

(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

October 20, 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; 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 and Library Director Jessie Schafer

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve minutes from the October 6, 2025 City Council meeting.
Approve minutes from the October 14, 2025 Special City Council meeting.
Approve Community Trick or Treat Hours
Approve Fire Department appointments.
Approve Claims for October 20, 2025

10/20/2025		
EXPENDITURES		
AMAZON.COM.	VARIOUS ITEMS - LIBRARY	271.30
CJ COOPER & ASSOCIATES	ANNUAL ADMIN/CLEARING FEES	425.00
PYRAMID SERVICES	MOWER PARTS	210.69
QUILL CORP	SURGE PROTECTORS - CLERK	298.47
STATE HYGIENIC LAB	LAB ANALYSIS	916.50
THE HOME DEPOT	TOILET PAPER - LIBRARY	50.31
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	6,242.65
VAN AUKEN, HEIDI	MILEAGE & PARKING FEE-VANAUKEN	54.09
VEENSTRA & KIMM	VARIOUS PROJECTS	57,673.30
WEST BRANCH REPAIRS	OIL CHANGE - PD	81.00
WEST BRANCH TIMES	LEGAL PUBLICATIONS	665.00
TOTAL		66,888.31
PAYROLL-WAGES, TAXES,	EMPLOYEE BENEFITS 10/10/2025	61,284.09
PAID BETWEEN MEETINGS		
ACTION SEWER & SEPTIC	PLUGGED MANHOLE BACK UP-PW	380.00
ALLIANT ENERGY	ALLIANT ENERGY	19,098.76
AMAZON.COM	VARIOUS ITEMS - LIBRARY, P&R	278.40
AT & T MOBILITY	WIRELESS SERVICE	210.04
CEDAR COUNTY RECORDER	RECORDING FEES	174.00
ELITE HOLDING COMPANY	LOU HOOVERS LADY MOVERS- P&R	69.30
IMWCA	IMWCA FY26 INSTALLMENT 4	3,768.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	201.60
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	142.02
MENARDS	SUPPLIES - PW	176.40
MOPPY MO'S	CLEANING SERVICES-CITY, TH P&R	997.50
PROTECT YOUTH SPORTS	BACKGROUND CHECKS	87.00
THE HOME DEPOT	PAPER TOWELS - P&R	27.12
UNIVERSITY OF IOWA HEALTH	DOT PHYSICAL - PW	181.00
VEENSTRA & KIMM	VARIOUS PROJECTS	875.00
WEX BANK	VEHICLE FUEL	1,227.33
BARNHART'S CUSTOM	MOVE RNDABOUT DIRT & TREE REMOVAL	62,302.50
BOUND TREE MEDICAL	MEDICAL SUPPLIES - FIRE	592.94
CAPITAL ONE	OFFICE SUPO & YOUTH PROGRAM - LIB	86.28
CULLIGAN WATER	WATER SOFTENER SERVICE	30.49
CURTIS L CASPER	LAWN MOWING - NUISANCE	65.00
EASTERN IA YOUTH B.BALL	5/6TH GRADE BB REGISTRATION	840.00
HAWKINS	CHEMICALS	3,119.63
KANOPY	ON DEMAND VIDEO SERVICE	18.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,707.00
LINN COUNTY R.E.C.	STREET LIGHTS	324.77
LRS HOLDINGS	TRASH & RECYCLING SEP 2025	20,067.50
LYNCH'S PLUMBING	INSTALL VALVE FOR WASHER- FIRE	218.40
MARTIN AGENCY INSURANCE	FIRE DEPT INSURANCE RENEWAL	24,515.00
MOPPY MO'S	JANITORIAL SERVICES - FIRE	17.50
RICKARD SIGN & DESIGN	BLACK & RED NUMBERS- FIRE	65.00
THOMAS HEATING & AIR	CUT DRAIN ON A/C & CLEAN-FIRE	95.00
WEST BRANCH REPAIRS	VEHICLE REPAIR - FIRE	892.80
SISCO	HEALTH CLAIMS PD 10-07-2025	1,294.26
TOTAL		144,145.54
GRAND TOTAL EXPENDITURES		272,317.94
FUND TOTALS		
001 GENERAL FUN	66,295.55	
022 CIVIC CENTER	5,399.52	
031 LIBRARY	3,311.56	
036 LIABILITY INSURANCE	24,515.00	
110 ROAD USE TAX	6,595.96	
112 TRUST AND AGENCY	14,896.29	
321 WIDENING WAPSI CREEK	9,633.70	
326 ROUNDABOUT	106,366.20	
331 CEDAR JOHNSON RD RECON	1,278.90	
600 WATER FUND	19,066.93	
610 SEWER FUND	14,286.60	
740 STORM WATER UTILITY	671.73	
GRAND FUND TOTAL	272,317.94	

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM -

Rob Copeland shared how due to the construction on Cedar-Johnson Road and Serenity, his yard now has a significant slope that would be a safety concern especially for children. The SW corner of his property now will need a retaining wall to ensure safety and he has received a quote of approximately \$17000.00 to put this in place. He is working with Mediacom as well to potentially move their equipment from the area before installation and is asking the council for some possible reimbursement for some or all of the cost of the wall. There was discussion about the height of the retaining wall and if there would be railing needed which would be an additional cost. The council will discuss the situation and follow up with the residents.

PUBLIC HEARING / NON-CONSENT AGENDA

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

**ORDINANCE NO. 832
AN ORDINANCE AMENDING CHAPTER 55 – ANIMAL PROTECTION AND CONTROL**

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

1. **Amendment.** **Section 55.22**, is hereby amended by deleting it in its entirety:
~~**55.22 LICENSING.**~~
- ~~1. Fees. All fees required herein shall be set by resolution of the City Council.~~
- ~~2. Which Animals Require License. Every owner of a dog or cat over the age of four months shall procure a City animal license each calendar year or within 30 days of the animal being brought into the City.~~
- ~~3. Certification of Vaccination; Payment of License Fee; Issuance of License.~~
- ~~—A. At the time of making application for a City license, the owner shall furnish to the City a veterinarian's certificate showing that the dog or cat for which the license is sought has been vaccinated against rabies virus and that such vaccination will not expire within six months from the date the license is issued. In order to take advantage of the lower rate for neutered animals, the owner shall, at the time application is made for an animal license, present a certificate of neutering signed by a veterinarian containing a description of the animal, its call name and date of neutering, if known. Such certificate may be used in subsequent license applications.~~
- ~~—B. Upon payment of the license fee, the City shall issue to the owner a license which shall contain the name of the owner, the owner's place of residence and a description of the animal. The City shall keep a duplicate of each license issued as a public record. If the animal to be licensed is a guard/attack dog, the owner shall include such fact on the license application.~~
- ~~—C. New animal registrations and renewals can be made in person or online via the City's website providing all required information is provided. City tags will be issued for new pets upon receipt of payment.~~
- ~~4. Animals Too Young for Licensing. The owner of an animal which is no longer with its dam, but which is too young to be licensed, shall be issued a temporary City animal ID tag upon application to the City and payment of the regular fee. Such temporary tag shall automatically expire five months from the date of birth of the animal.~~
- ~~5. License Tag.~~
- ~~—A. Upon issuance of the license, the City shall deliver or mail to the owner a license tag stamped with the following:~~
- ~~—(1) Year in which issued.~~
- ~~—(2) Name of issuing City.~~
- ~~—(3) Number of the license.~~
- ~~—B. City tags will be issued once for the life of the animal. Tags can be issued for up to three years coinciding with the rabies expiration date.~~
- ~~—C. Every animal shall wear the tag provided whenever such animal is off the property of its owner or not within a motor vehicle. Any method may be used to attach the tag to the animal, such as a collar or other suitable device.~~
- ~~—D. It is unlawful for any person who is not the owner or the agent of such owner or an employee of the City or its agent acting in an official capacity to remove a license tag from an animal prior to the expiration of the license.~~
- ~~—E. Upon the filing of an affidavit that the license has been lost or destroyed, the owner may obtain another tag upon payment of a replacement fee. (West Branch Animal Control Study Committee, Page 11)~~
- ~~6. Delinquent Fees. Delinquent license fees, as determined by the City Council, shall be assessed in addition to the annual license fee except in those cases where, by reason of residence outside the corporate limits, age or ownership, the dog or cat was not subject to licensing. In those cases, in which an animal becomes subject to the terms of this section during any license year, the license fee shall become due and payable within 30 days after the date that such animal becomes subject to the terms of this chapter. After 30 days, the owner shall pay the delinquent license fee provided by City Council resolution, in addition to the annual license fee.~~
- ~~7. Expiration Date. All licenses expire one year from the date of issuance except in cases where licenses are issued consecutively for two or three years. In those cases, licenses will expire two or three years from the date of issuance.~~
- ~~8. Change of Ownership; Transfer of License. When the permanent ownership of an animal is transferred, the new owner shall, within 30 calendar days from the date of change of ownership, make application for a new license as provided in this section regardless of whether or not the animal was previously licensed.~~
- ~~9. Exceptions. The licensing provisions of this chapter shall not be applied to animals whose owners are nonresidents temporarily within the City or animals brought into the City for the purpose of participating in any animal show. Owners of animals which are trained to assist them with their disabilities shall not be charged a fee to license said animals, although said animals are still otherwise subject to the licensing provisions of this chapter.~~
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 20th day of October, 2025.

First Reading: September 15, 2025
Second Reading: October 6, 2025
Third Reading: October 20, 2025

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk

Motion by Sexton, second by Miller to approve and adopt Ordinance 832. AYES: Sexton, Miller, Stoolman, Horihan, Miller. NAYS: Dean. Motion carried.

Resolution 2025-114 Amendment to the City of West Branch Schedule of Fees / Move to Action.

Motion by Miller, second by Dean to approve Resolution 2025-114. AYES: Miller, Dean, Horihan, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2025-115 Approving the Preliminary Plat of Parkside Hills – Part Five, WEST BRANCH, IOWA / Move to Action.

Everything is listed as private, so the water, sewer, etc. will be reviewed with each addition. This is why it is not all spelled out on the preliminary plat. The roadways have all been widened per the conversations with Chief Stoolman to ensure that emergency vehicles have clear access as well.

Motion by Miller, second by Sexton to approve Resolution 2025-115. AYES: Miller, Sexton, Dean. NAYS: Horihan, Stoolman. Motion carried.

Resolution 2025-116 Approving the Final Plat of Parkside Hills – Part Five, WEST BRANCH, IOWA / Move to Action.

Motion by Dean, second by Sexton to approve Resolution 2025-116. AYES: Dean, Sexton, Miller. NAYS: Horihan, Stoolman. Motion carried.

First Reading Ordinance 833 - PROVIDING THAT GENERAL PROPERTY TAXES LEVIED AND COLLECTED ON CERTAIN LOTS IN THE MEADOWS, PART 4A AND PART 4B AND PEDERSEN VALLEY, PART ONE, WEST BRANCH, IOWA, IN THE CITY OF WEST BRANCH, COUNTY OF CEDAR, STATE OF IOWA, BY AND FOR THE BENEFIT OF THE STATE OF IOWA, CITY OF WEST BRANCH, COUNTY OF CEDAR, WEST BRANCH COMMUNITY SCHOOL DISTRICT, AND OTHER TAXING DISTRICTS, BE PAID TO A SPECIAL FUND FOR PAYMENT OF PRINCIPAL AND INTEREST ON LOANS, MONIES ADVANCED TO AND INDEBTEDNESS, INCLUDING BONDS ISSUED OR TO BE ISSUED, INCURRED BY SAID CITY IN CONNECTION WITH SAID WEST BRANCH URBAN RENEWAL AREA./ Move to Action.

Motion by Miller, second by Dean to approve the First Reading of Ordinance 833. AYES: Miller, Dean, Stoolman, Horihan, Sexton. NAYS: None. Motion Carried.

Discussion/Move to Action –

Approval for Kevin to move forward with a Municipal Infraction for property owner.

Administrator Kofoed shared that the property at 411 E Main Street has been a nuisance for the last 3 years. Multiple letters have been sent to Mr. Proeller and extensions given to allow time to repair and clean up the property. Kofoed was looking to the council for direction to allow City Attorney Olsen to move forward with issuing a municipal infraction to ensure that the work is done.

Resident John Proeller agreed that there had been multiple extension on the repair work given to him for various reasons and ailments that have come up for him. He stated that he has the supplies to repair the porch to ensure that it is safe and no longer a hazard and that he would like to ask for 4 weeks to allow him the opportunity to do the repair work and have it inspected to meet the requirements for a sound structure. He then asked for an additional 4 weeks to allow him time to get the 3 vehicles that have been sitting on the property for the last 2 – 3 years without moving, removed and possibly one into the garage.

Council discussed the options with Attorney Olsen and agreed that 8 weeks was way to long and would get into months were the weather is unstable and the ground would start to freeze making moving the vehicles more difficult. The consensus was that 4 weeks would be the maximum amount of time that the council would allow and Attorney Olsen stated that he could draw up an agreement for the city and Mr. Proeller to allow 4 weeks to remedy the list of infractions that was stated completely. If at the end of the 4 weeks all the items on the list were not complete, the city or a city designee, would be allowed to access the property to complete the items from the list at the expense of Mr. Proeller. This would give a due date for completion of all items on the list, by Thursday, November 20, 2025.

CITY ADMINISTRATOR REPORT –

Kofoed will be attending the ICMA Conference in Tampa from this Friday to next Thursday the 30th. When he returns it will be “report season” and he will focus on items such as the next budget and TIF.

CITY ATTORNEY REPORT – None

CITY ENGINEER REPORT –

Cedar-Johnson Rd is moving along well with most of the pavement in. Working on Driveways next and all of the finishing items. Creek Widening project – Everything has been cleared down stream to North of the railroad. Soon the culverts will be put in the creek to allow passage. Dave will be meeting with the U or I students on Tuesday to work on the Sewer Study and will report back on that meeting at the November 3rd council meeting.

STAFF REPORTS -None

COMMENTS FROM MAYOR AND COUNCIL MEMBERS –

Mayor Laughlin, Kofoed and Schechinger met with the last owner of a property that needed an easement to allow access to their property in order to complete the Wapsi Creek widening project. He claims that the road in front of his building is his and that there is an Outlot that is approximately 20’ long by 24’ wide towards Beranek Park that was never deeded back to the city. He is requesting that the city clean this up and to reimburse him for this area, before signing the final easement. The council will have a Special Meeting with a closed session to further discuss this area and any negotiations on Wednesday, October 22nd at 7:00pm.

Councilperson Stoolman shared that it is very dark around the corner of Main Street and Downey Street. There are 2 lights, one that is out and one that has been run into and removed. She asked for follow up on the matter from Administrator Kofoed.

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:41 p.m.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk