

(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**

**October 5, 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, City Attorney Kevin Olsen, Public Works Director Matt Goodale.

Attending by Zoom: Finance Officer Heidi Van Auken.

APPROVE THE AGENDA

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

Mayor Laughlin and Admin. Kofoed presented and shared the recent awards that were presented at the Iowa League of Cities Conference. The All Star Community Award in reference to the Heritage Hills development area. The second award is the 2026 City Manager of the Year award that was presented to Adam Kofoed.

APPROVE CONSENT AGENDA

Approve Minutes from the September 21, 2026 City Council meeting.

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

Shelly Brophy, Community Manager at West Branch Village introduced herself and shared her contact information with the Council and City staff to ensure open communication.

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 2026-103 Approving Pay Estimate #3 in the amount of \$61,977.29 to Triple B Construction for the W Main Street Overlay Project./ Move to Action.

The project is 100% complete and the council will accept the completed project at the next council meeting.

Motion by Miller, second by Noel to approve Resolution 2026-103. AYES: Miller, Noel, Horihan, Sexton, Dean. NAYS: None. Motion carried.

Resolution 2026-104 Approving and Accepting certain Municipal Improvements constructed in the Meadows Subdivision Part Six, West Branch, IA./ Move to Action.

Motion by Miller, second by Sexton to approve Resolution 2026-104. AYES: Miller, Sexton, Horihan, Noel, Dean. NAYS: None. Motion carried

DISCUSSION ITEMS

Discussing the sidewalk at the corner of 5th St and College St, with the owner allowing access onto their property to do the repair work on the sidewalk. Olsen will draw up an agreement to ensure legal coverage for both the resident and the City. The City will reach out to Hatfield to begin the work that was quoted out a month ago.

CITY ADMINISTRATOR REPORT

Kofoed stated that he would be attending the ICMA Annual Conference in Long Beach October 15 – 21. He recently attended the LMI annual training last week hosted by Ted Nellesen and then shared some information on the Iowa League of Cities Conference the previous week. He attended sessions on the subject of Data Center regulation and he shared some brief details from this session. He also shared information on the SSMID (Self-Supported Municipal Improvement District) and how he can see that within the next 5 years, West Branch would be ready to start the process of adopting a SSMID district possibly.

CITY ATTORNEY REPORT

- a. Update on the 411 E Main Street Property – The court order to Abate this property has been approved and signed off by court order. Olsen has explored the regulation around Abatement when a bankruptcy has been filed. He found that Abatement can be continued through a bankruptcy filing and is now looking further to ensure that there will not be a loss for the city through the process, while continuing to get the property cleaned up. Property owner, John Proeller shared that work that he has gotten done or is working on now with the property and wanted to discuss more time and leniency to be able to complete the work as requested by the city. Mayor Laughlin and attorney Olsen made it clear that the city has agreed to multiple extension and agreements with Mr. Proeller that have all been unsuccessful and will not allow additional exceptions at this point with there now being a court order.
- b. Olsen also reminded the Mayor and Council members about the agreement that was made with the Gaskills in using a portion of their land for the Wapsi project. It stated that land use by the City following October 2024, there would be a charge of \$500.00 a month until the work is done and the city has removed all equipment from the area. This will be paid out now and should be in the amount of approximately \$10,000.00.

CITY ENGINEER REPORT

Work is still be done to gather the information for the Engineering Report for the Water Plant. With Shelly Brophy at the meeting, Schechinger discussed the timeline on the income survey for the West Branch Village community to be able to work on potential grant funds to be able to make a few adjustments to lines through town in order to move the mobile home park area to full City Sewer services. Shelly shared that this will not

be completed until March of 2027 due to the timeframe needed for the survey. Schechinger also shared that with all the rain that we have gotten, the Wapsi Creek area has held firm and is keeping the water within the banks to ensure minimal to no flooding for West Branch. They will be pulling the silk fencing down through the next few days to signal project completion.

STAFF REPORTS - None

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor Laughlin reminded everyone of the upcoming Fall Fest this weekend. Clerk Friis shared the scheduled activities for this event. Council person Noel shared that the representatives from Eocene that were at the IA League of Cities vendor area, were truly excited to see the results of the Wapsi Creek widening project and the success that we have seen with the excessive amount of rain that has fallen.

ADJOURNMENT

Motion to adjourn by Noel, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 6:26 p.m.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk