

*(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**

**April 7, 2025  
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 7:00 p.m.  
Roll call: Council members present; Tom Dean, Colton Miller, Mike Horihan, Tom Dean, Jerry Sexton and Jodee Stoolman.

City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Finance Officer Heidi Van Auken, Police Chief Greg Hall, Public Works Director Matt Goodale and Park & Recreation Director Erin Laughlin.

Attending via Zoom: Library Director Jessie Schafer.

**APPROVE THE AGENDA**

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

**APPROVE CONSENT AGENDA**

Approve minutes from the March 17, 2025 City Council meeting.

Approve the minutes from the April 1, 2025 Special City Council meeting.

Approve a Special Event Permit for the White Pumpkin Studio Warehouse Sale at Heritage Square on May 24, 2025.

Approve the Monthly Financial Report for February 2025.

Claims for April 7, 2025.

EXPENDITURES	4/7/2025	
AMAZON.COM	BLDG, PROG SUPPLIES-LIBRARY	282.38
BRICK, LESLIE	MILEAGE REIMB COURT HOUSE	23.80
CEDAR COUNTY COOP	FUEL-PW	908.26
GOERDT INSPECTION	BLDG INSPECTIONS	1,512.00
HARLESS, VERONICA	KIDS CAMP, SR. FITNESS	875.00
HAWKINS	CHEMICALS	3,333.66
HI-LINE	SHOP SUPPLIES-PW	199.65
IOWA ONE CALL	UTILITY LOCATION SERVICE	24.30
LAUGHLIN, ERIN	IPRA MILEAGE REIMBURSEMENT	71.12
MUNICIPAL SUPPLY	WATER METERS FOR REPLACEMENT	9,828.00
OASIS ELECTRIC	LIGHT FIXTURE REPAIR-LIB	164.22
STERNBERG LIGHTING	STREET LIGHT POLE	2,295.00
WEST BRANCH TIMES	SUBSCRIPTION EXP 5-30-26	37.00
TOTAL		19,554.39
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	3/28/2025	64,584.90
PAID BETWEEN MEETINGS		
SISCO	HEALTH & FLEX CLAIMS 3/31/2025	198.49
ALATORE	WINDOW CLEANING-CITY	29.33
IOWA CITY BRAKE	OSH KOSH REPAIR	17,165.27
JOHN DEERE FINANCIAL	WATER PLANT SUPPLIES	6.51
LL PELLING	POTHOLE MATERIAL	2,240.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	257.89
VERIZON WIRELESS	VERIZON WIRELESS	454.71
METLIFE	INSURANCE PREMIUM	2,029.33
SISCO	INSURANCE PREMIUM	15,316.49
SISCO	HEALTH CLAIMS 3/24/2025	4,429.40
ACTION SEWER & SEPTIC	EMERGENCY LINE CLEANING	380.00
AMAZON.COM	BOOKS-LIBRARY	206.62
ARNOLD MOTOR SUPPLY	EQUIP SUPPLIES-PW	81.88
BAKER & TAYLOR	BOOKS	146.63
DOG WASTE DEPOT	DOG WASTE BAGS	59.99
HI-LINE	EQUIP SUPPLIES-PW	230.48

MACQUEEN EQUIPMENT	AIR PACKS-FIRE	90,637.76
MAINSTAY SYSTEMS OF IOWA	OFFICE SOFTWARE-P&R	249.00
MEDIACOM	CABLE SERVICE	41.90
MIDWEST UNDERGROUND CONTRACTOR	EASTSIDE WATER MAINS PH2	79,311.39
STATE HYGIENIC LAB	LAB ANALYSIS	574.00
STERICYCLE	SHREDDING SERVICES	91.39
UNIVERSITY OF IOWA HEALTH	DRUG TESTS-PW	148.00
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	894.43
SISCO	HEALTH CLAIMS 3/17/2025	563.28
TOTAL		215,744.17
GRAND TOTAL EXPENDITURES		299,883.46

FUND TOTALS		
001 GENERAL FUND		122,368.22
031 LIBRARY		5,556.74
110 ROAD USE TAX		12,206.26
112 TRUST AND AGENCY		31,753.66
330 EASTSIDE WATER MAIN PH2		79,311.39
600 WATER FUND		26,976.18
610 SEWER FUND		20,974.86
740 STORM WATER UTILITY		736.15
GRAND FUND TOTAL		299,883.46

REVENUE-FISCAL YEAR 2025  
FUND FEBRUARY

001 GENERAL FUND		49,493.74
022 CIVIC CENTER		335.00
031 LIBRARY		99.25
036 TORT LIABILITY		205.40
110 ROAD USE TAX		25,315.05
112 TRUST & AGENCY		4,207.11
119 EMERGENCY TAX FUND		34.36
121 LOCAL OPTION SALES TAX		20,405.29
125 TIF		1,641.04
226 DEBT SERVICE		1,204.48
300 CAPITAL IMPROVEMENT RESERVE		273.89
500 CEMETERY PERPETUAL FUND		430.46
600 WATER FUND		61,382.53
610 SEWER FUND		76,573.61
740 STORM WATER UTILITY		6,465.00
TOTAL		248,066.21

Sexton questioned the invoice to Iowa City Brake for repairs to the Oshkosh. Sexton said he thinks the City paid more in repairs than the vehicle is worth. Goodale responded and said the Oshkosh is the only city vehicle that has “wing” for plowing which is needed in parts of the town. He also stated that the vehicle is not scheduled to be replaced anytime soon.

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

**PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE**

**PUBLIC HEARING / NON-CONSENT AGENDA**

Resolution 2025-35 – Approving the Final Proposed Budget for Fiscal Year 2026 and Ordering a Notice of Public Hearing for April 21, 2025. / Move to action.

The Council had no comments.

Motion by Sexton, second by Horihan to approve Resolution 2025-35. AYES: Sexton, Horihan, Miller, Dean, Stoolman. NAYS: None. Motion carried.

Resolution 2025-36 – Approve a Site Plan from Manatt’s for a temporary concrete plant at 1001 S. Downey Street, West Branch. / Move to action.

Tyler Duster, Manatt’s Inc. explained their request to use the former concrete plant site on South Downey Street as other contractors have in the past for the I-80 Widening project. Laughlin asked Duster if Manatt’s could control the dust from the plant so as to not affect neighboring businesses. Duster said maintaining the dust will not be a problem.

Motion by Sexton, second by Horihan to approve Resolution 2025-36. AYES: Sexton, Horihan, Dean, Stoolman, Miller. NAYS: None. Motion carried.

Resolution 2025-37 - Approving Pay Estimate Number 8 (Final) in the amount of \$38,589.22 to Midwest Underground Contractors Inc. for the Phase 2 - Eastside Water Main Replacement Project. / Move to action.

Schechinger reminded the Council that this project has a two-year maintenance bond and that any issues will be addressed by the contractor as needed.

Motion by Miller, second by Dean to approve Resolution 2025-37. AYES: Miller, Dean, Sexton, Stoolman, Horihan. NAYS: None. Motion carried.

Resolution 2025-38 – Setting the date for a public hearing on proposal to enter into a General Obligation Corporate Purpose Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$4,150,000. / Move to action.

Kofoed reminded the Council that the \$4.1 million-dollar bond consists of money for the Cedar-Johnson Road Reconstruction project and West Main Street milling. He also said that the bids for Cedar-Johnson Road came in lower than expected so there would be some extra funds to use on other projects.

Motion by Dean, second by Sexton to approve Resolution 2025-38. AYES: Dean, Sexton, Horihan, Stoolman, Miller. NAYS: None. Motion carried.

Resolution 2025-39 - Approving Pay Estimate Number 1 in the amount of \$7,695.00 to Neuzil & Son’s Inc. for Tree Felling in conjunction with the Cedar-Johnson Road Reconstruction Project. / Move to action.

Motion by Sexton, second by Dean to approve Resolution 2025-39. AYES: Sexton, Dean, Horihan, Stoolman, Miller. NAYS: None. Motion carried.

Resolution 2025-40 - Accepting the 2025 Cedar-Johnson Road Reconstruction Tree Felling Project as complete. / Move to action.

Motion by Sexton, second by Miller to approve Resolution 2025-40. AYES: Sexton, Miller, Dean, Horihan, Stoolman. NAYS: None. Motion carried.

Resolution 2025-41 – Ordering providing a conditional declination to review a boundary line adjustment located in the City’s Extraterritorial Review Boundaries. / Move to action.

Kofoed said that P&Z reviewed and approved Darrall and Nicki Brick’s request for a boundary lot line adjustment at their property located at 608 Leonard Lane. The Brick’s would like to enlarge their existing building which will require the adjustment. City Engineer Schechinger reviewed their request and felt it was acceptable for the Brick’s to move forward with their plan as long as they would allow for a (future) through street to the west should the city annex the Rummells farm in the future. The Council had no concerns with the request.

Motion by Dean, second by Miller to approve Resolution 2025-41. AYES: Dean, Miller, Stoolman, Horihan, Sexton. NAYS: None. Motion carried.

Discussion – Cedar-Johnson Road Reconstruction Project Bond proceeds.

Kofoed said engineers estimates for the 2025 GO Bond of \$4.1 million was broken down as follows; \$3.4 million for the Cedar-Johnson Road Reconstruction project and \$750,000 for West Main Street milling. With the Cedar-Johnson Road bids coming in much lower than expected, the City has extra money that they can use for other projects. Kofoed asked the Council to provide some ideas on what other projects could be done. The Cedar-Johnson Road project will commence just north of Meadows Place and extend all the way to Ember Lane and complete the last section of Serenity Circle. Laughlin and Sexton were in favor of asphaltting from Ember Lane to the Cedar’s Edge maintenance shop (or city limits), but Miller was quick to squash that idea and said that there are still chip and seal streets in town that should be replaced before paving a road to a private

maintenance building. Dean asked if there were any other infrastructure issues that were costing the city money that should be considered. Goodale said there are a few areas with water mains that cause the city extra maintenance costs. Goodale also supported the idea of replacing the chip and seal streets as those also have annual maintenance costs associated with them. Sexton and Stoolman mentioned Greenview Subdivision and the issues it has. The consensus from Council was to put the extra money toward other city projects and asked Goodale to provide them with a top ten list of projects that may fit into the remaining bond money.

#### **CITY ADMINISTRATOR REPORT**

Kofoed reported that he would have a few agenda items for the next Council meeting for consideration and discussion including Heritage Hill, Phase 4, Greenview street lights and admin revised job descriptions.

**CITY ATTORNEY REPORT** – No report

#### **CITY ENGINEER REPORT**

Schechinger said a pre-construction meeting is being scheduled with Boomerang so the project can start. Meadows Part 6 utilities are in but that Barnhart is on hold until Boomerang can start their project. Schechinger said he is also keeping on FEMA with their review of the Wapsi Creek Widening project.

#### **STAFF REPORTS**

Goodale said the new yard waste site will be opening later this week to the public. The new site is north of the previous location and new signage will be placed to direct residents to the new site. Goodale also said that the yard waste site rules will be added to the City Code of Ordinances which the City Clerk has prepared and will be coming to a future Council meeting.

Brick gave an update regarding the sewer meter at the West Branch Village that was supposed to be installed two years ago. Brick said a new meter had to be installed in January, but that it is still not recording accurate sewer flows which is used for billing purposes. Brick said she has contacted City Engineer Schechinger for his assistance as they work toward a solution in the matter.

Hall gave kudos to Sergeant Steen on her investigative skills which have led to arrests regarding recent criminal activities in the city. Hall also encouraged the Council to consider license plate recognition (LPR) cameras. License plate recognition, are specialized cameras and software designed to capture, read, and process vehicle license plate information, often used for security, traffic management, and law enforcement purposes. Hall admitted that they are expensive, but worth the money for public safety and helping solve crimes.

#### **COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

No comments.

#### **ADJOURNMENT**

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:56 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk