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West Branch city council

(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; City Council; October 14, 2025
Council Chambers; Special Meeting; 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 Kofeod, 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
WBT 44

West Branch city council

(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; City Council; October 20, 2025
Council Chambers; Regular Meeting; 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 Kofeod, City Clerk Alycia Friis, 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 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

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 \$17,000.00 to put this in place.

He is working with Medicaid 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.
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 Kofeod 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. Kofeod 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 - Kofeod 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, Kofeod 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 Benarack 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 Kofeod.
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
WBT 44

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Council Chambers; Special Meeting; 7:00 p.m.
Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 7:00 p.m.

Roll call: Council members present: Tom Dean, Colton Miller, Mike Horihan, Jodee Stoolman and Jerry Sexton.
City Staff present: City Administrator Adam Kofeod, City Clerk Alycia Friis, City Attorney Kevin Olsen, City Engineer Dave Schechinger
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 7:18pm.
Closed Session 21.5(1)(i)
Motion to end closed session and resume regular Council Meeting by Miller, second by Sexton. Ayes: Miller, Sexton, Dean, Stoolman, Horihan. Nays: None. Motion carried. Closed Session ends at 7:40pm.
adjournment
Motion to adjourn regular Council Meeting 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
WBT 44

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STAFF REPORTS -None
COMMENTS from mayor and council members -
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APPROVE
THE AGENDa

Motion by Miller, second by Sexton to approve the agenda. Motion carried on a voice vote.
Discussion/Possible Action
Retaining Wall due to Cedar Johnson Road Reconstruction
With the work to the Cedar Johnson Road Project, contractors tore up resident's yards (near the roadway), in order to get the road widened and repaired. The road also had to be dropped to meet the side streets and create a nice flat surface. With this work, the parcel at 11 Serenity Circle, now has a significant slope where the yard meets the new sidewalk next to Cedar Johnson Road. This was slightly sloped before, but is now approximately a 2 1/2' drop off at that point. To ensure the safety of the children that live there and play in this area, the residents are looking to put in a retaining wall. This is not something that would have been needed before

the road work was done. The residents are asking the city for some kind of reimbursement for this additional item. The council, mayor, city attorney and engineer discussed the project, how this change came about after the project started and how the resident didn't realize just how much this change would impact the finished yard. It was decided that due to the project, the city has drastically changed the outlook of the yard and safety for the children that live there. The retaining wall will be built one foot back from the sidewalk, towards the residence and would have an approximate cost of \$17,280.00 plus tax.
Motion to pay \$17,000.00 towards the addition of this wall due to the project, made by Dean, second by Horihan. Ayes: Dean, Horihan, Miller, Sexton, Stoolman. Nays: None. Motion Carried.
Motion to go into closed session made by Miller, second by Sexton. Ayes: Miller, Sexton, Stoolman, Dean, Horihan. Nays: None. Motion carried. Closed session began at 7:18pm.
Closed Session 21.5(1)(i)
Motion to end closed session and resume regular Council Meeting by Miller, second by Sexton. Ayes: Miller, Sexton, Dean, Stoolman, Horihan. Nays: None. Motion carried. Closed Session ends at 7:40pm.
adjournment
Motion to adjourn regular Council Meeting by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:41 p.m.

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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

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