

(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 15, 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, Tom Dean and Jodee Stoolman.

City Staff present: City Administrator Adam Kofoed, City Clerk Alycia Horras, Parks and Rec Director Erin Laughlin, City Lawyer Kevin Olsen, and City Engineer Eric Gould.

Attending via Zoom: Deputy Clerk Jessica Brown, Police Chief Greg Hall and, Library Director Jessie Schafer

APPROVE THE AGENDA

Motion to Approve the Agenda by Dean, second by Miller. Motion carried on a voice vote.

APPROVE CONSENT AGENDA

Approve minutes from the September 2, 2025 City Council meeting.

Approve Special Event Permit for Fall Fest

Approve Special Event Permit for WB Cross Country Meet Route

Approve Claims for September 15, 2025.

EXPENDITURES 9/15/2025

AMAZON.COM	CONCESSIONS POPCORN - P&R	220.94
ELITE HOLDING	FOOTBALL REVERSABLES - P&R	475.00
IMWCA	IMWCA FY26 INSTALLMENT 3	3,768.00
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	142.02
MOPPY MO'S	CLEANING SERVICES	910.00
PIP PRINTING & MARKETING	BUSINESS CARDS - CLERK	81.68
PROTECT YOUTH SPORTS	BACKGROUND CHECKS - P&R	174.00
QUILL	OFFICE SUPPLIES - PD & CITY	25.72

TOTAL		5,797.36
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PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	9/12/2025	63,204.06
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PAID BETWEEN MEETINGS

SISCO	HEALTH CLAIMS 8-11-2025	3,837.01
SISCO	HEALTH CLAIMS 9-2-2025	10.90
MISCELLANEOUS VENDORS	UB REFUNDS	637.67
ARNOLD MOTOR SUPPLY	SHOP SUPPLIES - PW	31.74
AT & T	WIRELESS SERVICE	560.03
BAKER & TAYLOR	BOOKS - LIBRARY	406.34
IA PARKS & REC ASSOC	2025 FALL WORKSHOP	175.00
SISCO	HEALTH CLAIMS 9-8-2025	48.88

TOTAL		5,707.57
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GRAND TOTAL EXPENDITURES		74,708.99
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FUND TOTALS

001 GENERAL FUND	31,636.68
022 CIVIC CENTER	4,600.09
031 LIBRARY	950.86
110 ROAD USE TAX	5,431.13
112 TRUST AND AGENCY	17,754.83
600 WATER FUND	7,399.67
610 SEWER FUND	6427.03
740 STORM WATER UTILITY	508.70

GRAND FUND TOTAL	74,708.99
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Motion by Dean, second by Miller to approve the Consent agenda. AYES: Dean, Miller, Stoolman, Horihan, Sexton. NAYS: None. Motion carried.

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM -

Kim Gaskill – Asked if Resolution 2025-101 was referencing the 2 properties that her family owns, that are to be removed from the Slum and Blight Designation. It was shared that it is referencing those properties. She requested again a response on what characteristics of the remaining Gaskill property carries to be designated as Slum and Blight. Kim also sent an email about the Gaskill easement in reference to the Wapsi Creek Widening project, with questions. It was shared that Kevin or Dave would respond to those questions for her.

PUBLIC HEARING / NON-CONSENT AGENDA

Second & Third Reading - Ordinance 830 Amending Chapter 92/ Move to Action.

ORDINANCE NO. 830

AN ORDINANCE AMENDING CHAPTER 92 – WATER RATES

BE IT ENACTED by the City Council of the City of West Branch, Iowa:

1. Amendment. Section 92.09 is hereby amended by deleting it in its entirety and replacing it with the following:

92.09 Water Deposits for Rental Property.

A deposit shall be paid by the tenant(s) of rental property when the tenant(s) establish(es) service. The amount of this deposit shall be set by the City Council through Resolution, not to exceed the usual cost of 90 days of the combined services at the current utility rate. Upon disconnection of water service, the deposit, less deductions for any unpaid water usage, penalties, and interest, shall be returned to the tenant, without interest.

2. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.
3. Adjudication. If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.
4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

Passed and approved on the 15th day of September, 2025.

