

(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 21, 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, Colton Miller and Chantry Noel.
City Staff present: City Clerk Alycia Friis, City Administrator Adam Kofoed, V&K Engineer Dave Schechinger, Parks and Rec Director Erin Laughlin, Public Works Director Matt Goodale.
Attending by Zoom: Library Director Jessie Shaffer.

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve Minutes from the September 8, 2026 City Council meeting.

Approve a new Library Board of Trustee Member – K Burkle

Approve Claims for September 21, 2026.

EXPENDITURES	9/21/2026	
ANTHONY TATMAN	FITNESS FOR DUTY EVAL -PD	525.00
DEERY BROTHERS FORD	FORD F550 REPAIRS - PW	15,223.38
DIAMOND DOCTORS OF IA	CUBBY FIELD LEVELING	10,500.00
ELITE HOLDING	SPORTS SHIRTS - P&R	537.00
MEDIACOM	CABLE SERVICES	41.90
STATE HYGIENIC LAB	LAB ANALYSIS	<u>1,233.00</u>
TOTAL		28,060.28
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	9/11/2026	72,068.76
PAID BETWEEN MEETINGS		
ALLIANT ENERGY	ALLIANT ENERGY	24,139.17
AMAZON.COM	VARIOUS ITEMS - LIBRARY, P&R	1,352.60
AT & T MOBILITY	WIRELESS SERVICE	232.20
BOOMERANG	CEDAR JOHNSON RD PAY EST 10&11	43,326.74
BOUND TREE MEDICAL	MEDICAL SUPPLIES - FIRE	319.33
CEDAR CO. SHERIFF'S OFFICE	PATROL RESERVES HOOVER FEST	385.00
CEDAR COUNTY COOP	FUEL - MOWER CEMETERY	1,180.60
CEDAR CO. EMERGENCY MAN	2026-2027 EMA ASSESSMENT	16,308.50
CORRIDOR ENERGY COOP	STREET LIGHTS	295.88
CULLIGAN WATER	WATER SOFTENER SERVICE	31.49
E O JOHNSON BUSINESS	COPIER MAINTENANCE - LIB	106.03
ECONO SIGNS	LIONS PB COURT SIGNS	321.11
HAWKINS	CHEMICALS	2,961.27
HD SUPPLY	SOAP & HOLDER - P&R	15.72
HEIMAN FIRE EQUIPMENT	BOOTS, HELMET, GLOVES - FIRE	791.56
KANOPY	ON DEMAND VIDEO SERVICE	38.00
L. L. PELLING	COLD PATCH	513.00
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	209.17
LEE'S LOCK & KEY	ENTERANCE LOCK REPAIR - LIB	75.00
LEXISNEXIS RISK SOLUTIONS	UB INFO SEARCH SERVICE	200.00
LRS HOLDINGS	TRASH & RECYCLING AUGUST 2026	20,841.50
LYNCH'S EXCAVATING	GREENVIEW CIRC REPAIR	4,227.20
MENARDS	LIONS FIELD MULCH - P&R	13.75
MOPPY MO'S	CLEANING SERVICE - PD, CITY, TH, LIBRARY	980.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	89.43
PARKSIDE SERVICE	REPLACE TIRE ON TRAILER - PW	255.98
PLUNKETT'S PEST CONTROL	PEST CONTROL - TH, CITY, LIBRARY	164.54
PROTECT YOUTH SPORTS	BACKGROUND CHECKS - P&R	130.50
QUILL	CLEANING SUPPLIES - FIRE	55.26
STATE INDUSTRIAL PRODUCTS	SHOP SUPPLIES - PW	164.29
SUMMIT FIRE PROTECTION	ANNUAL FIRE ALARM SERVICE- LIB	940.00
TRUGREEN	PARKS LAWN CARE - P&R	945.00
WEST BRANCH REPAIRS	WORK ON 2012 RAM - PD	256.40
SISCO	HEALTH CLAIMS 9-8-2026	2,740.78
SISCO	HEALTH CLAIMS 9-14-2026	20.00
VARIOUS VENDORS	UB REFUNDS	<u>258.54</u>
TOTAL		124,885.54

GRAND TOTAL EXPENDITURES 225,014.58

FUND TOTALS	
001 GENERAL FUND	92,954.06
022 CIVIC CENTER	1,026.27
031 LIBRARY	8,455.24
110 ROAD USE TAX	21,901.40
112 TRUST AND AGENCY	16,290.72
331 CEDAR JOHNSON RD	43,326.74
600 WATER FUND	23,793.98
610 SEWER FUND	16,698.10
740 STORM WATER	<u>568.07</u>
GRAND FUND TOTAL	225,014.58

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

Bobby Sexton explained that a 12” to 15” tube was run under the street around 21 Greenview Cir. And the neighbor across the street from him brought the issue of standing water to the council a few years back. A basin was put in on their side of the street to assist with this problem and that intensified the amount of water that stands in front of 21 Greenview Cir. now. Bobby now can’t do more work within his yard due to the

excessive standing water that interrupts any project that he would be doing. He had a plan where he would install a tile through his yard and create an extension to the golf course area where tiling on that property diverts excess water to the creek. Bobby asked the City if they would put a 6” tube through the existing larger tube under the road to aid in the flow to this new path. A clean out would already be on the opposite side of the road, so a new one on this side would not be necessary. With the necessary items requested from the plan that Bobby had, the cost to the city would be approximately \$800.00.

PUBLIC HEARING / NON-CONSENT AGENDA

Third Reading – Ordinance 841 Amending Chapter 92 – Water Rates./ Move to Action

ORDINANCE NO. 841

AN ORDINANCE AMENDING CHAPTER 92 – WATER RATES

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

1. **Amendment.** Section 92.02 is hereby amended by deleting it in its entirety and replacing it with the following:
92.02 RATES FOR SERVICE. Water service shall be furnished at the following monthly rates within the City:
(Code of Iowa, Sec. 384.84)
 1. Rate effective July 1, 2024: \$10.71 per 1000 gallons with 1,700 gallon minimum.
 2. Rate effective July 1, 2025: \$10.92 per 1000 gallons with 1,700 gallon minimum.
 3. Rate effective July 1, 2026: \$11.14 per 1000 gallons with 1,700 gallon minimum.
 4. Rate effective July 1, 2027: \$11.36 per 1000 gallons with 1,700 gallon minimum.
 5. **The water rate per 1000 gallons shall increase annually each July 1st thereafter by two percent (2%).**
(Subsection 1 – Ord. 814 – Jul. 24 Supp.)
2. **Conflicts.** All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.
3. **Adjudication.** If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.
4. **Effective Date.** This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

Passed and approved on the 17th day of August, 2026.

First Reading: August 17, 2026

Second Reading: September 8, 2026

Third Reading: September 21, 2026

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk

Motion by Miller, second by Noel to approve the Third Reading and adoption of Ordinance 841. AYES: Miller, Noel, Dean, Sexton, Horihan. NAYS: None. Motion carried.

Resolution 2026-100 Approval of a 1 year Zumba Gold Contract with Savannah Hatfield./ Move to Action

Motion to correct the printed Resolution to reflect the number of 2026-100 and to correct the name of the contractor listed on the resolution to Savannah Hatfield and to approve resolution 2026-100 made by Miller, second by Sexton. AYES: Miller, Sexton, Horihan, Noel, Dean. NAYS: None. Motion carried.

Resolution 2026-101 Approving Pay Estimate #12 in the amount of \$16,534.62 to Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project./ Move to Action

Motion by Sexton, second by Miller to approve Resolution 2026-101. AYES: Sexton, Miller, Noel, Dean, Horihan. NAYS: None. Motion carried

Resolution 2026-102 Accepting the Cedar-Johnson Road Reconstruction Project as Completed./ Move to Action.

Motion by Miller, second by Dean to approve Resolution 2026-102. AYES: Miller, Dean, Noel, Horihan, Sexton. NAYS: None. Motion carried.

DISCUSSION ITEMS

Kofoed shared information on the previous discussion item around the sidewalk repair at 5th and College St. He has been in contact with the property owner and the owner stated that he is not agreeable with receiving half of the approved \$2400.00 to repair the sidewalk that was damaged during some tree removals and then receiving the remaining balance once the work is done. He would only agree to have the full amount up front, before the work was done and would not allow the city onto his property to do any of the work. Kofoed is working with City legal council to reach an agreement with the property owner of 227 N 5th St and to resolve the issue in a manor that the City is comfortable with. The Council was not in agreement with releasing the funds up front of doing any work to the affected area and now would like to either release the approved funds after work is done or directly to the contractor doing the work upon completion. They also agreed that they would not be utilizing more than the \$2400.00 agreed upon amount, so anything billed above that amount, would be the responsibility of the property owner. Kofoed and Olsen will continue to negotiate with the property owner to resolve the issue in a manor that is best for the City.

CITY ADMINISTRATOR REPORT

What is a Comp Plan? Kofoed gave a brief synopsis of the schedule for West Branch’s new Comprehensive Plan. The next couple of months the Planning and Zoning Commission will be reviewing and approving the new Comp Plan. This is typically a 20 year plan with input for staff, elected officials and public input. Kofoed will be bringing sections to the Council following P&Z Commission approval, for their review and approval as well.

CITY ATTORNEY REPORT - None

CITY ENGINEER REPORT

In speaking to property owners and taking a look at the area, the Wapsi Creek widening project has done its job. Water at the creek rose but was contained in areas that would usually have flooded. The Cedar-Johnson Road reconstruct project is complete and is now ready for final wrap up. The W Main Street reconstruction project is near completion with a few spots to scour and wrap up. Schechinger is working with FEMA on the letter of map revision to reset the FEMA flood mapping through West Branch.

STAFF REPORTS

Parks and Rec Director Laughlin shared updates on upcoming registrations, classes and events. Council engaged the conversation with questions about Cubby Park, the Pickleball Courts and the upcoming Zumba Gold class.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS - NONE

ADJOURNMENT

Motion to adjourn by Miller, second by Horihan. Motion carried on a voice vote. City Council meeting adjourned at 6:41 p.m.

ATTEST:

Roger Laughlin, Mayor

Alycia Friis, City Clerk