

City of Larchwood
City Council Meeting Minutes
March 9, 2026

1. Call to Order

Mayor Ken Kerkvliet called the meeting to order at 5:29 p.m.

Pledge of Allegiance

Roll Call

Council Members Present: Terry Viereck, Ted Underberg, Candie Medema, Tanner Tracy, Ned Hodgson

Mayor: Ken Kerkvliet

City Employees Present: Lauren Stears, Zach Majeres, Matt Bouwman, Sandi DeSmet, Jessica Hoberg

Community Members Present: Kyle Kramer, Jeff Ripperda, Shane Reinke, Carla Manning, Angela Merk, Tony DeSmet, Austin DeSmet, Traci Wibeto, Jen Smit, Nancy Kerkvliet, Lowell Knobloch, Betty Knobloch, Rachel Potter, Nancy Kerkvliet

2. Public Comments

Traci Wibeto – Larchwood Community Group

Traci Wibeto provided an update on Family Days. The tent has been reserved and inflatables are secured. Food trucks will likely be added unless a local organization volunteers to provide food in the coming weeks. Wibeto also advocated for benches around the pickleball courts and the council discussed applying for a mini-grant to assist with funding.

3. Reports from Standing Committees

Public Works / Maintenance Report

Matt Bouwman presented the maintenance report covering activities from the 1st of February through February 28. Work included snow removal, street and sidewalk brooming, water and wastewater testing, park maintenance, splash pad maintenance, equipment repairs, alley grading, camera and facility maintenance, and budget preparation.

Fell Street Speed Data

Speed data collected from Fell Street was reviewed. The speed limit is 25 mph, with many vehicles exceeding that speed and some recorded speeds reaching 50–60 mph when entering town. Bouwman indicated the Sheriff's Office had been asked to monitor the area but hasn't seen this happen yet. Discussion was held regarding installing a stop sign at the intersection of Hyland Drive and Fell Street. Mayor Kerkvliet stated that the County may need to approve installation of a stop sign.

Motion: Hodgson moved to install a four-way stop at Hyland and Fell.

Seconded by Medema.

Vote:

Ayes – Viereck, Medema, Hodgson

Nays – Underberg, Tracy

Motion carried.

4. Unfinished / Old Business

Technology Update

Lauren Stears reported that work continues on the new city website. The developer anticipates completion around April 1, though Stears estimates it may be closer to mid-April. The City is also

waiting to access the VPN and to receive word back from Midwest Alarm regarding expiration reports for gym key fobs.

Ballfield Discussion

Kyle Kramer discussed ongoing water issues at the baseball field following rainfall, stating significant labor and materials are required to make the field playable after each rain. Council discussion included irrigation schedules and field maintenance responsibilities. Mayor Kerkvliet indicated the City should proceed with the planned infield restructure project, which is already budgeted.

Community Center Update

Mayor Kerkvliet reported that alternative locations and financing options continue to be explored. A meeting regarding a proposal in Northern Acres is scheduled for the following week.

The Council agreed to proceed with consulting services from:

- Ahlers & Cooney – Legal
- Speer Financial – Financing
- Northwest Iowa Planning & Development – Land Use / Urban Renewal

Strategic Planning – ISU Extension

The Council discussed updating the City's strategic plan. The last plan was completed in 2015.

Motion: Tracy moved to move forward with ISU Extension strategic planning services at a cost of \$5,000.

Seconded by Viereck.

Motion carried unanimously.

Property at 1238 Edgerley

Discussion continued regarding a propane tank and shed located in the City right-of-way. Two options were presented: selling the land or requiring the items to be moved.

Motion: Underberg moved to require the property owner to move the propane tank out of the right-of-way.

Seconded by Viereck.

Vote:

Ayes – Underberg, Viereck, Medema, Tracy

Nay – Hodgson

Motion carried.

City Hall Update

The Legion requested an amended agreement allowing the City to use the hallway office while maintaining Legion access to the hallway and continued use of the two back meeting rooms.

Motion: Underberg moved to approve the amended agreement with the Legion.

Seconded by Viereck.

Motion carried unanimously.

Zoning Commission Membership

The Council is still seeking volunteers. Austin DeSmet volunteered to serve.

Map & GIS Proposals

The City is awaiting a proposal from DGR.

Sidewalk Resolution Discussion

Recent state legislation prevents cities from fining residents for failure to remove snow from sidewalks. Cities may remove the snow and charge the property owner instead. Further research will be conducted before drafting a new resolution.

Budget Update

The Library budget was discussed and it was stated it should be at \$120,000 instead of \$112,000. Sandi DeSmet reported that \$200,000 for sewage sludge removal and \$100,000 for the community center had been removed from the proposed budget.

5. New Business

Resolution 20260-10: 90-Day Reviews

90-day reviews were discussed for Zach Majeres and Jessica Hoberg.

Motion: Medema moved to approve Resolution 2026-10 a \$2 per hour raise for both employees, retroactive to the date the review should have occurred.

Seconded by Tracy.

Motion carried unanimously.

Certificate of Approval – Northern Acres 2nd Addition

Motion: Tracy moved to approve the Certificate of Approval.

Seconded by Medema.

Motion carried unanimously.

Resolution 2026-16

Motion: Hodgson moved to approve Resolution 2026-16.

Seconded by Underberg.

Motion carried unanimously.

Delinquent Accounts Discussion

Mayor Kerkvliet discussed options for addressing delinquent accounts as identified in the State Audit report. Possible options include state collection intercepts, third-party collections, and water shutoffs. The Council agreed to continue discussion at future meetings until the issue has been remedied.

State Audit Findings

The Council reviewed and discussed the findings from the State Audit.

Resignation Received

The Council received a letter of resignation from Karen Jiskoot.

6. Reports – Special Committees / Boards / Agencies

Library Board Minutes were not available for review.

7. Consent Agenda

Items included:

- Revised Minutes – February 9, 2026 (correction: Robert Kramer’s family is willing to donate land, not sell it)
- Summary List of Claims
- Rebates – Don Gramstad / Brady Hess / Coralee Knobloch
- Building Permit – 919 Hyland Dr. / Quick Stop

Motion: Tracy moved to approve the Consent Agenda.

Seconded by Viereck.

Motion carried unanimously.

8. Comments / Other Matters

- Riverboat Foundation Meeting – March 16, 2026 in Doon. Hodgson will attend.
 - Next Regular Council Meeting – April 13, 2026 at 5:30 p.m.
 - Property Tax Valuation Public Hearing – March 23, 2026 at 5:30 p.m. with a Council Meeting immediately following.
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9. Closed Session

Closed session pursuant to **Iowa Code 21.5(1)(i) – Real Estate.**

Motion: Hodgson moved to enter closed session.

Seconded by Underberg.

Motion carried.

Entered closed session at 6:45 p.m.

Motion: Tracy moved to end closed session.

Seconded by Medema.

Closed session ended at 7:23 p.m.

10. Adjournment

Motion: Hodgson moved to adjourn the meeting.

Seconded by Viereck.

Meeting adjourned at 7:24 p.m.
