



CITY COUNCIL MEETING
Monday, October 20th, 2025 - 7:00 P.M.
CITY COUNCIL CHAMBERS
110 N. POPLAR ST., WEST BRANCH, IOWA

<https://zoom.us/j/5814699699>

or dial in phone number 1-312-626-6799 with Meeting ID 581 469 9699.

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda. /Move to action. *(This is the time to approve the agenda as presented or amend the agenda (such as tabling items). Amendments or changes to the agenda require a motion, second and a full council vote.*
6. Approve Consent Agenda/Move to action.
 - a. Approve minutes from the October 6, 2025 City Council meeting.
 - b. Approve minutes from the October 14, 2025 Special City Council meeting.
 - c. Approve Community Trick or Treat Hours
 - d. Approve Fire Department appointments.
 - e. Approve Claims for October 20, 2025.
7. Presentations/Communications/Open Forum
8. Public Hearings/Non-Consent Agenda
 - a. **Third Reading – Ordinance 832** – Amending Chapter 55 – Animal Protection and Control / Move to Action.
 - b. **Resolution 2025-114** Amendment to the City of West Branch Schedule of Fees / Move to Action.
 - c. **Resolution 2025-115** Approving the Preliminary Plat of Parkside Hills – Part Five, WEST BRANCH, IOWA / Move to Action.
 - d. **Resolution 2025-116** Approving the Final Plat of Parkside Hills – Part Five, WEST BRANCH, IOWA / Move to Action.
 - e. **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.
9. Discussion/Move to Action – Approval for Kevin to move forward with a municipal infraction for property owner.
10. City Administrator Report
11. City Attorney Report
12. City Engineer Report
13. City Staff Reports
14. Comments from Mayor and Council Members
15. Motion to adjourn.

Mayor: Roger Laughlin • **Council Members:** Colton Miller, Jodee Stoolman, Tom Dean, Jerry Sexton, Mike Horihan
City Administrator Adam Kofoed • **City Clerk** Alycia Horras • **Finance Officer** Heidi Van Auken • **Fire Chief** Kevin Stoolman • **Police Chief** Greg Hall • **Public Works Director** Matt Goodale • **Library Director** Jessica Schafer
Parks & Recreation Director Erin Laughlin

(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 6, 2025
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 6:59 p.m.
Roll call: Council members present; Colton Miller (zoom), Mike Horihan, Jerry Sexton, Tom Dean and Jodee Stoolman.
City Staff present: City Administrator Adam Kofoed, City Clerk Alycia Horras, Finance Officer Heidi Van Auken, 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 Dean, second by Sexton. Motion carried on a voice vote.

APPROVE CONSENT AGENDA

Approve minutes from the September 15, 2025 City Council meeting.
Approve the submission of the Annual Street Finance Report for FY25
Approve the Monthly Financial Report for July 2025
Approve Claims for October 6, 2025.

| EXPENDITURES | | 10/6/2025 | |
|--|-----------------------------------|-------------------|------------------|
| AMAZON.COM | VARIOUS ITEMS - LIB | 121.73 | |
| BARNHART'S CUSTOM SERVICES | NUISANCE ABATEMENT | 1,575.00 | |
| BOOMERANG CORP | CEDAR JOHNSON RD PAY EST 4 | 844,850.72 | |
| CODEWORK | SOFTWARE NEW LICENSES- LIBRARY | 831.60 | |
| CROELL | SIDEWALK REPAIR | 720.00 | |
| FRIIS, ALCIA | MILEAGE TO CDR CTY - FRIIS | 25.20 | |
| GOERDT INSPECTION | BLDG INSPECTIONS | 1,840.00 | |
| IA DEPT OF PUBLIC SAFETY | WARRANTS & ARTICLES SYSTEM | 1,200.00 | |
| IA MUNICIPAL FIN OFFICERS | IMFOA REGISTRATION - FRIIS | 225.00 | |
| KOFOED, ADAM | TRAINING MILEAGE - KOFOED | 172.20 | |
| MUNICIPAL SUPPLY | WATER METER ANNUAL FEE | 7,375.00 | |
| PLUNKETT'S PEST CONTROL | PEST CONTROL - LIBRARY | 50.00 | |
| STATE INDUSTRIAL PRODUCTS | CHEMICALS | 257.89 | |
| STERICYCLE | SHREDDING SERVICES | 194.70 | |
| THE HOME DEPOT | PARK TRASH BAGS - P&R | <u>37.75</u> | |
| TOTAL | | 859,476.79 | |
| PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS | | 9/26/2025 | 69,310.52 |
| PAID BETWEEN MEETINGS | | | |
| ALLIANT ENERGY | ALLIANT ENERGY | 22,792.96 | |
| AMAZON.COM | VARIOUS ITEMS - LIBRARY, P&R | 1,162.31 | |
| BAKER & TAYLOR | BOOKS | 72.61 | |
| BOUND TREE MEDICAL | MEDICAL SUPPLIES - FIRE | 236.79 | |
| CAPITAL ONE | VARIOUS ITEMS - LIBRARY | 232.63 | |
| CJ COOPER & ASSOCIATES | PREEMPLOYMENT TEST - PW | 75.00 | |
| CULLIGAN | WATER SOFTENER SERVICE | 30.49 | |
| HATFIELD CONCRETE | SIDEWALK CROSSING/REPAIR | 2,900.00 | |
| IOWA ONE CALL | UTILITY LOCATION SERVICES | 105.30 | |
| KANOPY | ON DEMAND VIDEO SERVICE | 26.00 | |
| LIBERTY COMMUNICATIONS | LIBERTY COMMUNICATIONS | 1,620.67 | |
| LINN COUNTY R.E.C. | STREET LIGHTS | 310.75 | |
| LRS HOLDINGS | TRASH & RECYCLING, TRASH STICKERS | 20,637.50 | |
| LYNCH'S EXCAVATING | CEDAR JOHNSON RD MEADOWS CONNECT | 10,555.16 | |
| MISCELLANEOUS VENDOR | P&R SPORTS REFUND | 75.00 | |
| OFFICE EXPRESS | OFFICE SUPPLIES - CLERK | 67.98 | |
| OLSON, KEVIN D | LEGAL SERVICES SEPTEMBER 2025 | 1,500.00 | |
| OVERDRIVE | DIGITAL & AUDIO BOOKS | 596.30 | |
| PARKSIDE SERVICE | FLAT TIRE REPAIR - PW, PD | 88.04 | |
| PLUNKETT'S PEST CONTROL | PEST CONTROL - TH, CLERK, TH | 164.54 | |
| PYRAMID SERVICES | CEMETERY EQUIP MAINT - PW | 807.71 | |
| TYLER TECHNOLOGIES | PAYROLL TRAINING - FRIIS | 925.00 | |
| UNIVERSITY OF IOWA HEALTH | DRUG TEST - PW | 21.00 | |
| USA BLUE BOOK | MARKING FLAGS FOR SEWER - PW | 2,598.90 | |

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| VEENSTRA & KIMM | VARIOUS PROJECTS | 35,448.95 |
| WB COMMUNITY SCHOOL | INDOOR ACTIVITIES - P&R | 320.00 |
| WEST BRANCH REPAIRS | BATTERY REPLACE - FIRE | 616.85 |
| WEST BRANCH TIMES | LEGAL PUBLICATIONS | 485.80 |
| WEX BANK | VEHICLE FUEL | 1,393.13 |
| ACTION SEWER & SEPTIC | JETTING SAGR CELLS - PW | 474.00 |
| AMAZON.COM | VARIOUS ITEMS - LIBRARY, P&R | 989.15 |
| CASSABAUM, LEE & PATRICIA | LAND PURCHASE - FINAL PAYMENT | 4,750.00 |
| CURTIS L CASPER | LAWN MOWING - NUISANCE | 75.00 |
| DIAMOND VOGEL | STREET PAINT | 872.50 |
| DIRK WIENEKE | CUBBY & LIONS LAWN CARE-P&R | 2,490.00 |
| ELITE HOLDING | YOUTH VBALL SHIRTS - P&R | 701.50 |
| HAWKINS | CHEMICALS | 4,121.69 |
| KIESLER POLICE SUPPLY | AMMUNITION INSTR. SCHOOL - PD | 1,317.95 |
| L. L. PELLING | ST SEALCOAT & 1/3 CEMETERY RD | 74,697.02 |
| MPEC | OIL - PW | 83.04 |
| NOEL AUTOMOTIVE | VEHICLE BODY REPAIR - POLICE | 470.50 |
| OVERDRIVE | DIGITAL & AUDIO BOOKS- LIBRARY | 338.44 |
| STATE HYGIENIC LAB | LAB ANALYSIS | 1,833.00 |
| STATE INDUSTRIAL PRODUCTS | BUG PRODUCTS - P&R | 113.18 |
| US BANK CORPORATE CARD | CREDIT CARD PURCHASES | 7,099.37 |
| BAKER & TAYLOR | BOOKS | 146.42 |
| BI-STATE REGIONAL COMM | MAC MEETING - KOFOED | 17.04 |
| JOHN DEERE FINANCIAL | SUPPLIES - PW | 523.94 |
| L. L. PELLING | NATURE TRAIL RESURFACING-P&R | 17,234.50 |
| MEDIACOM | CABLE SERVICES | 41.90 |
| MENARDS | VARIOUS ITEMS - PW, P&R | 115.30 |
| VERIZON WIRELESS | VERIZON WIRELESS | 424.71 |
| CARDCONNECT | ANNUAL COMPLIANCE SERVICE FEE | 219.00 |
| SISCO | HEALTH CLAIMS 9-15-2025 | 406.03 |
| SISCO | HEALTH CLAIMS 9-22-2025 | 133.47 |
| UMB BANK N.A. | BOND FEE GO 2023 | 600.00 |
| METLIFE | INSURANCE PREMIUM | 2,324.12 |
| SISCO | INSURANCE PREMIUM | <u>15,517.61</u> |
| TOTAL | | 243,997.75 |
| GRAND TOTAL EXPENDITURES | | 1,172,785.06 |
| FUND TOTALS | | |
| 001 GENERAL FUND | 135,898.76 | |
| 022 CIVIC CENTER | 967.78 | |
| 031 LIBRARY | 10,337.31 | |
| 110 ROAD USE TAX | 48,798.58 | |
| 112 TRUST AND AGENCY | 29,431.64 | |
| 226 DEBT SERVICE | 600.00 | |
| 321 WIDENING WAPSI CREEK | 5,632.95 | |
| 326 ROUNDABOUT MAIN & CEDAR | 28,400.00 | |
| 331 CEDAR JOHNSON RD | 855,405.88 | |
| 600 WATER FUND | 34,004.63 | |
| 610 SEWER FUND | 22,377.78 | |
| 614 WASTEWATER LIFT STATION | 245.00 | |
| 740 STORM WATER UTILITY | 684.75 | |
| GRAND FUND TOTAL | 1,172,785.06 | |
| REVENUE-FISCAL YEAR 2025 | | |
| FUND JULY | | |
| 001 GENERAL FUND | 53,483.73 | |
| 022 CIVIC CENTER | 330.00 | |
| 031 LIBRARY | 132.00 | |
| 036 TORT LIABILITY | 429.33 | |
| 110 ROAD USE TAX | 27,409.43 | |
| 112 TRUST & AGENCY | 5,063.32 | |
| 121 LOCAL OPTION SALES TAX | 31,926.53 | |
| 125 TIF | 2,479.25 | |
| 226 DEBT SERVICE | 2,314.35 | |
| 300 CAPITAL IMPROVEMENT RESERVE | 572.43 | |
| 331 CEDAR JOHNSON RD RECON | 3,529,500.00 | |
| 332 W MAIN ST IMPROVEMENT | 520,774.70 | |
| 500 CEMETERY PERPETUAL FUND | 360.00 | |
| 600 WATER FUND | 77,005.66 | |
| 610 SEWER FUND | 100,271.22 | |
| 740 STORM WATER UTILITY | <u>6,390.74</u> | |
| TOTAL | 4,358,442.69 | |

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM -

DVIP – Domestic Violence Proclamation that October is Domestic Violence Intervention Awareness Month. There are 8 to 12 clients per month from the West Branch area that reach out for DVIP services. Some of the issues are lack of transportation, price of gas, affordable housing and lawyer fees. West Branch does a great job of taking care of its own. The housing coordinator works with West Branch Village and some private landlords to help with housing. Affordable housing for the Iowa City area would amount to \$700 - \$1200 a month with very few available under \$1000.00. How can West Branch help with the efforts? By getting the word out and sharing knowledge of having the DVIP services connect with them.

PUBLIC HEARING / NON-CONSENT AGENDA

Public Hearing – Request for Proposals for Audit Services for Fiscal Years 2026 thru 2028.

Mayor Laughlin called the Public Hearing to order at 7:07pm. Finance Officer Van Auken shared that late August 2025 requests were sent out to various vendors to request information and quotes for annual audit services for the FY 2026, 2027 and 2028. Our current contract ends with the completion of the audit for FY 2025. Deadline to submit this information by sealed envelope was Friday, October 3, 2025 at 2:00pm. We received 2 RFPs at that time.

With no questions or comments, the Public Hearing was closed by the Mayor at 7:09pm.

Public Hearing – Proposed Development Agreement with Parkside Partners.

Mayor Laughlin called the Public Hearing to order at 7:09pm.

Faye Goodspeed shared a letter that she wrote to the council urging them to reconsider the current plan stating that there were concerns of lack of resources for this big of a development with our emergency services teams. She shared concerns of the pressure this addition would put on our current infrastructure such as the water system and if we were ready for that. She shared that our medical facility, Food Pantry and School Operations would all be overloaded with the addition of 200 rental units and 500-600 more people added to the community.

Michael Bayer shared that when he purchased his home (321 Elm St), 2 years ago, there was an assisted living area that was planned to be across from the development. He is concerned that with the current plan has a major lack of green space, the TIF agreement of 75% payout for 20 years is concerning looking at comparable data and there is a significant concern with the traffic flow for an additional 500 to 600 people within this area coming in and out every day. He shared that there will be a need for traffic control at Elm Street and Downey. Michael is incredibly concerned that the property values of those that purchased homes in the area will drop significantly with 200 rental units coming in. The original plat also showed a grocery store and this would be needed with the addition of this many people to the community.

JoAnn Armbruster shared that since she moved into the area 2 years ago, the area (327 Elm St), has been deemed a Slum and Blight area and now has a development of 200 rentals going in to significantly increase the traffic and a clear lack of green space for the area. JoAnn has a real concern for the resale of her home and the loss of value in this area. She shared her concern for the parking and roadside parking in the area as well. Mayor Laughlin shared that he doesn't believe that the Parkside plan that is under discussion would result in a slum area. He shared that the units will have the required 2 parking spaces per unit. The Public Hearing was called for adjournment by the Mayor at 7:24pm.

Public Hearing – Proposed Development Agreement with Forza Enterprises, LLC

Mayor Laughlin called the Public Hearing to order at 7:24pm.

Forrest Brown spoke about his plans with the automobile dealership located at 205 Tidewater Drive. Browns currently has approximately 200 employees within it's 5 locations. There are 2 locations in West Branch, 1 in Elkader and one in Guttenberg with Victory Ford in Dyersville. The new development would combine Ford and Chrysler into the location at Tidewater Drive. After looking

at other areas, they chose to stay in the West Branch area and redevelop the property at Tidewater Drive. Daughter, Raegan is working at this location now and learning to grow within the business as well. There are currently 30 employees working for Brown's West Branch and this expansion would increase their team to 60 when they are at full capacity. The Browns believe that it is important to give back to the community and last year for their 60th Anniversary they challenged themselves to raise \$60,000.00 to give back to the communities they serve. They ended up raising \$65,000.00 and the services in WB that received a large donation from that fundraiser was the WB Food Pantry and WB Fire Department. The Browns have also purchased two Level 3 Rapid Chargers that will fully charge a vehicle within 20 – 60 minutes depending on the level of charge it has. These chargers will be beneficial to the community and those traveling on the interstate, as they choose to utilize them within WB, bringing them into our community as well. Last year Browns retailed approximately 800 vehicles and they are looking to almost double that with their expansion. Mayor Laughlin closed the Public Hearing at 7:33pm.

Resolution 2025-108 Approving Development Agreement with Forza Enterprises, LLC/ Move to Action

Councilperson Stoolman shared that she would be no vote to this resolution and agreement. She thanked the Browns for their commitment to the community, but shared that she was a no vote due to the amount of TIF offered with this agreement. She didn't agree with residential developers, such as Parkside Partners receiving a rebate of 75% TIF and Brown's only receiving 25%.

Motion by Sexton, second by Dean to approve Resolution 2025-108. AYES: Sexton, Dean, Horihan, Miller. NAYS: Stoolman. Motion carried.

Resolution 2025-112 Approval of Final Site Plan for Brown's Dealership – Forza Enterprises / Move to Action.

- Motion by Dean, second by Horihan to approve Resolution 2025-112. AYES: Dean, Horihan, Miller, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2025-107 Approving A Service for Annual Audit RDF / Move to Action.

Motion by Dean, second by Sexton to TABLE Resolution 2025-107. Motion carried by unanimous voice vote.

Resolution 2025-95 Approving A Developer's Agreement with Parkside Partners, LLC, Including Tax Increment Rebate Payments / Move to Action –

Mayor Laughlin stated that when he was on the P&Z Commission from the 90's to 2015, this area was laid out to be a multi-family housing area. That is the reason for his strong support of the project. With Work Force Housing Tax Credits, this allows the ability to cut the payoff time of the TIF obligation to the developer, drastically. Councilperson Horihan shared that he never considered the area to be slum and blight, it was just undeveloped. The agreement with the previous developer was 75% TIF over 10 years and now we are at 75% TIF over 20 years. The water system will need to be expanded and this will rush that expansion significantly. He is not in support of the TIF agreement with this project. Council person Dean shared that we went for 2 years with no building permits causing no raises for department heads, no public works replacement hired and when city hall was being closed due to mold, the city had to borrow \$250,000.00 to build the current building we are in today. The current amount of Work Force Housing Tax Credits received between Heritage Hill and the Parkside developments are \$3.5million and BBCO has paid approximately \$400,000.00 to contractors that were left without payment from the previous developer of this area. Councilperson Stoolman asked where the difference from the 75% TIF payout that is in the agreement, to the reduction to make it 48% after all the WFH tax credits? She asked what is the long term maintenance plan? What is the plan to increase the funds needed for increasing our infrastructure to support the huge addition of homes and residents? City Lawyer Olsen explained briefly, about the WFH Tax Credit process. The IEDA awards these credits. Developers are awarded \$1million in credits and then the developer sells that credit to someone, like a bank for instance to be able to utilize the credit. The developer makes money off of the sale of this credit and then they can utilize those funds however they would like. This option of WFH tax credit has to be reapplied for each year to continue to get the benefit of that additional income and continued rebate to the city.

Motion by Dean, second by Sexton to approve Resolution 2025-95. AYES: Dean, Sexton, Miller. NAYS: Horihan, Stoolman. Motion carried.

Third Reading and Adoption – Ordinance 831 – Amending Chapter 92 – Water Rates. / Move to Action.

ORDINANCE NO. 831

AN ORDINANCE AMENDING CHAPTER 92 – WATER RATES

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

1. **Amendment.** Section 92.05.04 and 92.10, is hereby amended by deleting it in its entirety and replacing it with the following:

92.05 SERVICE DISCONTINUED.

Water service to delinquent customers shall be discontinued or disconnected in accordance with the following:

(Code of Iowa, Sec. 384.84)

1. Notice. The billing clerk shall notify each delinquent customer that service will be discontinued or disconnected if payment of the combined service account, including late payment charges, is not received by the date specified in the notice of delinquency. Such notice shall be sent by ordinary mail to the customer in whose name the delinquent charges were incurred and shall inform the customer of the nature of the delinquency and afford the customer the opportunity for a hearing prior to the discontinuance or disconnection.
2. Notice to Landlords. If the customer is a tenant, and if the owner or landlord of the property or premises has made a written request for notice, the notice of delinquency shall also be given to the owner or landlord. If the customer is a tenant and requests a change of name for service under the account, such request shall be sent to the owner or landlord of the property if the owner or landlord has made a written request for notice of any change of name for service under the account to the rental property.
3. Hearing. If a hearing is requested by noon of the day preceding the shut off, the City Administrator shall conduct an informal hearing and shall make a determination as to whether the discontinuance or disconnection is justified. The customer has the right to appeal the City Administrator's decision to the Council, and if the Council finds that discontinuance or disconnection is justified, then such discontinuance or disconnection shall be made, unless payment has been received.
4. Fees. A fee of \$50.00 shall be charged before service is restored to a delinquent customer account during normal business hours. No fee shall be charged for the usual or customary trips in the regular changes in occupancies of property.

92.10 TEMPORARY VACANCY.

Water service may be severed upon notice to the Superintendent or other authorized person whenever the premises is to be unoccupied, and if the premises is unoccupied for more than one month, a proportionate reduction on the minimum charge for water service will be allowed.

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 6th day of October, 2025.

First Reading: September 15, 2025

Second Reading: October 6, 2025

Third Reading: October 6, 2025

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk

Motion to Waive the 2nd Reading of Ordinance 831 – Amending Chapter 92 by Miller, second by Horihan.

AYES: Miller, Horihan, Stoolman, Dean. NAYS: None. Motion carried.

Motion by Dean, second by Sexton to approve and adopt Ordinance 831 – Amending Chapter 92. AYES: Dean, Sexton, Horihan, Stoolman, Miller. NAYS: None. Motion Carried.

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

Motion by Sexton, second by Miller to approve the Second Reading of Ordinance 832 – Amending Chapter 55. AYES: Sexton, Miller, Stoolman, Horihan. NAYS: Dean. Motion carried.

Resolution 2025-109 Amending the City of WB Schedule of Fees / Move to Action.

Removing the verbiage and fee for after hours reconnection, with the adoption of the amendment to Ordinance 831 – Chapter 92.

Motion by Dean, second by Sexton to approve Resolution 2025-109. AYES: Dean, Sexton, Miller, Stoolman, Horihan. NAYS: None. Motion carried.

Resolution 2025-110 Approving Change Order Number 3 in the amount of \$1,500.00 to the contract with Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project. / Move to Action -

Motion by Dean, second by Sexton to approve Resolution 2025-110. AYES: Dean, Sexton, Stoolman, Miller, Horihan. NAYS: None. Motion carried.

Resolution 2025-111 Approval of Invoice 10782 and 10783 from Barnhart's Custom Services, LLC for dirt hauled from the Cedar-Johnson Road Project / Move to Action.

Motion by Sexton, second by Dean to approve Resolution 2025-111. AYES: Sexton, Dean, Stoolman, Miller, Horihan. NAYS: None. Motion carried.

Resolution 2025-113 Approving Pay Estimate Number 5 in the amount of \$341,044.03 to Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project. / Move to Action

Motion by Sexton, second by Dean to approve Resolution 2025-113. AYES: Sexton, Dean, Horihan, Miller, Stoolman. NAYS: None. Motion carried.

Discussion – None

CITY ADMINISTRATOR REPORT – A lot of increased comraderies in the city office and showing that the team is growing together.

CITY ATTORNEY REPORT – None

CITY ENGINEER REPORT – The Cedar-Johnson Road project is close to all pavement work. The area by Serenity is all formed up and ready. They have Orange Street tied in completely, it is just not open yet. They are working to complete a few more things to avoid heavy traffic issues in this area. Mayor Laughlin asked about the seeding and Schechinger shared that the developers usually put down permanent seed to set over the fall and winter. They will see how it did and comeback to overseed if needed in the Spring.

Wapsi Creek widening – They started on the south end of the creek widening project today. They will cross over where the old sale barn was and use Barnhart's area to move back and forth.

STAFF REPORTS -None

COMMENTS FROM MAYOR AND COUNCIL MEMBERS – Mayor Laughlin stated that they needed to schedule a special meeting in order to have a closed session for the city admins annual evaluation. Tuesday, October 14th was agreed upon so that all council persons and the mayor can be present. This will be held at 5:30pm that evening. Council person Horihan shared that there was a major accident along the interstate last week. The Wbfd was already dispatched to an incident in Downey and the Wbpd responded to the call. A dump truck struck a road worker and the victim was bleeding out. Police Chief Hall and Sargent Steen worked with the victim and were able to put a tourniquet on the wound to allow time to get to the hospital for care, which saved this individuals life. He shared his gratitude for the job they did and continue to do each day. Horihan also stated that some areas are sending PD officers to some EMR training to help with first response work. This is something we could look into and discuss in the future.

ADJOURNMENT

Motion to adjourn by Sexton, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 8:14 p.m.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk

(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
Special Meeting**

**October 14, 2025
5:30 p.m.**

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 5:30 p.m.
Roll call: Council members present; Tom Dean, Colton Miller, Mike Horihan, Jodee Stoolman and Jerry Sexton.
City Staff present: City Administrator Adam Kofoed, City Clerk Alycia Friis

APPROVE THE AGENDA

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

Closed Session 21.5(1)(i)

Motion to go into closed session by Miller, second by Sexton. Motion carried on a voice vote. Closed Session begins at 5:31pm.

Motion to end closed session and resume regular Council Meeting by Miller, second by Sexton. Motion carried by voice vote. Closed Session ends at 6:28pm.

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 6:29 p.m.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

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| MEETING DATE: October 20, 2025 |
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| AGENDA ITEM: Approve Community Trick or Treat Hours. |
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| PREPARED BY: Mayor, Roger Laughlin |
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| DATE: October 14, 2025 |
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BACKGROUND:

Halloween falls on Thursday, October 31st for 2025. Mayor Laughlin is proposing the hours of 5:00pm to 8:00pm on the 31st as the community Trick or Treat hours for the City of West Branch.



REQUEST FOR COUNCIL CONSIDERATION

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| MEETING DATE: October 20, 2025 |
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| AGENDA ITEM: Approve West Branch Fire Department appointments. |
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| PREPARED BY: Fire Chief, Kevin Stoolman |
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| DATE: October 14, 2025 |
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BACKGROUND:

The following members were approved by the West Branch Fire Department:

Preston Mayhew – Cadet (Approved 9/10/2025)

Hunter Christoffel – Cadet (Approved 10/8/2025)



REQUEST FOR COUNCIL CONSIDERATION

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| MEETING DATE: October 20, 2025 |
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| AGENDA ITEM: Claims for October 20, 2025 |
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| PREPARED BY: Jessica Brown, Deputy City Clerk |
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| DATE: October 20, 2025 |
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SUMMARY:

Claims Report: These are routine expenditures that include payroll, budget expenditures, and other financial items that relate to City Council approved items and/or other day-to-day operational disclosures.

EXPENDITURES**10/20/2025**

| | | |
|------------------------|--------------------------------|------------------|
| 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 |

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| 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 |

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| TOTAL | | 144,145.54 |
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| GRAND TOTAL EXPENDITURES | | 272,317.94 |
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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 |

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| GRAND FUND TOTAL | 272,317.94 |
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| DEPARTMENT | FUND | VENDOR NAME | DESCRIPTION | AMOUNT |
|-------------------|--------------------|---|----------------------------|-----------|
| POLICE OPERATION | GENERAL FUND | WEST BRANCH REPAIRS US BANK CORPORATE CARD | OIL CHANGE - PD | 81.00 |
| | | | CREDIT CARD PURCHASES | 734.00 |
| | | | CREDIT CARD PURCHASES | 55.13 |
| | | | TOTAL: | 870.13 |
| FIRE OPERATION | GENERAL FUND | US BANK CORPORATE CARD | CREDIT CARD PURCHASES | 7.00 |
| | | | CREDIT CARD PURCHASES | 1,513.00 |
| | | | TOTAL: | 1,520.00 |
| PARK & RECREATION | GENERAL FUND | US BANK CORPORATE CARD | CREDIT CARD PURCHASES | 7.00 |
| | | | CREDIT CARD PURCHASES | 60.23 |
| | | | CREDIT CARD PURCHASES | 134.69 |
| | | | TOTAL: | 201.92 |
| CEMETERY | GENERAL FUND | PYRAMID SERVICES INC. | MOWER PARTS | 210.69 |
| | | | TOTAL: | 210.69 |
| CLERK & TREASURER | GENERAL FUND | QUILL CORP US BANK CORPORATE CARD | OFFICE SUPPLIES - CLERK | 298.47 |
| | | | CREDIT CARD PURCHASES | 133.96 |
| | | | CREDIT CARD PURCHASES | 448.91 |
| | | | CREDIT CARD PURCHASES | 51.94 |
| | | CJ COOPER & ASSOCIATES VAN AUKEN, HEIDI | ANNUAL ADMIN/CLEARING FEES | 425.00 |
| | | | MILEAGE & PARKING FEE-VANA | 54.09 |
| | | | TOTAL: | 1,412.37 |
| LEGAL SERVICES | GENERAL FUND | WEST BRANCH TIMES | LEGAL PUBLICATIONS | 665.00 |
| | | | TOTAL: | 665.00 |
| COMMISSION | GENERAL FUND | VEENSTRA & KIMM INC. | MEADOWS PT 6 REVIEW | 375.00 |
| | | | II SC COMMUNITY PROJECTS | 1,521.00 |
| | | | BERANEK DR ROW PLAT | 801.00 |
| | | | TOTAL: | 2,697.00 |
| LIBRARY | LIBRARY | US BANK CORPORATE CARD | CREDIT CARD PURCHASES | 125.00 |
| | | | CREDIT CARD PURCHASES | 919.98 |
| | | | CREDIT CARD PURCHASES | 17.00 |
| | | THE HOME DEPOT PRO AMAZON.COM.CA., INC. | TOILET PAPER - LIBRARY | 50.31 |
| | | | PAPER TOWELS & TRASH BAGS | 55.06 |
| | | | LAMINATING SHEETS & RUBBER | 27.98 |
| | | | YOUTH PROGRAM SUPPLIES | 95.33 |
| | | | BOOKS | 92.93 |
| | | | TOTAL: | 1,383.59 |
| ROADS & STREETS | ROAD USE TAX | US BANK CORPORATE CARD | CREDIT CARD PURCHASES | 35.00 |
| | | | CREDIT CARD PURCHASES | 62.50 |
| | | | TOTAL: | 97.50 |
| CAPITAL PROJECT | WIDENING WAPSI CRE | VEENSTRA & KIMM INC. | CHANNEL WIDENING FLOOD IMP | 3,745.80 |
| | | | CHANNEL WIDENING FLOOD IMP | 5,887.90 |
| | | | TOTAL: | 9,633.70 |
| CAPITAL PROJECT | ROUNDAABOUT MAIN & | VEENSTRA & KIMM INC. | CEDAR JOHNSON RD RECON | 44,063.70 |
| | | | TOTAL: | 44,063.70 |
| CAPITAL PROJECT | CEDAR JOHNSON RD R | VEENSTRA & KIMM INC. | CEDAR JOHNSON RD RECON | 1,278.90 |
| | | | TOTAL: | 1,278.90 |

| DEPARTMENT | FUND | VENDOR NAME | DESCRIPTION | AMOUNT |
|-----------------|------------|------------------------|-----------------------|----------|
| WATER OPERATING | WATER FUND | US BANK CORPORATE CARD | CREDIT CARD PURCHASES | 52.03 |
| | | | CREDIT CARD PURCHASES | 870.00 |
| | | | CREDIT CARD PURCHASES | 963.25 |
| | | | TOTAL: | 1,885.28 |
| SEWER OPERATING | SEWER FUND | STATE HYGIENIC LAB | LAB ANALYSIS | 916.50 |
| | | US BANK CORPORATE CARD | CREDIT CARD PURCHASES | 52.03 |
| | | | TOTAL: | 968.53 |

===== FUND TOTALS =====

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|--------------|----------------------------|-----------|
| 001 | GENERAL FUND | 7,577.11 |
| 031 | LIBRARY | 1,383.59 |
| 110 | ROAD USE TAX | 97.50 |
| 321 | WIDENING WAPSI CREEK @ BE | 9,633.70 |
| 326 | ROUNDAABOUT MAIN & CEDAR-J | 44,063.70 |
| 331 | CEDAR JOHNSON RD RECONS | 1,278.90 |
| 600 | WATER FUND | 1,885.28 |
| 610 | SEWER FUND | 968.53 |
| GRAND TOTAL: | | 66,888.31 |



REQUEST FOR COUNCIL CONSIDERATION

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|---------------------------------------|
| MEETING DATE: October 20, 2025 |
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| AGENDA ITEM: Third Reading Ordinance 832 - Amending Chapter 55 – Animal Protection and Control. |
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| PREPARED BY: City Clerk, Alycia Horras |
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| DATE: October 13, 2025 |
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SUMMARY:

Following the 9/9/25 Animal Control Commission meeting, it was voted on to remove the requirement for registering pets in the city of West Branch. The following will need to be implemented, along with a change to the schedule of fees to be in effect following the publication of the Ordinance change.

West Branch Code of Ordinance update:

(Striking the entire section)

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.

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

I certify that the foregoing was published as Ordinance No. _____ on the _____ day
of _____, 2025.



REQUEST FOR COUNCIL CONSIDERATION

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| MEETING DATE: October 20, 2025 |
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| AGENDA ITEM: Resolution 2025-114 – Amending the City of West Branch Schedule of Fees. |
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| PREPARED BY: City Clerk, Alycia Horras |
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| DATE: October 14, 2025 |
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BACKGROUND:

With the final readings of the Ordinance 832 Amending Chapter 55, we are requesting the final step in removing the specifications of Animal Licensing in city limits. The Licensing for use at the Dog Park would remain, but dogs and cats would no longer be required to be registered and licensed to reside in city limits. This would take effect on Thursday, October 30th, following the publication of the Ordinance Amendment on 10/30/2025.

The following changes are suggested (in RED):

ANIMAL REGISTRATION FEES

| | |
|----------------------------------|-------------------------|
| Cats | \$5 per cat, per year |
| Dogs | \$10 per dog, per year |
| Non-spayed or neutered pet | \$25 per pet, per year |
| Level 3 Animals (Resolution 949) | \$75 per pet, per year |
| Level 4 Animals (Resolution 949) | \$200 per pet, per year |

****The above section would be removed.****

RESOLUTION 2025-114

RESOLUTION AMENDING THE CITY OF WEST BRANCH SCHEDULE OF FEES

WHEREAS, the City Administrative Staff has made recommendations for new administrative fees listed on Exhibit “A”; and

WHEREAS, Council has determined that the fees included in the West Branch Schedule of Fees are appropriate and are reasonably related to the purpose for which such fees are charged.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch as follows:

Section 1. That the fees set forth in Exhibit “A” attached hereto and made a part hereof, be in full force and effect immediately upon its adoption and approval, as provided by law.

Section 2. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved this 20th day of October, 2025.

Roger Laughlin, Mayor

Attest:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

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|---------------------------------------|
| MEETING DATE: October 20, 2025 |
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| AGENDA ITEM: | Resolution 2025-115 Approval of Preliminary Plat – Parkside Hills-Part Five, West Branch, Cedar County, Iowa. |
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| PREPARED BY: | Alycia Horras, City Clerk |
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|--------------|------------------|
| DATE: | October 14, 2025 |
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SUMMARY:

Parkside Partners, owner of Lots 10, 11, and 13 of Parkside Hills, lots 1 and 2 of Parkside Hills - second addition, Lots 1 through 28, and Outlot "A" of Parkside Hills - Third Addition, to West Branch, Cedar County, Iowa, Parkside Partners is proposing to construct 72 total One-Bedroom units, 150 total Two-Bedroom units, and will have 19,900 SF total Commercial Space.

The Preliminary Plat was presented to Planning & Zoning who reviewed the proposal at their September 23, 2025 meeting.

RECOMMENDATION:

The Planning & Zoning Commission, along with City Engineer Dave Schechinger approved the preliminary plat.

RESOLUTION NO. 2025 - 115

RESOLUTION APPROVING THE PRELIMINARY PLAT OF PARKSIDE HILLS, PART FIVE, WEST BRANCH, IOWA.

WHEREAS, the developer did file with the City Clerk of West Branch, a preliminary for Parkside Hills, Part Five, West Branch, Iowa, which is legally described as follows:

LOTS 10 AND 13 OF PARKSIDE HILLS, LOTS 1 AND 2 OF PARKSIDE HILLS - SECOND ADDITION, AND LOTS 1 THROUGH 28, AND OUTLOT "A" OF PARKSIDE HILLS - THIRD ADDITION, TO WEST BRANCH, CEDAR COUNTY, IOWA, DESCRIBED AS FOLLOWS:

(East Tract)

BEGINNING at the Southeast Corner of Parkside Hills, to West Branch, Iowa, in accordance with the Plat thereof Recorded in Book 1622 at Pages 81-120 of the Records of the Cedar County Recorder's Office; Thence S81°57'34"W, along the South Line of said Parkside Hills, 2.06 feet; Thence S71°39'35"W, along said South Line, 158.42 feet; Thence S89°35'43"W, along said South Line, 163.59 feet; Thence N68°48'05"W, along said South line, 166.46 feet, to the Southwest Corner of Lot 10 of said Parkside Hills; Thence N21°11'55"E, along the West Line of said Lot 10, a distance of 156.31 feet, to the Northwest Corner of said Lot 10; Thence Northeasterly, 127.69 feet, along the North Line of said Lot 10, and the West Line of Parkside Hills - Third Addition, in accordance with the Plat thereof Recorded in Book 1770 at Pages 204-211 of the Records of the Cedar County Recorder's Office, on a 65.00 foot radius curve, concave Northwesterly, whose 108.13-foot chord bears N55°40'50"E; Thence N00°35'54"W, along said West Line, 334.20 feet; Thence Northeasterly, 2.67 feet, along said West Line, on a 120.00-foot radius curve, concave Southeasterly, whose 2.67-foot chord bears N00°02'19"E, to the Northwest Corner of said Parkside Hills - Third Addition; Thence Northeasterly, 37.01 feet, along the North Line of said Parkside Hills - Third Addition, on a 20.00-foot radius curve, concave Southeasterly, whose 31.95-foot chord bears N53°41'25"E; Thence Southeasterly, 175.68 feet, along said North Line, on a 930.00 foot radius curve, concave Northeasterly, whose 175.41 foot chord bears S78°42'25"E, to the Northwest Corner of Parkside Hills - Fourth Addition, in accordance with the Recorded Plat thereof ;Thence S01°02'25"E, along the West Line of said Parkside Hills - Fourth Addition, 434.00 feet, to the Southwest Corner of said Parkside Hills - Fourth Addition; Thence N89°24'06"E, along the South Line of said Parkside Hills - Fourth Addition, 10.16 feet; Thence N31°35'06"E, along said South Line, 64.45 feet; Thence N79°24'19"E, along said South Line, 77.50 feet, to the Southeast Corner thereof, and the Northeast Corner of Outlot A, of said Parkside Hills - Third Addition; Thence S01°02'25"E, along the East Line of said Outlot A, and the East Line of Lot 10, of said Parkside Hills, 172.37 feet, to the POINTOF BEGINNING. Said East Tract contains 3.75 Acres, and is subject to easements and restrictions of record.

AND ALSO:

(West Tract)

BEGINNING at the Southwest Corner of Parkside Hills - Second Addition, to West Branch, Iowa, in accordance with the Plat thereof Recorded in Book 1673 at Pages 3-11 of the Records of the Cedar County Recorder's Office; Thence N00°23'24"W, along the West Line of said Parkside Hills – Second Addition, 314.42 feet, to the Northwest Corner of said Parkside Hills - Second Addition; Thence N89°24'33"E, along the North Line of said Parkside Hills - Second Addition, 100.62 feet; Thence Southeasterly, 220.14 feet, along said North Line, on a 470.00 foot radius curve, concave Southwesterly, whose 218.13-foot chord bears S77°10'21"E; Thence S63°45'16"E, along said North Line, 37.62 feet;

Thence Southeasterly, 248.56 feet, along said North Line, and the North Line of Lot 13, of Parkside Hills, in accordance with the Plat thereof Recorded in Book 1622 at Pages 81-120 of the Records of the Cedar County Recorder's Office, on a 530.00-foot radius curve, concave Northeasterly, whose 246.29-foot chord bears S77°11'23"E; Thence N89°22'29"E, along said North Line of Lot 13, a distance of 258.31 feet, to the Northeast Corner of said Lot 13; Thence Southeasterly, 31.42 feet, along the East Line of said Lot 13, on a 20.00-foot radius curve, concave Southwesterly, whose 28.28-foot chord bears S45°37'31"E; Thence S00°37'31"E, along said East Line, 264.80 feet; Thence Southeasterly, 61.73 feet, along said East Line, on a 100.00-foot radius curve, concave Northeasterly, whose 60.75-foot chord bears S18°18'32"E; Thence S89°47'23"W, along said East Line, 92.06 feet; Thence S21°11'55"W, along said East Line, 152.69 feet, to the Southeast Corner of said Lot 13; Thence N68°48'05"W, along the South Line of said Lot 13, and south Line of said Parkside Hills - Second Addition, 791.86 feet, to the POINT OF BEGINNING. Said West Tract contains 7.77 Acres, and is subject to easements and restrictions of record.

Parkside Hills - Part Five contains 11.52 Acres, and is subject to easements and restrictions of record.

; and

WHEREAS, the aforementioned plat and subdivision is found to conform with Chapter 170 of the West Branch Code of Ordinances, and all other ordinances and statutory requirements; and

WHEREAS, said preliminary platting of the aforementioned subdivision has been examined by the West Branch Planning and Zoning Commission; and

WHEREAS, recommendations from both said Commission and City Staff have been made; and

WHEREAS, after due deliberation, said Commission has recommended that the preliminary platting of the proposed subdivision, be accepted and approved.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Coralville, Iowa, that the preliminary platting of Parkside Hills, Part Five, West Branch, Iowa, be and the same is hereby approved.

Passed and approved this 20th day of October, 2025.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

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| MEETING DATE: October 20, 2025 |
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| AGENDA ITEM: | Resolution 2025-116 Approval of Final Plat – Parkside Hills-Part Five, West Branch, Cedar County, Iowa. |
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| PREPARED BY: | Alycia Horras, City Clerk |
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| DATE: | October 14, 2025 |
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SUMMARY:

Parkside Partners, owner of Lots 10, 11, and 13 of Parkside Hills, lots 1 and 2 of Parkside Hills - second addition, Lots 1 through 28, and Outlot "A" of Parkside Hills - Third Addition, to West Branch, Cedar County, Iowa, Parkside Partners is proposing to construct 72 total One-Bedroom units, 150 total Two-Bedroom units, and will have 19,900 SF total Commercial Space.

The Final Plat was presented to Planning & Zoning who reviewed the proposal at their September 23, 2025 meeting.

RECOMMENDATION:

The Planning & Zoning Commission, along with City Engineer Dave Schechinger approved the final plat.

Prepared by: Kevin D. Olson, 1400 5th Street, Coralville, Iowa 52241 (319) 351-2277
Return to: City of West Branch, 110 Poplar Street, PO Box 218, West Branch, Iowa 52358 (319) 643-5888

RESOLUTION NO. 2025 - 116

RESOLUTION APPROVING THE FINAL PLAT OF PARKSIDE HILLS – PART FIVE, WEST BRANCH, IOWA.

WHEREAS, the developer did file with the City Clerk of West Branch, a final plat for Parkside Hills Part Five, West Branch, Cedar County, Iowa; and

WHEREAS, the legal description for said Subdivision is as follows:

LOTS 10 AND 13 OF PARKSIDE HILLS, LOTS 1 AND 2 OF PARKSIDE HILLS - SECOND ADDITION, AND LOTS 1 THROUGH 28, AND OUTLOT "A" OF PARKSIDE HILLS - THIRD ADDITION, TO WEST BRANCH, CEDAR COUNTY, IOWA, DESCRIBED AS FOLLOWS:

(East Tract)

BEGINNING at the Southeast Corner of Parkside Hills, to West Branch, Iowa, in accordance with the Plat thereof Recorded in Book 1622 at Pages 81-120 of the Records of the Cedar County Recorder's Office; Thence S81°57'34"W, along the South Line of said Parkside Hills, 2.06 feet; Thence S71°39'35"W, along said South Line, 158.42 feet; Thence S89°35'43"W, along said South Line, 163.59 feet; Thence N68°48'05"W, along said South line, 166.46 feet, to the Southwest Corner of Lot 10 of said Parkside Hills; Thence N21°11'55"E, along the West Line of said Lot 10, a distance of 156.31 feet, to the Northwest Corner of said Lot 10; Thence Northeasterly, 127.69 feet, along the North Line of said Lot 10, and the West Line of Parkside Hills - Third Addition, in accordance with the Plat thereof Recorded in Book 1770 at Pages 204-211 of the Records of the Cedar County Recorder's Office, on a 65.00 foot radius curve, concave Northwesterly, whose 108.13-foot chord bears N55°40'50"E; Thence N00°35'54"W, along said West Line, 334.20 feet; Thence Northeasterly, 2.67 feet, along said West Line, on a 120.00-foot radius curve, concave Southeasterly, whose 2.67-foot chord bears N00°02'19"E, to the Northwest Corner of said Parkside Hills - Third Addition; Thence Northeasterly, 37.01 feet, along the North Line of said Parkside Hills - Third Addition, on a 20.00-foot radius curve, concave Southeasterly, whose 31.95-foot chord bears N53°41'25"E; Thence Southeasterly, 175.68 feet, along said North Line, on a 930.00 foot radius curve, concave Northeasterly, whose 175.41 foot chord bears S78°42'25"E, to the Northwest Corner of Parkside Hills - Fourth Addition, in accordance with the Recorded Plat thereof ;Thence S01°02'25"E, along the West Line of said Parkside Hills - Fourth Addition, 434.00 feet, to the Southwest Corner of said Parkside Hills - Fourth Addition; Thence N89°24'06"E, along the South Line of

said Parkside Hills - Fourth Addition, 10.16 feet; Thence N31°35'06"E, along said South Line, 64.45 feet; Thence N79°24'19"E, along said South Line, 77.50 feet, to the Southeast Corner thereof, and the Northeast Corner of Outlot A, of said Parkside Hills - Third Addition; Thence S01°02'25"E, along the East Line of said Outlot A, and the East Line of Lot 10, of said Parkside Hills, 172.37 feet, to the POINT OF BEGINNING. Said East Tract contains 3.75 Acres, and is subject to easements and restrictions of record.

AND ALSO:

(West Tract)

BEGINNING at the Southwest Corner of Parkside Hills - Second Addition, to West Branch, Iowa, in accordance with the Plat thereof Recorded in Book 1673 at Pages 3-11 of the Records of the Cedar County Recorder's Office; Thence N00°23'24"W, along the West Line of said Parkside Hills - Second Addition, 314.42 feet, to the Northwest Corner of said Parkside Hills - Second Addition; Thence N89°24'33"E, along the North Line of said Parkside Hills - Second Addition, 100.62 feet; Thence Southeasterly, 220.14 feet, along said North Line, on a 470.00 foot radius curve, concave Southwesterly, whose 218.13-foot chord bears S77°10'21"E; Thence S63°45'16"E, along said North Line, 37.62 feet; Thence Southeasterly, 248.56 feet, along said North Line, and the North Line of Lot 13, of Parkside Hills, in accordance with the Plat thereof Recorded in Book 1622 at Pages 81-120 of the Records of the Cedar County Recorder's Office, on a 530.00-foot radius curve, concave Northeasterly, whose 246.29-foot chord bears S77°11'23"E; Thence N89°22'29"E, along said North Line of Lot 13, a distance of 258.31 feet, to the Northeast Corner of said Lot 13; Thence Southeasterly, 31.42 feet, along the East Line of said Lot 13, on a 20.00-foot radius curve, concave Southwesterly, whose 28.28-foot chord bears S45°37'31"E; Thence S00°37'31"E, along said East Line, 264.80 feet; Thence Southeasterly, 61.73 feet, along said East Line, on a 100.00-foot radius curve, concave Northeasterly, whose 60.75-foot chord bears S18°18'32"E; Thence S89°47'23"W, along said East Line, 92.06 feet; Thence S21°11'55"W, along said East Line, 152.69 feet, to the Southeast Corner of said Lot 13; Thence N68°48'05"W, along the South Line of said Lot 13, and south Line of said Parkside Hills - Second Addition, 791.86 feet, to the POINT OF BEGINNING. Said West Tract contains 7.77 Acres, and is subject to easements and restrictions of record.

Parkside Hills - Part Five contains 11.52 Acres, and is subject to easements and restrictions of record.

; and

WHEREAS, said property has been dedicated with the free consent and in accordance with the desires of the owner; and

WHEREAS, the aforementioned plat and subdivision is found to conform with Chapter 354 of the State Code of Iowa, Chapter 170 of the West Branch Code of Ordinances, and all other ordinances and statutory requirements; and

WHEREAS, said final platting of the aforementioned subdivision has been examined by the West Branch Planning and Zoning Commission; and

WHEREAS, recommendations from both said Commission and City Staff have been made; and

WHEREAS, after due deliberation, said Commission has recommended that the final platting of the proposed subdivision, be accepted and approved.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Coralville, Iowa, that the final platting of Parkside Hills, Part Five, West Branch, Cedar County, Iowa, be and the same is hereby approved.

BE IT FURTHER RESOLVED that the City Clerk of the City of West Branch, Iowa, is hereby authorized and directed to certify a copy of this Resolution to the County Recorder of Cedar County, Iowa, along with all other required ancillary documents.

Passed and approved this 20th day of October, 2025.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

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| MEETING DATE: October 20, 2025 |
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| AGENDA ITEM: | First Reading Ordinance 833 - AN ORDINANCE PROVIDING THAT GENERAL PROPERTY TAXES LEVIED AND COLLECTED EACH YEAR ON PARCELS LOCATED ON LOT 1, PEDERSEN VALLEY, PART ONE; LOT 28, THE MEADOWS SUBDIVISION, PART 4B AND VARIOUS LOTS IN THE PARKSIDE HILLS DEVELOPMENT 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 |
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| PREPARED BY: | City Clerk, Alycia Horras |
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| DATE: | October 13, 2025 |
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SUMMARY:

This Ordinance is part of the West Branch Urban Renewal Area to establish the base point for TIF calculation with the development areas of:

- KBH Holdings, LLC - construction of an urban renewal project located on Lot 1, Pedersen Valley, Part One, West Branch, Iowa, (the "KBH Property")
- KLM Investments, LLC - construction of a project located in the Meadows Subdivision, Parts 4A and 4B, West Branch, Iowa, namely upon Lot 28, The Meadows Subdivision, Part 4B, West Branch, Iowa, (the "Meadows Property")

Parkside Partners, LLC - construction of an urban renewal project on the following parcels:

1. Lots 4 through 8, 10 and 13, Parkside Hills, West Branch; Cedar County, Iowa;
2. Lots 1 and 2, Parkside Hills Second Addition, West Branch, Cedar County, Iowa;
3. Lots 1 through 28, Parkside Hills Third Addition, West Branch, Cedar County, Iowa;
4. Lots 1 through 16, Parkside Hills Fourth Addition, West Branch, Cedar County, Iowa;
5. Units 1 through 12 of Parkside 24 Residential Condominiums, 202 Sycamore Drive, to West Branch, Cedar County, Iowa, as shown in Book 1742 at Page 305 in the Cedar County Recorder's Office and a 1/24th interest in the common elements; and
6. Units 1 through 12 of Parkside 24 Residential Condominiums, 204 Sycamore Drive to West Branch, Cedar County, Iowa, as shown in Book 1742 at Page 305 in the Cedar County Recorder's Office and a 1/24th interest in the common elements;
7. Units 101, 103, 105, 107, 109, 111, 113, 115, 117, 119, 310, 312, 314, 316, 320, 322, 324, 326, 328, 330, 332 and 334, of Parkside Hills Condominiums to West Branch, Cedar County, Iowa, according to the Declaration of Submission of Property to Horizontal Property Regime pursuant to Chapter 499B of the Code of Iowa, recorded in Book 1690 at Page 18 in the Cedar County Recorder's Office, together with said units undivided interest in the common elements. (collectively the "Parkside Hills Properties")

ORDINANCE NO. 833

AN ORDINANCE PROVIDING THAT GENERAL PROPERTY TAXES LEVIED AND COLLECTED EACH YEAR ON PARCELS LOCATED ON LOT 1, PEDERSEN VALLEY, PART ONE; LOT 28, THE MEADOWS SUBDIVISION, PART 4B AND VARIOUS LOTS IN THE PARKSIDE HILLS DEVELOPMENT 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.

WHEREAS, KBH Holdings, LLC and the City of West Branch entered into that certain development agreement for the construction of an urban renewal project located on Lot 1, Pedersen Valley, Part One, West Branch, Iowa, (the “KBH Property”); and

WHEREAS, KLM Investments, LLC and the City of West Branch entered into that certain development agreement for the construction of a project located in the Meadows Subdivision, Parts 4A and 4B, West Branch, Iowa, namely upon Lot 28, The Meadows Subdivision, Part 4B, West Branch, Iowa (the “Meadows Property”); and

WHEREAS, Parkside Partners, LLC and the City of West Branch entered into that certain development agreement for the construction of an urban renewal project on the following parcels:

1. Lots 4 through 8, 10 and 13, Parkside Hills, West Branch; Cedar County, Iowa;
2. Lots 1 and 2, Parkside Hills Second Addition, West Branch, Cedar County, Iowa;
3. Lots 1 through 28, Parkside Hills Third Addition, West Branch, Cedar County, Iowa;
4. Lots 1 through 16, Parkside Hills Fourth Addition, West Branch, Cedar County, Iowa;
5. Units 1 through 12 of Parkside 24 Residential Condominiums, 202 Sycamore Drive, to West Branch, Cedar County, Iowa, as shown in Book 1742 at Page 305 in the Cedar County Recorder’s Office and a 1/24th interest in the common elements; and
6. Units 1 through 12 of Parkside 24 Residential Condominiums, 204 Sycamore Drive to West Branch, Cedar County, Iowa, as shown in Book 1742 at Page 305 in the Cedar County Recorder’s Office and a 1/24th interest in the common elements;
7. Units 101, 103, 105, 107, 109, 111, 113, 115, 117, 119, 310, 312, 314, 316, 320, 322, 324, 326, 328, 330, 332 and 334, of Parkside Hills Condominiums to West Branch, Cedar County, Iowa, according to the Declaration of Submission of Property to Horizontal Property Regime pursuant to Chapter 499B of the Code of Iowa, recorded in Book 1690 at Page 18 in the Cedar County Recorder’s Office, together with said units undivided interest in the common elements.

(collectively the “Parkside Hills Properties”); and

WHEREAS, the KBH Property, the Meadows Property and Parkside Properties are located in the West Branch Urban Renewal Area; and

WHEREAS, indebtedness has been incurred by the City, and additional indebtedness is anticipated to be incurred in the future, to finance urban renewal project activities within the West Branch Urban Renewal Area, and the continuing needs of redevelopment of the Property within the West Branch

Urban Renewal Area are such as to require the continued application of the incremental tax resources of the West Branch Urban Renewal Area; and

WHEREAS, the following enactment is necessary to accomplish the objectives described in the premises.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST BRANCH, IOWA, THAT:

Section 1: The taxes levied against the KBH Property and the Parkside Properties by and for the benefit of the State of Iowa, City of West Branch, County of Cedar, West Branch Community School District, and all other taxing districts from and after the effective date of this Ordinance shall be divided as hereinafter in this Ordinance provided.

Section 2: As to the KBH Property and the Parkside Properties, that portion of the taxes which would be produced by the rate at which the tax is levied each year by and for each of the taxing districts taxing the Property in the West Branch Urban Renewal Area upon the total sum of the assessed value of Property, being the first day of the calendar year preceding the effective date of this Ordinance, that date being January 1, 2024, shall be allocated to and when collected be paid into a fund for the respective taxing district as taxes by or for said taxing district into which all other property taxes are paid. The taxes so determined may be referred to herein as the “base period taxes.”

Section 3: That portion of the taxes each year in excess of base period taxes for the KBH Property and Parkside Properties shall be allocated to and when collected be paid into the special tax increment fund previously established by the City of West Branch to pay the principal of and interest on loans, monies advanced to, or indebtedness, whether funded, refunded, assumed or otherwise, including bonds issued under authority of Section 403.9 or Section 403.12 of the Code of Iowa, incurred by the City of West Branch, Iowa to finance or refinance, in whole or in part, urban renewal projects undertaken within the West Branch Urban Renewal Area pursuant to the Urban Renewal Plan, as amended.

Section 4: At such time as the loans, monies advanced, bonds and interest thereon and indebtedness of the City of West Branch referred to in Section 3 hereof have been paid, or the City has provided for the division of taxes for a total of twenty (20) fiscal years for the KBH Property and Meadows Property, or at such time as the indebtedness of the City of West Branch referred to in Section 3 have been paid as it pertains to the Parkside Properties, all monies thereafter received from taxes upon the Property shall be paid into the funds for the respective taxing districts in the same manner as taxes on all other property.

Section 5: All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed. In the event that any provision of this Ordinance shall be determined to be contrary to law it shall not affect other provisions or application of this Ordinance which shall at all times be construed to fully invoke the provisions of Section 403.19 of the Code of Iowa with reference to the West Branch Urban Renewal Area and the territory contained therein.

Section 6: This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

First Reading: October 20, 2025
Second Reading: November 3, 2025
Third Reading: November 17, 2025

Passed and approved this 17 day of November, 2025.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

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| MEETING DATE: October 20, 2025 |
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| AGENDA ITEM: Authorizing the City Attorney to place municipal infractions on 411 E Main Street. |
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| PREPARED BY: Adam Kofoed, City Administrator |
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| DATE: October 14, 2025 |
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SUMMARY:

After three years of working with the property owner, City Administrator Kofoed is requesting to give City Attorney Olson the authority to place a municipal infraction on the John Proeller, owner of property 411 East Main Street for the following violations:

- 304.1(8) Exterior Structure for unsafe roof and porch of 2021 International Property Maintenance Code
- 304.1(12) Exterior Structure Unsafe Conditions for exterior stairs, decks, porches, balconies under 2021 International Property Maintenance Code
- Ch.50.02(10). Weeds, Brush. Grass over six inches in height and any and all obnoxious/unsightly weeds or dense growth of vines, brush, or other vegetation in the City so as to constitute a health, safety or fire hazard or render the streets or highways of the City unsafe for the public travel or interfere with the proper construction or repair of said streets or highways.
- “Junk vehicle” means any vehicle legally placed in storage with the County Treasurer or unlicensed and having any of the following characteristics:
 - A. Broken Glass. Any vehicle with a broken or cracked windshield, window, headlight or tail light, or any other cracked or broken glass.
 - B. Broken, Loose, or Missing Part. Any vehicle with a broken, loose, or missing fender, door, bumper, hood, steering wheel, or trunk lid.
 - C. Habitat for Nuisance Animals or Insects. Any vehicle that has become the habitat for rats, mice, snakes, or any other vermin or insects.
 - D. Flammable Fuel. Any vehicle that contains gasoline or any other flammable fuel.
 - E. Inoperable. Any motor vehicle that lacks an engine or two or more wheels or other structural parts, rendering said motor vehicle totally inoperable, or that cannot be moved under its own power or has not been used as an operating vehicle for a period of 30 days or more.
 - F. Defective or Obsolete Condition. Any other vehicle that, because of its defective or obsolete condition, in any other way constitutes a threat to the public health and safety.

- Mere licensing of such vehicle shall not constitute a defense to the finding that the vehicle is a junk vehicle.

COMPREHENSIVE PLAN

Housing Chapter Goal 1: Maintain and Revitalize Older Housing Options.



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