

*(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

August 18, 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, Police Chief Greg Hall, City Lawyer Kevin Olson and City Engineer Dave Schechinger.  
Attending via Zoom: Finance Officer Heidi Van Auken, Deputy Clerk Jessica Brown 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 August 04, 2025 City Council meeting.

Approve Claims for August 18, 2025.

EXPENDITURES		8/18/2025	
ALLIANT ENERGY	ALLIANT ENERGY	16.19	
AMAZON	VARIOUS ITEMS	533.70	
BARNHART'S CUSTOM SERVICES	NUISANCE ABATEMENT	1,862.50	
CEDAR COUNTY RECORDER	RECORDING FEES	29.00	
HI-LINE	SHOP SUPPLIES - PW	23.90	
IMWCA	IMWCA FY26 INSTALLMENT 2	3,768.00	
IA DNR	NPDES FEE FY26	210.00	
KANOPY	ON DEMAND VIDEO SERVICE	46.00	
LINN COUNTY R.E.C.	STREET LIGHTS	303.63	
MAINSTAY SYSTEMS	CUBBY HARD DRIVE - P&R	300.00	
MISCELLANEOUS VENDOR	HOOVER BALL REFUND - P&R	80.00	
MOPPY MO'S	JANITORIAL SERVICES	997.50	
OASIS ELECTRIC	LIGHT FRONT GROOM STATION-PW	424.21	
OVERDRIVE	DIGITAL & AUDIO BOOKS	241.11	
PLUNKETT'S PEST CONTROL	PEST CONTROL	114.54	
PYRAMID SERVICES	MOWER & PARTS - PW	14,986.35	
VEENSTRA & KIMM	VARIOUS PROJECTS	31,313.60	
WEST BRANCH REPAIRS	REPLACE BATTERY & SERVICE- PD	475.87	
TOTAL		55,726.10	
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	8/15/2025	71,437.37	
PAID BETWEEN MEETINGS			
ADVANTAGE ARCHIVES	DIGITAZATION - WB TIMES	2,535.00	
ALLIANT ENERGY	ALLIANT ENERGY	23,080.52	
ARNOLD MOTOR SUPPLY	STOCK BATTERY REPLACEMENT - PW	770.28	
AT & T	WIRELESS SERVICE	210.04	
BAKER & TAYLOR	BOOKS	121.92	
CEDAR COUNTY COOPERATIVE	FUEL - PW	618.00	
DOG WASTE DEPOT	DOG WASTE BAGS	759.95	
E O JOHNSON BUSINESS	COPIER MAINTENANCE - CITY	175.05	
HI-LINE	SHOP SUPPLIES - PW	198.05	
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	142.02	
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,584.80	
LRS HOLDINGS	TRASH & RECYCLING JULY 2025	19,532.50	
MISCELLANEOUS VENDORS	UB REFUNDS	68.46	
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE - LIBRARY	25.00	
STOREY KENWORTHY	PRINT LASER CHECKS	727.07	
WEX BANK	VEHICLE FUEL	1,548.02	
TOTAL		52,096.68	
GRAND TOTAL EXPENDITURES		179,260.15	
FUND TOTALS			
001	GENERAL FUND	78,288.58	
022	CIVIC CENTER	1,353.07	
031	LIBRARY	9,445.25	
110	ROAD USE TAX	8,091.91	
112	TRUST AND AGENCY	19,395.63	
321	WIDENING WAPSI CREEK	2,193.50	
331	CEDAR JOHNSON RD RECON	24,190.10	
600	WATER FUND	16,039.99	
610	SEWER FUND	19,664.84	
740	STORM WATER UTILITY	597.28	
GRAND FUND TOTAL		179,260.15	

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM -

Kim Gaskill – Attending in response to the July 30<sup>th</sup> memo from the City Administrator. She was asking either City Attorney Olson or Administrator Kofoed for a written response to the family’s question on the specifics within the code around what characteristics of the Gaskill/Jensen properties, qualifies them as part of the slum and blight designated area. They are again requesting consideration for, and that these properties be removed from the area outlined as Slum and Blight designation.

## **PUBLIC HEARING / NON-CONSENT AGENDA**

Resolution 2025-84 – Setting of Public Hearing for Proposed development agreement with Parkside Partners, LLC, which includes annual appropriation tax increment rebates. / Move to Action.

Motion by Dean, second by Miller to approve Resolution 2025-84. AYES: Dean, Miller, Horihan, Sexton. NAYS: Stoolman. Motion carried.

Resolution 2025-88 Approve payment of Pay Estimate #3 for Cedar Johnson Rd Project / Move to Action

Motion by Miller, second by Sexton to approve Resolution 2025-88. AYES: Miller, Sexton, Stoolman, Dean, Horihan. NAYS: None. Motion carried.

Resolution 2025-89 Approval of Agreement with TAP Services / Move to Action

There was a question of where the funding to pay for the grant work that the EICA would be doing would come from and it was stated from LOST funds.

Motion by Dean, second by Miller to approve Resolution 2025-89. AYES: Dean, Miller, Sexton, Horihan, Stoolman. NAYS: None. Motion carried.

Resolution 2025-90 Approval of Depository Limit Change / Move to Action

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

## **Discussion –**

### **a. Water & Sewer Rates at WB Village**

Discussion on the current process of measuring and billing water and sewer for the West Branch Village community. They have been working to get the newer development area connected to their sewer lagoon and working with a “flume” issue to get it completed. This will not be the solution and this area will need to continue to be run through city sewer. In discussion, it was agreed upon that direction would be given to the City Clerk to move forward with getting an option and all the requirements for this option, together to look at installing a water meter that will measure the usage for the new development only (Lou Henry Ln. and Grant St.). The current meter would then be positioned to read the original part of WB Village to measure monthly water consumption. This would create 2 automatic bills for WB Village with one being the water consumption and fees for the original area of WB Village and the second bill calculating water, sewer and fees for the new addition in WB Village based on the water consumption in that area. This is the most efficient and streamlined way to monitor and process the utility billing for this area and removes the element of being manual or human error from the process. It also allows us to move away from the process of billing \$50.00/month, per unit for the houses on Lou Henry Ln. and Grant St. manually each month which was established for a short-term solution while a permanent solution was put in place, and to properly monitor usage to charge accordingly. This will be presented and voted on at the next council meeting.

### **b. Possible increase of Utility Deposit Amount**

The current utility deposit rate is set to \$150.00 for anyone starting a new account with the city and would be renting. For a new home owner there is no fee. In discussion, it was stated that we have seen an increase over time of the amount of unpaid bills that are left after moving out and statistically, the majority of this unpaid debt is incurred from renters. In an attempt to try to lessen this amount and the cost of trying to track down the previous residents that owe the amount or having to pass this on to the landlords to settle, we are looking at raising this deposit amount to \$200.00. In reviewing what other cities are doing and to stay in line with the area, we see that others deposits run from \$80.00 to \$200.00 and some are charging this for all residents (renters or home owners). We also see that some are charging a deposit fee and then adding a non-refundable administration fee of \$30.00 to help with the additional costs in this area. The direction was given to allow the City Clerk to move forward with getting our Ordinance and policies in place to change the rental deposit amount to \$200.00 and to continue to charge nothing for home owners that are setting up a new utility account with the city. We also will not be adopting an admin fee at this time. This will be presented and voted on at the next council meeting.

### **c. Adoption of LPR Technology for the City of West Branch**

Chief Hall presented information on the Flock License Plate Readers and their abilities. This is a unit that many surrounding cities have or are installing to help with their PD efforts. He has researched and found that the Flock brand has the ratings and dependability that our PD is looking for and would like to see West Branch acquire 1 to 2 of these this fiscal year for installation and to then look to potentially add another 1 to 2 next fiscal year. Installation would be along Hwy 80 on/off ramps through our commercial area. There is funding in the PD budget to make the purchase this year and grants are also already being looked into to help with this effort as well. He asked the council to consider this option and they were in agreement that this seemed like a good next step for our city and PD. Direction was given to the City Clerk to move forward with getting a resolution together in order to present and vote on this at the next council meeting.

## **CITY ADMINISTRATOR REPORT –**

Thank you to Mayor Laughlin, Parks and Rec Director Laughlin and Director Goodale’s public works crew for all of their work to assist with the Hoover Hometown Days and its success. It was a good event with no recorded incidents or issues.

**CITY ATTORNEY REPORT – None**

**CITY ENGINEER REPORT –**

Working on collecting and completing the contracts for the Creek Widening project. Cedar-Johnson Road project, Boomerang is working on the intake to pour and to get the curbs set. The plan is to lower the intersection at 350<sup>th</sup> St, Cedar-Johnson and Greenview to complete this area. It will be gravel and they will work on dust control in this area as well. Phase II is in the works and they are looking at about 3 months for intersection work to be complete. There will possibly be some sod work this week. Meadows VI project is moving forward with setting forms and pouring concrete to finish up this area.

**STAFF REPORTS**

Parks and Rec Director Laughlin shared that there were 230 patrons that signed up for Hoover ball this year. Of that there were 130 youth and the committee was pleased with the move to Village Green for this year’s event. They will be working on an agreement to host the event there again next year.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

**ADJOURNMENT**

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:03 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Alycia Horras, City Clerk