

*(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](http://westbranchiowa.org). The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council  
Regular Meeting**

**August 04, 2025  
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 7:00 p.m.

Roll call: Council members present; Tom Dean, Colton Miller, Mike Horihan, Jerry Sexton and Jodee Stoolman.

City Staff present: City Administrator Adam Kofoed, City Clerk Alycia Horras, Park & Recreation Director Erin Laughlin, Public Works Director Matt Goodale and City Engineer Dave Schechinger.

Attending via Zoom: Finance Officer Heidi Van Auken, Police Chief Greg Hall and, Library Director Jessie Schafer

## **APPROVE THE AGENDA**

Motion by Miller, second by Dean to approve the agenda. Motion carried on a voice vote.

## **APPROVE CONSENT AGENDA**

Approve minutes from the July 21, 2025 City Council meeting.

Approval of Special Event Permit for the WBHS Homecoming Parade and street closures

Approve Claims for August 4, 2025.

Approve Monthly June Financial Report

### **EXPENDITURES**

**8/4/2025**

BAKER & TAYLOR	REFUND CREDIT	286.25
BEAN & BEAN	GRAVE OPENINGS	650.00
BIBLIONIX	CIRCULATION/CATALOG SOFTWARE	1,870.00
BOOMERANG	CEDAR JOHNSON RD PAY EST 2	309,539.52
BROWN'S WEST BRANCH	VEHICLE SERVICE - POLICE	100.95
DEERY BROTHERS	PLOW TRUCK REPAIR - PW	5,201.26
DIAMOND VOGEL	STREET PAINT	1,832.25
GOERDT INSPECTION	BLDG INSPECTIONS	2,352.00
GRIEBAHN INDUSTRIES	NAMEPLATES - HORRAS	47.00
IA LAW ENFORCEMENT ACADEMY	BLOOD BORNE PATHOGENS - BAILEY	10.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	120.60
KOFOED, ADAM	TRAVEL REIMB- ICMA	1,086.00
LARK LAND	DEEPER SANITARY SEWER	19,792.50
QUILL	VARIOUS ITEMS	93.38
STATE INDUSTRIAL PRODUCTS	CHEMICALS	257.89
STERICYCLE	SHREDDING SERVICES	89.58
SUMMIT FIRE PROTECTION	ANNUAL FIRE EXT SERVICE	1,153.20
THE HOME DEPOT	BLDG SUPPLIES - P&R	83.34
UNIV OF IOWA SCHOOL	STRATEGIC PLAN SRVS 1ST INST	12,500.00
UTILITY SERVICE	S WATER TOWER MAINT PAYMNT	73,335.00

**TOTAL 430,400.72**

**PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS 8/1/2025 59,008.61**

### **PAID BETWEEN MEETINGS**

AMAZON	VARIOUS ITEMS	170.60
CURTIS CASPER	LAWN MOWING	175.00
E O JOHNSON	COPIER MAINT - LIB	321.43
IC COUNTY MANAGEMENT	MEMBER DUES	300.00
IL LIBRARY ASSOCIATION	SUMMER PROGRAM PRIZES- LIB	139.10
OLSON, KEVIN D	LEGAL SERVICES MAY 2025	1,500.00
PLUNKETT'S PEST CONTROL	PEST CONTROL	164.54
QUILL	OFFICE SUPPLIES-PW, CITY	127.51
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	3,882.51
SISCO	HEALTH CLAIMS 7/22/2025	825.68
AMAZON	VARIOUS ITEMS	172.41
HAWKINS	CHEMICALS	2,714.68
JOHN DEERE FINANCIAL	SUPPLIES & UNIFORMS - PW	1,099.49

LIBERTY DOORS	COMMUNITY DOOR - LIB	4,140.00
LYNCH'S PLUMBING	TOILET REPAIR - LIB	110.74
MEDIACOM	CABLE SERVICE	41.90
VERIZON WIRELESS	VERIZON WIRELESS	454.71
METLIFE	INSURANCE PREMIUM	2,385.93
SISCO	INSURANCE PREMIUM	16,193.66
<b>TOTAL</b>		<b>34,919.89</b>
<b>GRAND TOTAL EXPENDITURES</b>		<b>524,329.22</b>

#### REVENUE-FISCAL YEAR 2025

FUND JUNE

001 GENERAL FUND	325,546.82
022 CIVIC CENTER	21,380.00
026 SIGNS ACCIONA DONATION	81.42
031 LIBRARY	169,435.63
036 TORT LIABILITY	554.85
110 ROAD USE TAX	39,238.60
112 TRUST & AGENCY	5,923.71
121 LOCAL OPTION SALES TAX	22,344.39
125 TIF	9,064.82
226 DEBT SERVICE	(254,834.88)
300 CAPITAL IMPROVEMENT RESERVE	739.84
330 EASTSIDE WATER MAINS PH2	514.40
331 CEDAR JOHNSON RD RECON	41,500.00
332 W MAIN ST IMPROVEMENT	41,500.00
500 CEMETERY PERPETUAL FUND	60.00
501 KROUTH PRINCIPAL FUND	681.12
502 KROUTH INTEREST FUND	318.35
600 WATER FUND	67,211.58
610 SEWER FUND	84,842.70
740 STORM WATER UTILITY	6,045.72
<b>TOTAL</b>	<b>582,149.07</b>

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

### PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE

#### PUBLIC HEARING / NON-CONSENT AGENDA

Public Hearing – on the plans, specifications, estimate of cost and form of contract; ordering bids and directing notice of the same; all for the Wapsi flood improvements channel widening Project.

Called to Order by Mayor Laughlin at 7:02 p.m.

With no comments or discussion, Public Hearing was Closed at 7:03 p.m. by Mayor Laughlin.

Resolution 2025-84 Approve reset of Public Hearing date for proposed development agreement with Parkside Partners, LLC, which includes annual appropriation tax increment rebates. /Move to Action

With a Special Meeting scheduled for August 14, 2025 to meet with the developer, this item will be tabled until the August 18<sup>th</sup> Council meeting.

Motion by Dean, second by Sexton to table Resolution 2025-84. AYES: Dean, Horihan, Miller, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2025-85 Approve amendment to the Employee Handbook, Department Flex Holiday Benefit / Move to Action

It was reaffirmed that this change would allow departments that work an untraditional schedule such as the library and Police Department, to flex a paid holiday designation within the same pay period to avoid overtime accumulation during that pay period. It would also allow the PD (or any department that went to a schedule outside of the standard 8-hour work day), the ability to receive the same number of hours for the paid holiday as their regular scheduled number of hours is set to be in order to avoid having to work an additional time (currently 2 hours to make a 10-hour work day), or to take vacation to ensure their full day off for a holiday.

Motion by Miller, second by Horihan to approve Resolution 2025-85. AYES: Miller, Horihan, Sexton, Stoolman, Dean. NAYS: None. Motion carried.

Resolution 2025-86 Approve Naming of the Pocket Park at 311 E Main Street. /Move to Action

Discussion on adding a sign with the new park name, “Mural Park”. It was suggested that there could be an addition to the top of the current mural to conserve green space. This will be determined as the overall park development is further developed.

Motion by Dean, second by Miller to approve Resolution 2025-86. AYES: Dean, Miller, Sexton, Horihan, Stoolman. NAYS: None. Motion carried.

Resolution 2025-87 Accepting bids and awarding the construction contract for the SRF – WRR21-008 sponsored project – Wapsi flood improvements channel widening Project. / Move to action.

It was shared that with the 3 lowest bids being similar in amount, that this was the true price range for this project, since all bids came in over the original budgeted amount. Kofoed shared some of the thoughts on where the additional funding would come from for the overage as Finance Officer Van Auken had shared some areas that projects were coming in under budget and the potential of additional funds out of the storm operating reserves could be used. Project is projected to be done by Spring of 2026.

Motion by Miller, second by Sexton to approve Resolution 2025-87. AYES: Miller, Sexton, Stoolman, Horihan, Dean. NAYS: None. Motion carried.

**Discussion – Meadows Part 6 Final Plat Discussion**

Brad Larson shared that the sidewalks are formed and will be poured this week. The Culvert is rocked on both sides of the road and they are ready to do a final grade, seed and then put in utilities in this area. He asked what the plan is for the large pile of dirt that is on the property. This is partially city owned and partially developer owned. This was set to be used for the Johnson Cedar Road project and a large portion of this is now not going to be needed for this. It was suggested that it could be used at the South Water Tower and Brad shared that Land Lark has had some interested parties reach out about purchasing some of it. The council was asked if they could have a plan in place for the dirt by the August 18<sup>th</sup> meeting to move forward. It was share that we will need to have a site plan in place for this if we move it to behind the South Water Tower for finishing off the cities area.

**CITY ADMINISTRATOR REPORT –**

Looking at our options for a firm to do our annual Audit, as our current vendor will not be available after this year’s audit. Kofoed is looking to bring options to either the 8/18 or 9/2 meeting for discussion. The state may or may not be able to help in this area for auditing our city as well. Kofoed, Horras, and Brown are working on a plan for sewer reading and charge to the West Branch Village after finding out that the current system they have to measure usage in the new addition of this area, will not work. This item will be added to the 8/18 council meeting for discussion.

**CITY ATTORNEY REPORT – None**

**CITY ENGINEER REPORT –**

Updates were given with the continued work on Cedar Johnson Road. He received an email from the DOT contractor that they were planning to open the West Bound Exit Ramp off of Parkside Dr. by the end of the week.

**STAFF REPORTS - None**

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Council person Horihan mentioned the horrific accident that was on I 80 Sunday and wanted to share a Thank You to West Branch Fire and Police Departments for all of their work and support during that situation. Their professionalism and support over several hours were very much noticed and appreciated.

**ADJOURNMENT**

Motion to adjourn by Miller, second by Dean. Motion carried on a voice vote. City Council meeting adjourned at 7:42 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Alycia Horras, City Clerk