



**CITY COUNCIL MEETING**  
**TUESDAY, FEBRUARY 18, 2025 - 7:00 P.M.**  
**CITY COUNCIL CHAMBERS**  
**110 N. POPLAR STREET, 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.
6. Approve Consent Agenda/Move to action.
  - a. Approve minutes from the February 3, 2025 City Council meeting.
  - b. Approve a Special Event Permit application from the West Branch Lions Club for a VolleyBrr Tournament on March 29, 2025.
  - c. Approve a Class E Retail Alcohol License for Casey's Marketing Company #3463, 615 S. Downey St., West Branch.
  - d. Approve a Class C Retail Alcohol License, with Outdoor Service for Eldr LLC. (dba Little Lights on the Lane), 2 Ember Lane, West Branch. (**pending DRAM & fire inspection**)
  - e. West Branch Fire Department membership changes.
  - f. Approve the Annual Service Proposal and Contract for Whelen Outdoor Warning Sirens
  - g. Claims for February 18, 2025.
7. Presentations/Communications/Open Forum
8. Public Hearing/Non-Consent Agenda
  - a. **Third Reading Ordinance 822** - Amending the Code of Ordinances of the City of West Branch, Iowa, by adding a new section pertaining to debts subject to the Setoff Program. / Move to action.
  - b. **Resolution 2025-15** – Approving a Professional Service Agreement with Goerdts Inspections and Consultation Services, LLC. / Move to action.
  - c. **Resolution 2025-16**- Resolution of local support for the renovation of the Herbert Hoover Presidential Library and Museum. / Move to action.
  - d. **Resolution 2025-17** – Approving an Agreement with the West Branch Lions Club for construction of a Pickleball Complex at Cubby Park. / Move to action.
  - e. **Resolution 2025-18** – Accepting a quote for residential solid waste and recycling collection services with \_\_\_\_\_ and direct the City Administrator to negotiate a contract. / Move to action.
  - f. **Resolution 2025-19**– Amending the Employee Handbook (Amendment #2). / Move to action.
  - g. **Resolution 2025-20** – Approving a Purchase Agreement with Lee and Patricia Cassabaum for a parcel to be used as a portion of Beranek Drive. / Move to action.
  - h. **Resolution 2025-21** - Approving an Easement Encroachment Agreement for Lots 2 through 13, Heritage Hill, Part Two, West Branch, Iowa. /Move to action.
  - i. **Resolution 2025-22** - Setting a Public Hearing on the plans, specifications, estimate of cost and form of contract; ordering bids and directing notice of the same; all for the Cedar-Johnson Road Reconstruction Project. / Move to action.
9. Discussion – LMI survey City Council on what type of program to implement
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.

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