

*(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

September 2, 2025  
7:00 p.m.

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 6:58 p.m.  
Roll call: Council members present; Colton Miller, Mike Horihan, Jerry Sexton and Jodee Stoolman(joined at 7:21pm).  
City Staff present: City Administrator Adam Kofoed, City Clerk Alycia Horras, Police Chief Greg Hall, and City Engineer Dave Schechinger.  
Attending via Zoom: Deputy Clerk Jessica Brown and, Library Director Jessie Schafer

APPROVE THE AGENDA

Request for a Motion to Amend the Agenda to remove the Public Hearing so that it can be rescheduled for October 6, 2025, to Table Resolution 2025-95 for the October 6, 2025 meeting and to add Resolution 2025-97 to reset the Public Hearing for the Potential Agreement with Parkside Partners made by City Clerk Horras.  
Motion to Approve the Amended Agenda by Miller, second by Sexton, with Dean and Stoolman Absent.  
Motion carried on a voice vote.

APPROVE CONSENT AGENDA

Approve minutes from the August 18, 2025 City Council meeting.  
Approve minutes from the August 14, 2025 Special Work Session.  
Approve 5th Street Block Party  
Approve Claims for September 2, 2025.

EXPENDITURES		9/2/2025
ADVANTAGE DEVELOPMENT	CEDAR JOHNSON EASEMENTS	2,200.00
AMAZON	BOOKS, STORY TIME - LIBRARY	299.63
AMERICAN WATER WORKS ASSOC.	DUES GOODALE 8-1-25 TO 7-31-26	95.00
BOOMERANG	CEDAR JOHNSON RD PAY EST 3	136,261.66
BOWERS, RYAN & LAUREN	CEDAR JOHNSON EASEMENTS	570.00
CEDAR COUNTY AUDITOR	SOLID WASTE ASSESSMENT FY26	15,555.32
CEDAR COUNTY COOP	FUEL - PW	801.63
CEDAR COUNTY RECORDER	CASSABAUM PROP RECORDING	14.40
COPELAND, ROBERT & LEZLEE	CEDAR JOHNSON EASEMENTS	1.00
DYKSTRA, DEREK	CEDAR JOHNSON EASEMENTS	2,110.00
FOLEY, RYAN & SHEILA	CEDAR JOHNSON EASEMENTS	310.00
GARTZKE, DAVID & DIANE	CEDAR JOHNSON EASEMENTS	260.00
GOERDT INSPECTION	BLDG INSPECTIONS	1,974.00
GREATER IOWA CITY	FY26 MEMBER DUES	2,500.00
HAWKINS	CHEMICALS	3,838.09
HEICK, SANDRA	CEDAR JOHNSON EASEMENTS	260.00
HI-LINE	SHOP SUPPLIES - PW	305.46
IOWA STATE UNIVERSITY	MPI FALL REG - JB, AH	464.00
JOHN DEERE FINANCIAL	SHOP SUPPLIES & CLOTHING- PW	801.90
KLM INVESTMENTS	CEDAR JOHNSON EASEMENTS	2.00
KOCH, ALEX	CEDAR JOHNSON EASEMENTS	450.00
LEAF CAPITAL FUNDING	COPIER LEASE- CITY OFFICE	396.00
LEHMAN FAMILY LAND	CEDAR JOHNSON EASEMENTS	1,212.00
LITE WINDOW & DOOR	QUAKER GLASS - FIRE	311.48
MEDIACOM	CABLE SERVICES	41.90
MENARDS	CUBBY DOOR KEY PAD- P&R	300.99
MENTE CONSTRUCTION	CEDAR JOHNSON EASEMENTS	1,020.00
MILLER, RICHARD	CEDAR JOHNSON EASEMENTS	820.00
O'NEIL PATRICK & KATHARINE	CEDAR JOHNSON EASEMENTS	1,800.00
PATRICK, BARBARA	CEDAR JOHNSON EASEMENTS	1,225.00
SGA INC.	CEDAR JOHNSON EASEMENTS	1,300.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	257.89
STERICYCLE	SHREDDING SERVICES	96.23
STULL, TIM & LISA	CEDAR JOHNSON EASEMENTS	1.00
VERIZON WIRELESS	VERIZON WIRELESS	424.51
WACHS, KRISTINA & MATTHEW	CEDAR JOHNSON EASEMENTS	585.00
WALKER, CURTIS & ERIN	CEDAR JOHNSON EASEMENTS	740.00
WASMUND, JOSEPH & LORI	CEDAR JOHNSON EASEMENTS	370.00
TOTAL		179,976.09
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	8/29/2025	56,527.15
PAID BETWEEN MEETINGS		
ALLIANT ENERGY	MURAL PARK ELECTRICAL	8.90
AMAZON	BOOKS, GAMES & DVDS - LIBRARY	179.53
BAKER & TAYLOR	BOOKS	188.38
BOUND TREE MEDICAL	MEDICAL SUPPLIES - FIRE	1,184.98
CAPITAL ONE	VARIOUS ITEMS - LIBRARY	124.80
CEDAR COUNTY COOP	FUEL	929.50
CEDAR CO EMERGENCY MGMT	2025-2026 EMA ASSESSMENT	13,172.25
CULLIGAN WATER	WATER SOFTENER SERVICE	30.49
FELD FIRE EQUIPMENT	MISC SERVICES - FIRE	875.00
IOWA CODIFICATION	JUNE 2025 SUPPLEMENT	1,775.00
JJ NICHTING COMPANY	DITCH MOWER SHAFT	182.42
MENARDS	VARIOUS ITEMS	329.99
MOPPY MO'S	JANITORIAL SERVICES - FIRE	17.50

OLSON, KEVIN D	LEGAL SERVICES - AUGUST 2025	1,500.00
PARKSIDE SERVICE	TRACTOR TIRE REPAIR - PW	97.22
SCHNOEBELEN	DITCH MOWER REPAIRS	1,594.90
STATE HYGIENIC LAB	LAB ANALYSIS	1,233.50
THOMAS HEATING & AIR	CLEANED AC DRAINS - FIRE	95.00
US BANK CARD	CREDIT CARD PURCHASES	3,461.74
WEST BRANCH REPAIRS	FUSES - FIRE	86.35
WEST BRANCH TIMES	LEGAL PUBLICATIONS	685.30
WHITE CAP	SAFETY HARNESS - PW	69.59
SISCO	HEALTH CLAIMS 8-18-2025	8.32
SISCO	HEALTH CLAIMS 8-25-2025	124.44
METLIFE	INSURANCE PREMIUM	2,359.74
SISCO	INSURANCE PREMIUM	15,519.48
TOTAL		45,834.32
GRAND TOTAL EXPENDITURES		282,337.56
FUND TOTALS		
001 GENERAL FUND		73,975.63
031 LIBRARY		5,341.88
110 ROAD USE TAX		7,973.48
112 TRUST AND AGENCY		19,921.77
321 WIDENING WAPSI CREEK		43.40
331 CEDAR JOHNSON RD		151,497.66
600 WATER FUND		13,736.12
610 SEWER FUND		9,258.48
740 STORM WATER UTILITY		589.14
GRAND FUND TOTAL		282,337.56

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

**PRESENTATIONS / COMMUNICATIONS / OPEN FORUM -**

Kim Gaskill – Thank you to Jodee, Kevin and Adam on working with he 20 acres of Gaskill land that are listed as Agricultural land and do not fall under the category of slum and blight. This area is to be removed from the slum and blight designation map and Kim asked when that would be presented. It was stated that that work is being done to create a Resolution and updated map of the area to be presented at the 9/15/25 meeting.

Ed Stack – Presented his request for administrative review due to a water leak that was found after receiving the excessive usage notice from the City. He shared what happened, what he discovered with the area and how it was fixed. He is asking the city for a reduction of the overall sewer charge that was accumulated due to this leak. The process for this kind of request was shared and Ed was able to state his case for the reduction. City Administration will review the information and bring a recommendation to the next council meeting for final review.

**PUBLIC HEARING / NON-CONSENT AGENDA**

~~Public Hearing – Potential Agreement with Parkside Partners~~ Agenda amended to remove this item and reschedule per Resolution 2025-97 Removed from Agenda per Agenda Amendment.

Resolution 2025-92 Setting a Public Hearing for Audit RFPs/ Move to Action.

Motion by Miller, second by Sexton to approve Resolution 2025-92. AYES: Miller, Horihan, Sexton. NAYS: None. ABSENT: Dean and Stoolman. Motion carried.

Resolution 2025-93 Approval of Purchase of LPR(s) for West Branch PD/ Move to Action.

Chief Hall shared that when there are license plates that have been reported in a crime or are suspect and placed in the data base, the Flock system will send an alert to the officer’s phones and then camera footage will be pulled for that specific timeframe to aid in investigations. The officers can also add stolen property such as trailers, cars, etc. to the data base to allow any area utilizing the Flock camera system to be alerted when one of those items license plates is detected through their cameras. There will be a policy in place for proper use of the camera system and when footage is to be viewed. The cameras are leased and will be under a 5-year contract. If any are damaged, stolen or faulty, they would be replaced by Flock per the lease agreement.

**\*\*Council Person Stoolman entered the meeting during this item at 7:21pm\*\***

Motion by Sexton, second by Horihan to approve Resolution 2025-93. AYES: Sexton, Horihan, Miller, Stoolman. NAYS: None. ABSENT: Dean. Motion carried.

Resolution 2025-94 Approval of Proposed Plan to add a water meter to the West Branch Village’s new development area. / Move to Action.

Motion by Miller, second by Sexton to approve Resolution 2025-94. AYES: Miller, Sexton, Horihan, Stoolman. NAYS: None. ABSENT: Dean. Motion carried.

Resolution 2025-95 Approval of Agreement with Parkside Partners/ Move to Action.

**Tabled for October 6, 2025 Meeting per Agenda Amendment.**

First Reading - Ordinance 830 Amending Chapter 92

It was stated that the Council would like to combine the 2<sup>nd</sup> and 3<sup>rd</sup> readings of this Ordinance at the next Council Meeting, as well as initiating a Resolution to update the Schedule of Fees.

Motion by Miller, second by Stoolman to approve the first reading of Ordinance 830. AYES: Miller, Stoolman, Horihan, Sexton. NAYS: None. ABSENT: Dean. Motion carried.

Resolution 2025-96 Approval of Final Plat – Meadows Part 6/ Move to Action.

City Engineer Schechinger shared a few updates that are taking place. Lots 1 and 2 have been combined to make 1 lot. Note #7 with the out-lot responsibility is in question as to whether it is the city or HOA

responsibility. Out lot B boundaries changed to make a more streamline placement. We will need a new Resolution to approve the new legal description with these line changes. The decision was to table this item in order to allow both the developer and the city attorney to review the developer's agreement to see if there are any changes or revisions needed to this.

Motion to table by Sexton, second by Miller. AYES: Sexton, Miller, Stoolman, Horihan. NAYS: None. ABSENT: Dean. Motion carried.

Resolution 2025-97 Resetting a Public Hearing for potential Agreement with Parkside Partners. /Move to Action.

Motion to strike to remove from Amended Agenda by Miller, 2<sup>nd</sup> by Horihan. Motion carried on voice vote with Dean Absent.

**Discussion –**

**Change to our current Shut Off/Reconnect Procedure for our Utility Services.**

The process to collect utility payments and the late notice process is that bills are due by the 20<sup>th</sup> of each month. On the 25<sup>th</sup> late notices are generated for any resident that has not made their payment to date with a message that if the bill is not paid by the 2<sup>nd</sup> Wednesday of the following month, the water will be disconnected. Currently there is a process for the reconnect of utilities that states that we offer after hours reconnection. Staff is proposing that we remove this option. If the water has been shut off and a resident makes their payment during regular business hours, their water will be turned back on the same day. If a payment is made after the normal business hours of 8:00am to 4:00pm, their water will be reconnected the next business day, after payment has been verified. If it falls that a payment falls on a Friday after 4:00pm, the water will be turned back on either Monday or Tuesday if a holiday falls on that Monday. Staff will no longer respond to calls for public works to come back and reconnect water services after hours as they cannot verify that payment has in fact been made. Council members and Mayor agree that it makes sense to move forward with this change and directed the Clerk to start the process to change the Ordinance in order to remove the after-hours call-in procedure for utility reconnection.

**CITY ADMINISTRATOR REPORT –**

The Brown's final plat is being readied for approval. There is some discussion about the previous agreement to give a 25% tax break, on the new development, over 10 years. This needs to be revisited before moving forward. September 19<sup>th</sup> students from the U of I will be here for the Kick off of their housing assessment. Administrator Kofoed asked that any Council member that is available that day, to stop by and meet the team and thank them for the work that they will be doing within the city.

**CITY ATTORNEY REPORT – None**

**CITY ENGINEER REPORT –**

Boomerang will be working on cutting down the South side of Serenity and Greenview Lane starting the end of this week. They will work on the North side of this area immediately following. This area will be down to 1 lane traffic during this work. They are looking to finish up the paving work by October. Dave is working to finish up with the easement agreements for the creek widening project to be able to move forward with that.

**STAFF REPORTS -None**

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS -**

Mayor Laughlin will be meeting with Jessi and the Main Street Iowa team in the coming weeks for discussions. It was stated that council would like to see what the plan is for the current Brown's building that is located on Main Street, once the new building is completed and things are moved out to that location. Mayor Laughlin stated that there are 2 council spots and mayor re-elections coming up. Anyone that is interested in running for either position, can pick up the paperwork at City Hall and once completed, return this paperwork to the City Clerk by 5:00pm on Thursday, September 18, 2025.

**ADJOURNMENT**

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:19 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Alycia Horras, City Clerk