(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**	**November 2, 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, Tom Dean Mike Horihan, Colton Miller and Chantry Noel.
City Staff present: City Clerk Alycia Friis, City Administrator Adam Kofoed, City Attorney Kevin Olsen.
Attending by Zoom: Finance Officer Heidi Van Auken, Engineer Dave Schechinger

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 October 19, 2026 City Council meeting.
Approve a Special Event Application for Christmas Past.
Approve July Financial Reporting.
Approve Claims for November 2, 2026.

EXPENDITURES	11/2/2026	
BROWN, JESSICA	FALL 26 IMFOA CONF MILAGE/FOOD	208.22
CJ COOPER & ASSOCIATES	ANNUAL ADMIN/CLEARING FEES	425.00
FRIIS, ALYCIA	FALL 26 IMFOA CONF MILAGE	196.08
GOERDT INSPECTION	BLDG INSPECTIONS	1,302.00
ICMA	ICMA 2026 MEMBERSHIP	608.94
L. L. PELLING	POTHOLE PATCH - PW	1,120.00
MAINSTAY SYSTEMS	COMPUTER CHARGER - P&R	25.00
MISCELLANEOUS VENDOR	AMY BOAZ:PARK REFUND	20.00
PIP PRINTING & MARKETING	BUSINESS CARDS - FIRE	268.13
PLUNKETT'S PEST CONTROL	PEST CONTROL - LIBRARY	50.00
QUILL	LOCK FOR MED OFFICE - FIRE	132.99
SMITH SANITATION	TRASH AND RECYCLING OCT 2026	23,616.50
VAN AUKEN, HEIDI	TRAINING & MILEAGE - VAN AUKEN	41.94
TOTAL		28,014.80

PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	10/23/2026	80,456.55

PAID BETWEEN MEETINGS		
BEAN & BEAN	GRAVE OPENINGS	1,300.00
HATFIELD CONCRETE	SIDEWALK REPAIR 227 5TH ST	2,400.00
HD SUPPLY	BUILDING SUPPLIES - P&R	58.73
MEDIACOM	CABLE SERVICES	41.90
MENARDS	SUPPLIES - PW	410.59
MOORE'S WELDING	TRUCK REPAIR - PW	400.50
OFFICE OF AUDITOR OF STATE	AUDIT FY26 FILING FEE	625.00
PLUNKETT'S PEST CONTROL	PEST CONTROL - CITY OFFICE, TOWN HALL	114.54
QUILL	BLDG & OFFICE SUPPLIES - CITY	118.76
SCOTT M THOMA	CUBBY RENTAL CANCELLED	143.20
STATE HYGIENIC LAB	LAB ANALYSIS	1,898.50
STATE INDUSTRIAL PRODUCTS	CHEMICALS	533.96
STERICYCLE	SHREDDING SERVICES	115.39
STRYKER SALES	LIFEPAK CR2 ELECTRODE KIT - PD	193.22
SURVEYING AND MAPPING	ANNUAL GIS WEBSITE MAINTENANCE	3,960.00
US BANK CARD	VARIOUS ITEMS	4,208.47
VERIZON WIRELESS	VERIZON WIRELESS	392.74
WEST BRANCH TIMES	LEGAL PUBLICATIONS	346.30
METLIFE	INSURANCE PREMIUM	3,043.82
SISCO	INSURANCE PREMIUM	21,845.16
SISCO	HEALTH CLAIMS 10-19-2026	238.69
SISCO	HEALTH CLAIMS 10-26-2026	374.66
IPERS	K STOOLMAN IPERS PAYMENT	22,420.13
TOTAL		65,184.26

GRAND TOTAL EXPENDITURES	173,655.61

REVENUE-FISCAL YEAR 2026

FUND	JULY	FUND TOTALS	
001	GENERAL FUND	56,752.38	001 GENERAL FUND	69,038.18
022	CIVIC CENTER	895.00	022 CIVIC CENTER	88.88
031	LIBRARY	1,696.32	031 LIBRARY	5,056.65
036	TORT LIABILITY	588.86	110 ROAD USE TAX	8,397.54
110	ROAD USE TAX	29,575.52	112 TRUST AND AGENCY	60,588.51
112	TRUST & AGENGY	5,221.75	600 WATER FUND	16,209.48
121	LOCAL OPTION SALES TAX	28,768.49	610 SEWER FUND	13,462.76
125	TIF	1,705.94	740 STORM WATER	813.61
226	DEBT SERVICE	1,686.55	GRAND TOTAL	173,655.61
300	CAPITAL IMPROVEMENT RESERVE	669.00		
500	CEMETERY PERPETUAL FUND	697.59		
600	WATER FUND	92,884.72		
610	SEWER FUND	114,694.69		
740	STORM WATER UTILITY	5,933.24		
TOTAL		341,770.05		

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

West Branch Public Library Director, Jessica Shaffer, shared the annual report for Fiscal Year 2026 for the library. Program attendance and patron visits are up this year and the highest they have been since before Covid. About 3000 more. Sixty more programs were added this year for all ages. The Tween Book Club was added this year and had really

good attendance. Check out for kid's books was up this year, while adult books were down. More adults are using e-books rather than checking out paper books. The average library card holder saved $578.00 this year by utilizing the library. Computer usage and Wi-fi usage are up and the library was able to add more equipment to create more coverage for this. The question was asked as to what the increase could be attributed to and Jessie shared that along with population growth, the variety of programs and attendance there has also helped with overall attendance growth.

PUBLIC HEARING / NON-CONSENT AGENDA

Second Reading, Ordinance 843 Amending Chapter 69 – Traffic and Vehicles./ Move to Action.

Motion by Sexton, second by Miller to approve the Second Reading of Ordinance 843. AYES: Sexton, Miller, Dean, Noel, Horihan. NAYS: None. Motion carried.

Resolution 2026-111 Approving a grant application submission to Iowa DOT for a Transportation Alternatives (TAP Grant)./ Move to Action. Clerk Friis shared that the City was awarded the DNR Reap Grant and would be receiving $75,000.00 in funds for the High School Trail Connection project. These funds along with the other allotted funds would be used as a match for the submission of a TAP grant. Friis also shared that the first 2 requirements to apply for TAP funds had been completed and she received the invitation to proceed

Motion by Dean, second by Noel to approve Resolution 2026-111. AYES: Dean, Noel, Horihan, Sexton, Miller. NAYS: None. Motion carried

Resolution 2026-113 Approval of Processing Fee for submission of FEMA LOMR./ Move to Action.

Motion by Sexton, second by Miller to approve Resolution 2026-113. AYES: Sexton, Miller, Horihan, Noel, Dean. NAYS: None. Motion carried

Resolution 2026-114 Establishing a New Capital Fund./ Move to Action.

Motion by Sexton, second by Noel to approve Resolution 2026-114. AYES: Sexton, Noel, Dean, Horihan, Miller. NAYS: None. Motion carried

DISCUSSION ITEMS - None

CITY ADMINISTRATOR REPORT – Kofoed shared a few of the items that he had learned or touched up on in his recent trainings, such as ensuring we are we versed on rules and rights with city council and technology upgrades that allow for things like phone call complaints that can register directly to a work list for Public Works for example.

CITY ATTORNEY REPORT - None

CITY ENGINEER REPORT – The IUP (Intended Use Plan) for the Water Plant is due December 1st and V&K is working on the final items on this lest to move forward.

STAFF REPORTS – Clerk Friis shared information about last week's ribbon cutting ceremonies at Hotz Artisan Woodworking and Grandma's Crafty Corner. She also shared information on the Cities silent auction items that they would be submitting to the MSWB silent auction being held during Christmas Past.

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 6:25 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Alycia Friis, City Clerk