First Reading: September 2, 2025

Second Reading: September 15, 2025-Waived

Third Reading: September 15, 2025

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk

Motion by Sexton, second by Miller to approve Third Reading of Ordinance 830. AYES: Sexton, Miller, Horihan, Stoolman, Dean. NAYS: None. Motion carried.

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

KLM is working on the Warranty Deed for the Out lots. The wording on the legal description was revised on the revised final plat. There was discussion on the private easement that Liberty Communication has and how far it should be within the property line and as to if the right of way should be 15' in from the road or 10'. KLM will work through the easement issues with Liberty, the city easement for right of way will be the standard 15' and the final plat will move forward with approval. Discussion about the condition of the outlot areas was brought up as well. Chris Kofoed stated that the areas have been mowed at least once each year and that they will be mowed and properly tended to before turning them over to the city.

Motion by Sexton, second by Dean to approve Resolution 2025-96. AYES: Sexton, Dean, Miller, Horihan, Stoolman. NAYS: None. Motion carried.

Resolution 2025-97 Resetting a Public Hearing for potential Agreement with Parkside Partners. /Move to Action. - Motion by Miller, second by Dean to approve Resolution 2025-97. AYES: Miller, Dean, Horihan, Sexton, Stoolman. NAYS: None. Motion carried.

Resolution 2025-98 Approval of Purchase of Hurco Trailer/ Move to Action.

This equipment allows for hydro excavating for easier repair work and efficiency. The equipment has been rented in the past a couple times a year and this would allow for work to be done without the downtime of

rental. It can be used with the lead lien work as well to be able to “pothole” them and this equipment will be needed more as we continue to grow as a city.

Motion by Dean, second by Sexton to approve Resolution 2025-98. AYES: Dean, Sexton, Miller, Stoolman, Horihan. NAYS: None. Motion carried

Resolution 2025-99 Approving Pay Estimate Number 4 in the amount of \$844,850.72 to Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project. / Move to Action. - Discussion about some of the line items with this pay estimate being way over the projected amount. In some cases, an area was broken into several line items such as the asphalt. It is broken into different variations of mix on the bid and then the amount used/charged appears to be \$30,000 more on one line item. When adding the different lines of variations of asphalt vs. the one-line item, the amount due is much closer to the bid amount. There will still be some differences with inflation and issues that arise during the project, but we appear to be within standard variation.

Motion by Sexton, second by Miller to approve Resolution 2025-99. AYES: Sexton, Miller, Stoolman, Dean, Horihan. NAYS: None. Motion carried.

Resolution 2025-100 Approving Change Order Number 2 in the amount of \$3,821.40 to the contract with Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project. / Move to Action.

Motion by Sexton, second by Dean to approve Resolution 2025-100. AYES: Sexton, Dean, Horihan, Stoolman, Miller. NAYS: None. Motion carried.

Resolution 2025-101 Resolution Deleting Two Parcels from the West Branch Urban Renewal Area / Move to Action. / Move to Action. - City Attorney Olsen shared that any property that is registered as Ag Land and is over 10 acres can not be put into the Slum and Blight designation. Two of the three parcels that are in the Gaskill name meet that requirement and will be removed from this designation within the Urban Renewal Plan.

Motion by Sexton, second by Horihan to approve Resolution 2025-101. AYES: Sexton, Horihan, Stoolman, Dean, Miller. NAYS: None. Motion carried.

Resolution 2025-102 Amending the City of WB Schedule of Fees / Move to Action.

Changing the refundable, utility deposit for any resident that is renting a property within the city limits of West Branch and seeking to add a utility account with the City for that property, from \$150.00 to \$200.00

Motion by Dean, second by Miller to approve Resolution 2025-102. AYES: Dean, Miller, Sexton, Horihan, Stoolman. NAYS: None. Motion carried.

Resolution 2025-103 Approving an Insurance Proposal with Provident Fire Plus, Iowa Municipal Insurance LTD./ Move to Action - This is an annual renewal and appears to be approx. a 6.6% increase from the previous year. Part of this increase is due in part to the new truck that was added in October 2024.

Motion by Dean, second by Miller to approve Resolution 2025-103. AYES: Dean, Miller, Stoolman, Horihan, Sexton. NAYS: None. Motion carried.

Resolution 2025-104 Approval of Submission to TAP Grant for City of West Branch / Move to Action.

This grant provides funds to continue the current trail that is West of the WBHS. It will connect to this and stretch to the Roundabout providing a safer crossing for students as well.

Motion by Miller, second by Dean to approve Resolution 2025-104. AYES: Miller, Dean, Sexton, Horihan, Stoolman. NAYS: None. Motion carried.

Resolution 2025-105 Approval of Public Hearing on a Proposed Development Agreement with Forza Enterprises, LLC, which includes Annual Appropriation Tax Increment Rebates. / Move to Action

The question was asked, who bargains for the TIF amount in the agreements? In the past it has been the Mayor, City Administrator and a council person or two if available. It was requested that there be more transparency and more data shared in things like the Public Hearing notices for these agreements. Items such as a map of the area and proposed development plans and TIF info. This project would carry an agreed upon amount of 25% TIF rebate over 10 years and with a max of \$101,000.00 in rebates for Forza Enterprises, LLC.

Motion to approve the amendment of the following wording in the second paragraph, from “residential subdivision” to “commercial structure”; made by Miller, second by Sexton. Ayes: Miller, Sexton, Dean, Stoolman, Horrihan. Nays: None. Motion carried.

Motion by Miller, second by Sexton to approve Resolution 2025-105. AYES: Miller, Sexton, Dean, Stoolman, Horihan. NAYS: None. Motion carried.

First Reading – Ordinance 831 – Amending Chapter 92 – Water Rates. / Move to Action

Ordinance to remove the “after hours” services from reconnection of water services. Bills paid outside of the regular City Hall hours of 8:00am to 4:00pm, Monday thru Friday, will be verified and reconnection performed the next business day.

Motion by Miller, second by Sexton to approve the First Reading of Ordinance 831 and to waive the Second Reading. AYES: Miller, Sexton, Dean, Stoolman, Horihan. NAYS: None. Motion carried.

First Reading – Ordinance 832 – Amending Chapter 55 – Animal Protection and Control/ Move to Action.

Ordinance to remove the annual pet licensing within the city of West Branch. The registration for use of the Dog Park, would still be in place, but registering your dog or cat within city limits would be removed. It was stated that this was put in place to help enforce up to date rabies and vaccinations in these pets as this is a requirement when registering them. It was also to recoup some of the cost of WBPD taking pets to the Vet Clinic when picked up and needed. There was discussion on how we promote the accountability for dogs that attach other residents or cause harm to others. It was argued that this wouldn’t really aid in that effort and that officer(s) that respond to such an incident will fill out a report that requires the pet owner to verify the pet is up to date on all vaccinations such as rabies. With the council being of mixed feelings on this topic, it was asked that we do not waive and we have 3 full readings of this Ordinance before adoption.

Motion by Miller, second by Horihan to approve the First Reading of Ordinance 832. AYES: Miller, Horihan, Sexton, Stoolman, Dean. NAYS: None. Motion carried.

Resolution 2025-106 Approval of Proposed Response to Admin Review to Abatement of Wastewater Fees / Move to Action - After discussion of the reasoning behind the proposal for adjustment to this account, and sharing that the reason this decision was being brought to the council due to being over the \$250.00 threshold for Admin approval of adjustment, it was agreed upon that this resident made every effort to quickly and thoroughly resolve the issue that was out of his control.

Motion by Miller, second by Sexton to approve Resolution 2025-106. AYES: Miller, Sexton, Dean, Stoolman, Horihan. NAYS: None. Motion carried.

Discussion – None

CITY ADMINISTRATOR REPORT – Thank you to Eric Gould of V&K Engineering for responding to and taking such good care of a resident that had an issue/complaint with happenings from the Johnson Cedar Road project.

CITY ATTORNEY REPORT – None

CITY ENGINEER REPORT – Eric shared that we have all but 1 residential easement secured for the Wapsi Creek Widening project. As soon as the last one has signed the agreement and all paperwork is in order, the project can move forward towards kick off.

STAFF REPORTS -None

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 8:13 p.m.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk