONA, GARY	REIMB - MILEAGE TO FIRE CALL	28.27
VAN AUKEN, HEIDI	MILEAGE REIMBURSEMENT	34.66
VEENSTRA & KIMM	VARIOUS PROJECTS	21,683.54
TOTAL		30,086.10
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	8/28/2026	80,832.95
PAID BETWEEN MEETINGS		
101 MOBILITY	LIFT REPAIR	1,221.20
AMAZON.COM	VARIOUS ITEMS - LIBRARY	466.41
BOUND TREE MEDICAL	MEDICAL SUPPLIES - FIRE	250.62
CEDAR COUNTY COOP	FUEL - FIRE	295.46
CJ COOPER & ASSOCIATES	PREEMPLOYMENT TEST - PW	75
CORRIDOR ENERGY COOP	STREET LIGHTS	348.22
CULLIGAN WATER	WATER SOFTENER SERVICE	31.49
FELD FIRE EQUIPMENT	KNOBS LV SERIES VALVE, OIL & FILTERS-FIRE	1,046.00
HEIMAN FIRE EQUIPMENT	COATS & PANTS - FIRE	11,616.09
IOWA DEP OF NATURAL RESOURCES	NPDES FEE FY27	210
JONES & BARTLETT LEARNING	TRAINING BOOKS - FIRE	472.85
LEXISNEXIS RISK SOLUTIONS	UB INFO SEARCH SERVICE	200
LIBERTY DOORS	LIFT KEY BOX INSTALLATION	320
MACQUEEN EQUIPMENT	SBCA MASKS - FIRE	2,641.65
MOPPY MO'S	JANITORIAL SERVICES - FIRE	17.5
PLUNKETT'S PEST CONTROL	PEST CONTROL - CITY OFFICE, LIB, TH	164.54
WEST BRANCH REPAIRS	REPLACE O RING, EXHAUST FLOOD- FIRE	147.97
WEST BRANCH TIMES	LEGAL PUBLICATIONS	1,003.85
WITMER PUBLIC SAFETY GROUP	HELMENT SHIELD & BADGES - FIRE	177.1
AMAZON.COM	VARIOUS ITEMS - P&R, CITY, LIBRARY	682.00
CJ COOPER & ASSOCIATES	PREEMPLOYMENT TEST - PW	105.00
EOCENE ENVIRONMENTAL	WIDENING WAPSI CREEK	231.49
HATFIELD CONCRETE	ADA TRAIL EXT FOR 300 BLK E. M	9,228.00
IOWA PARKS AND RECREATION	2026 FALL WORKSHOP - P&R	175.00
IOWA PRISON INDUSTRIES	HATS - PD	29.99
MAINSTAY SYSTEMS	DOCK, KEYBOARD & MOUSE- FIRE	290.00
MEDIACOM	CABLE SERVICES	41.90
OLSON, KEVIN D	LEGAL SERVICES - AUGUST 2026	1,500.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	413.71
RAINMASTER IRRIGATION	CUBBY IRRIGATION PUMP	2,974.00
THOMAS HEATING & AIR	REFRIGERANT TO AC - FIRE	216.00
TRIPLE B CONSTRUCTION	W MAIN ST PAY EST 2	496,619.15
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	5,555.11
VERIZON WIRELESS	VERIZON WIRELESS	463.29
AEROSAW	FLAG POLE HOLES DOWNTOWN	700.00
IOWA ONE CALL	UTILITY LOCATION SERVICES	52.20
LEAF CAPITAL FUNDING	COPIER LEASE - CITY OFFICE	396.00
OASIS ELECTRIC	POWER FOR GAZEBO ON HHTD	1,042.28
OVERDRIVE	DIGITAL & AUDIO BOOKS	47.50
STATE INDUSTRIAL PRODUCTS	CHEMICALS	533.96
STERICYCLE	SHREDDING SERVICES	222.65
U OF I HEALTH	DOT PHYSICAL & DRUG TESING-PW	561.00
WESTRUM LEAK DETECTION	2026 LEAK DETECTION SURVEY	2,800.00
ZACH AND OLLIE'S PUBLISHING	YOUTH PROGRAM - LIBRARY	75.00
SISCO	HEALTH CLAIMS 8-17-2026	1,926.72
SISCO	HEALTH CLAIMS 8-24-2026	812.00
SISCO	HEALTH CLAIMS 8-31-2026	797.78
JOHN DEERE FINANCIAL	SUPPLIES & UNIFORMS - PW	1,635.28
MAINSTAY SYSTEMS	BATTERIES FOR SERVER - PD	82.00
SUNBURY SOD	SOD FOR HERITAGE SQUARE	551.90
MISCELLANEOUS VENDOR	UB REISSUED REFUND CHECKS	378.38
FIDELITY BANK & TRUST	UB RETURNED UNPAID FEE	10.00
METLIFE	INSURANCE PREMIUM	2,952.71
SISCO	INSURANCE PREMIUM	20,721.68
MISCELLANEOUS VENDOR	UB REFUND CHECKS	114.09
TOTAL		575,643.72
GRAND TOTAL EXPENDITURES		686,562.77

FUND TOTALS		
001	GENERAL FUND	67,129.27
022	CIVIC CENTER	1,598.47
031	LIBRARY	7,530.65
110	ROAD USE TAX	8,506.71
112	TRUST AND AGENCY	43,668.62
312	DOWNTOWN EAST REDEVELOP	9,228.00
321	WIDENING WAPSI CREEK	231.49
331	CEDAR JOHNSON RD	1,677.52
332	W MAIN ST IMPROVE	516,625.17
600	WATER FUND	16,835.70
610	SEWER FUND	12,704.79
740	STORM WATER	826.38
GRAND TOTAL		686,562.77

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE

PUBLIC HEARING / NON-CONSENT AGENDA

Second Reading – Ordinance 840 Amending Chapter 92 – Water Rates./ Move to Action

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

Resolution 2026-90 Approving a bid for work to 411 E Main Street with Barnhart’s Custom Services in the amount of \$11,465.00 with the City of West Branch, Ia./ Move to Action (TABLED FOR 30 DAYS)

With the possibility of the sale of the parcel, this item has been tabled for 30 days to work with the new owner on this issue and ensure that all parties are in alignment.

Motion by Dean, second by Sexton to TABLE this Resolution 2026-90. AYES: Dean, Miller, Sexton, Horihan. NAYS: None. ABSENT: Noel. Motion carried.

Resolution 2026-91 Approving an Increase to the Sewer Agreement with West Branch Village LLC, c/o Cambio Communities. ./ Move to Action

Tom Carpenter of Cambio Communities spoke with Council and shared that the water meter has been purchased and picked up from the City and they have approved the quote with Lynch’s to do the dirt work. They are currently on Lynch’s schedule for September 21st to get the work started and should take about a week to complete the project of installation. PW Director Goodale will inspect the installation with V&K on standby if needed for any support of the project.

Motion by Dean, second by Horihan to approve Resolution 2026-91. AYES: Dean, Horihan, Sexton, Miller. NAYS: None. ABSENT: Noel. Motion carried

Resolution 2026-92 Approving the City of West Branch Employee Handbook with all revisions and amendments in place./ Move to Action.

Motion by Sexton, second by Miller to approve Resolution 2026-92. AYES: Sexton Miller, Dean, Horihan. NAYS: None. ABSENT: Noel. Motion carried.

Resolution 2026-93 Approving Pay Estimate Number 11 in the amount of \$722.40 to the Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project./ Move to Action.

Motion by Sexton, second by Dean to approve Resolution 2026-93. AYES: Sexton, Dean, Horihan, Miller. NAYS: None. ABSENT: Noel. Motion carried.

Resolution 2026-94 Approving Change Order #6 in the amount of \$14,196.00 to the Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project./ Move to Action.

Motion by Dean, second by Sexton to approve Resolution 2026-94. AYES: Dean, Sexton, Horihan, Miller. NAYS: None. ABSENT: Noel. Motion carried.

Resolution 2026-95 Approving Change Order #7 in the amount of \$2,850.00 to the Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project./ Move to Action

Change Order due to Delay in project for water line work from Orange St to Cedar Johnson Road.

Motion by Miller, second by Dean to approve Resolution 2026-95. AYES: Miller, Dean, Horihan, Sexton. NAYS: None. ABSENT: Noel. Motion carried

Resolution 2026-96 Approving a Salary Adjustment for Matt Goodale./ Move to Action

Motion by Miller, second by Horihan to approve Resolution 2026-96. AYES: Miller, Horihan, Sexton, Dean. NAYS: None. ABSENT: Noel. Motion carried

Resolution 2026-97 Approving a Quote for Insurance Coverage for the West Branch Fire Department and Equipment for FY27./ Move to Action

Motion by Miller, second by Horihan to approve Resolution 2026-97. AYES: Miller, Horihan, Sexton, Dean. NAYS: None. ABSENT: Noel. Motion carried

Resolution 2026-98 Approving a Salary Adjustment for Alycia Friis./ Move to Action.

Motion by Horihan, second by Miller to approve Resolution 2026-98. AYES: Horihan, Miller, Dean, Sexton. NAYS: None. ABSENT: Noel. Motion carried

Resolution 2026-99 Approving a Salary Adjustment for Heidi Van Auken./ Move to Action.

Motion by Sexton, second by Horihan to approve Resolution 2026-99. AYES: Sexton, Horihan, Dean, Miller. NAYS: None. ABSENT: Noel. Motion carried

DISCUSSION ITEMS

- a. Transfer of Funds for WB Police Department – Chief Hall shared information on the new (used) squad car that has been purchased and now needs to be completed with installation of equipment and decals before being ready for daily use. The funds in the budgeted vehicle account were utilized for the purchase of the vehicle, and now Chief Hall wanted to share that he would need to remove approximately \$13,000.00 from the vehicle set aside account in order to finish the installation items and work on the vehicle.

CITY ADMINISTRATOR REPORT

Kofoed shared information on FY28 Revenue and some of what to expect with the exceptions coming through property tax allotments. The various exemptions such as Military, over 65 years of age, Homestead, etc., will directly impact the amount of revenue the city receives from Property Tax income.

CITY ATTORNEY REPORT – None

CITY ENGINEER REPORT

Engineer Schechinger shared that the W Main Street project is nearly complete with a few drive way clean up areas. WB Village has been working with V&K on potential CDBG Funds to help with the further connection of sewer to the City Sewer for all of the WB Village community. This would allow for disuse of their lagoons and would require some pipe work and equipment increase downstream from this work. The CDBG funds could help to make this possible. Water Plant – SRF work is being done in connection to water filters. Looking at brick removal and build up work done in the original are of the water plant to make the room for new filters. This would take approximately 1 year to complete. The plant would run with the 3 newer filters within the new section, at capacity during the work and then the filters added to the original section would be tested and brought back on line to level out use across all filters.

STAFF REPORTS

Fire Chief Savona shared some updates on the Fire House. The average call for services annually throughout Iowa is 200 calls per year. Right now, we are sitting at 500 calls and are on track to have up to 800 by year end. This brings the challenge of recruiting and retaining volunteer fire and EMS members. There is a pilot program that Chief Savona is working on that would move his office out and into a shared office with the Med staff. The current office space and connecting room would turn into overnight/resting rooms (2) to get people into town. In order to be a volunteer on the fire department, the member has to be within city limits for a certain amount of time. This includes working within city limits and staying within city limits. The “resting” rooms would allow others to stay in the city and meet the requirements to help with the number of calls. Several that are interested are already certified fire and EMS members. Today about 80% of the calls are medical calls and the increase of population, this also increases the calls as well.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS – NONE

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:00 p.m.

CLOSED SESSION: Iowa Code 21.5(l)(j) – Real Estate Discussion

Motion to go into Closed Session was made by Miller and seconded by Dean. AYES: Miller, Dean, Sexton, Horihan. NAYES: None. ABSENT: Noel. Motion carried.

Closed Session began at 7:02 p.m.

Motion to close the Closed Session made by Dean and seconded by Miller. AYES: Dean, Miller, Horihan, Sexton. NAYES: None. ABSENT: Noel. Motion carries.

Motion to adjourn closed Session made by Miller and seconded by Horihan. Motion carried on a voice vote. Closed Session adjourned at 7:25 p.m.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk