

*(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](http://westbranchiowa.org). The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council  
Regular Meeting**

**May 19, 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, Jerry Sexton and Jodee Stoolman.

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

## **APPROVE THE AGENDA**

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

## **APPROVE CONSENT AGENDA**

Approve minutes from the May 5, 2025 City Council meeting.

Approve the Iowa Retail Cigarette/Tobacco/Nicotine/Vapor permits for FY26.

Approve a 5-day Class C Retail Alcohol license, with outdoor service for The Down Under for June 14, 2025 (in conjunction with Summer Kickoff 2025)

Approve Claims for May 19, 2025.

EXPENDITURES		5/19/2025	
AMAZON.COM	SUPPLIES, BOOKS, SNACKS-LIB	227.49	
ARNOLD MOTOR SUPPLY	TIRE GAGE - PW	36.51	
BAKER & TAYLOR	BOOKS	217.78	
CAPITAL ONE	VARIOUS ITEMS - LIBRARY	126.08	
CEDAR COUNTY RECORDER	RECORDING FEES	356.00	
ELITE HOLDING COMPANY	YOUTH BALL SHIRTS	1,146.00	
FRED'S FEED & SUPPLY	FIELD PAINT	414.00	
HOTSY CLEANING SYSTEMS	SOAP FOR TRUCK - PW	241.30	
KANOPY	ON DEMAND VIDEO SERVICE	71.00	
KOFOED, ADAM	TRAVEL REIMB-ECIA, IMMI	171.40	
LRS HOLDINGS	TRASH & RECYCLING APRIL 2025	18,870.50	
MENARDS	CUBBY FIELD EDGING. FENCE REPAIR	585.50	
MOPPY MO'S	JANITORIAL SERVICES	1,207.50	
OVERDRIVE INC	DIGITAL & AUDIO BOOKS	619.20	
PACHECO, HUGO VINICIO	INTERIOR PAINTING-LIBRARY	2,250.00	
PROTECT YOUTH SPORTS	BACKGROUND CHECKS-P&R	351.00	
PYRAMID SERVICES	MOWER PARTS-PW	2,084.70	
SHIELD TECHNOLOGY	SOFTWARE MAINTENANCE-PD	1,700.00	
STATE HYGIENIC LAB	LAB ANALYSIS	1,981.50	
THE HOME DEPOT PRO	PARK BLDG SUPPLIES	183.68	
UNIVERSITY OF IOWA HEALTH	DOT PHYSICALS-PW	408.00	
VEENSTRA & KIMM	VARIOUS PROJECTS	21,841.28	
WEST BRANCH TIMES	SUBSCRIPTION-LIBRARY	38.00	
WHITE CAP	SAFETY EQUIPMENT-PW	235.64	
TOTAL		55,364.06	
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	5/9/2025	57,909.36	
PAID BETWEEN MEETINGS			
IOWA ONE CALL	UTILITY LOCATION SERVICE	86.40	
KIESLER POLICE SUPPLY	AMMUNITION	1,013.90	
LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	142.02	
OFFICE OF AUDITOR	AUDIT FY23 FILING FEE	200.00	
PANTHER UNIFORMS	UNIFORMS-POLICE	339.88	
WB COMMUNITY SCHOOLS	NEWSPAPER AD-LIBRARY	75.00	
WEX BANK	VEHICLE FUEL	1,254.71	

SISCO	HEALTH CLAIMS 5/5/2025	120.87
VARIOUS VENDORS	UB REFUNDS	274.00
AMAZON.COM	SUPPLIES, COMPUTER, BOOKS-LIB	1,484.10
AT&T MOBILITY	WIRELESS SERVICE	210.04
BROWN'S WEST BRANCH	VEHICLE REPAIR-PD	421.50
EO JOHNSON	COPIER MAINTENANCE-CITY	136.13
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,510.26
LYNCH'S PLUMBING	CUBBY BATHROOM SINK REPAIR	1,084.50
PIP PRINTING	BLDG INSPECTION FORMS	181.53
STOREY KENWORTHY	RECEIPT BOOKS	294.00
VERIZON WIRELESS	VERIZON WIRELESS	454.71
TOTAL		9,283.55
GRAND TOTAL EXPENDITURES		122,556.97
FUND TOTALS		
001 GENERAL FUND	57,806.04	
022 CIVIC CENTER	420.00	
031 LIBRARY	10,183.07	
110 ROAD USE TAX	6,675.55	
112 TRUST AND AGENCY	10,091.00	
321 WIDENING WAPSI CREEK	2,889.00	
330 EASTSIDE WATER MAIN PH2	334.40	
331 CEDAR JOHNSON RD RECONS	16,838.88	
600 WATER FUND	7,678.19	
610 SEWER FUND	9,105.66	
740 STORM WATER UTILITY	535.18	
GRAND FUND TOTAL	122,556.97	

Miller asked if a site sketch was submitted for the Down Under's alcohol permit for Summer Kick-off. Brick said a service area sketch was submitted with the Special Event permit that the Council approved at their May 5<sup>th</sup> meeting. There were no other questions.

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

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

## **PUBLIC HEARING / NON-CONSENT AGENDA**

### **Third Reading Ordinance 826 – Amending Chapter 105 – Solid Waste Control. / Move to action.**

ORDINANCE NO. 826

#### **AN ORDINANCE AMENDING CHAPTER 105 - SOLID WASTE CONTROL**

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

- Amendment. Section 105.06 of the Code of Ordinances is hereby amended by replacing "wood pile" with "yard waste site."  
105.06 SEPARATION OF YARD WASTE REQUIRED. All yard waste shall be separated by the owner or occupant from all other solid waste accumulated on the premises and shall be composted on the premises, placed in biodegradable bags and set out at curbside for collection by the City or hauled to the City yard waste site.
- Amendment. Section 105.09 is hereby amended by deleting it in its entirety and replacing it with the following:  
105.09 WASTE STORAGE CONTAINERS. Waste storage containers shall comply with the following specifications and shall be provided by the City or its contracted hauling contractor:
  - Residential. Residential waste and recycling containers shall be provided by the City's contracted hauler. All containers shall be maintained to be leakproof and waterproof by the property owner or tenant. Residents may also set out for pickup single use collection bags affixed with an appropriate tag and placed on the top of the waste container.
- Amendment. Section 105 of the Code of Ordinances is hereby amended by adding a new Subsection 105.12, which reads as follows:  
105.12 CITY YARD WASTE SITE. The designated City yard waste site will be governed by all signage at said facilities as the following restrictions:
  - City waste site is for City residents only. No commercial waste from contractors unless prior consent is given by the Public Works Director.
  - Disposal of leaves, yard brush, and grass clippings are the only allowed materials. Tree branches must be smaller than eighteen (18) inches in diameter. Tree stumps are not allowed. (105.02(16))
  - Yard waste in biodegradable bags are allowed. No plastic bags are allowed.
  - Disposal of items other than grass clippings, yard brush, or leaves at the City yard waste site may be cited for littering under this chapter or any other applicable City ordinance.
  - Any non-resident of the City depositing any materials at the City yard waste site may also be subject to citation for littering under this chapter or any other applicable City ordinance. This includes any commercial company with tree debris.
  - Penalties for improper disposal of items that are not yard waste is:
    - First Offense: \$250.00
    - Second Offense: \$500.00

c. Third (and subsequent) Offense: \$750.00

4. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.
5. 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.
6. 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 19th day of May, 2025.

First Reading: April 21, 2025

Second Reading: May 5, 2025

Third Reading: May 19, 2025

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk

Motion by Sexton, second by Horihan to approve the third reading of Ordinance 826. AYES: Sexton, Horihan, Miller, Dean, Stoolman. NAYS: None. Motion carried.

Third Reading Ordinance 827 – Amending Chapter 106 – Collection of Solid Waste. / Move to action.

ORDINANCE NO. 827

AN ORDINANCE AMENDING CHAPTER 106 - COLLECTION OF SOLID WASTE

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

1. Amendment. Section 106.08 is hereby amended by deleting it in its entirety and replacing it with the following:  
106.08 COLLECTION FEES. The collection and disposal of solid waste as provided by this chapter are declared to be beneficial to the property served or eligible to be served and there shall be levied and collected fees for the same, in accordance with the following:  
(Goreham vs. Des Moines, 1970, 179 NW 2nd, 449 [Iowa 1970])
  1. Schedule of Fees. The fees for solid waste collection and disposal service used are available and are on file at City Hall.
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 19th day of May, 2025.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk

Motion by Dean, second by Miller to approve the third reading of Ordinance 827. AYES: Dean, Miller, Horihan, Stoolman, Sexton. NAYS: None. Motion carried.

First Reading Ordinance 828 – Amending Chapter 18 – City Clerk. / Move to action.

Brick explained that during the creation of the city clerk job description, the city administrator and finance officer job descriptions were also reviewed and then checked against the City Code for uniformity. Chapter 18 - City Clerk was found to lack a “compensation” section as the other two chapters and states that the City Administrator is the “ex officio City Clerk”. The Council split the City Administrator and City Clerk role in 2021 but never updated the Code. This update clarifies the roles and provide consistency between the three functions.

Motion by Dean, second by Horihan to approve the first reading of Ordinance 828. AYES: Dean, Horihan, Sexton, Miller, Stoolman. NAYS: None. Motion carried.

Resolution 2025-56 – Setting date for the sale of General Obligation Corporate Purpose Bonds, Series 2025 and authorizing the use of a preliminary official statement in connection therewith. / Move to action.

There were no comments.

Motion by Miller, second by Dean to approve Resolution 2025-56. AYES: Miller, Dean, Horihan, Sexton, Stoolman. NAYS: None. Motion carried.

Resolution 2025-57 - Approving Financial Support of Hoover's Hometown Days 2025 in the amount of \$10,000. / Move to action.

Laughlin said he supports giving Main Street West Branch the five thousand dollars they are requesting to be a "premier" sponsor for the event. Miller said he had a discussion with Kofoed and felt the City should donate the same amount to the fire department as they also contribute a lot to the event and provide their own volunteers. The other members were in agreement. Laughlin directed the Clerk to revise the proposed resolution to donate five thousand to each organization and Miller added that he would like the City Administrator to include this as a budgeted expense during future budget work sessions.

Motion by Miller, second by Dean to approve Resolution 2025-57. AYES: Miller, Dean, Stoolman, Horihan, Sexton. NAYS: None. Motion carried.

#### Discussion – GO Bond Series 2025 excess funds distribution

Dean stated that he felt that the bond proceeds should only be used for what the bond was intended for, Cedar-Johnson Road and West Main Street. Miller replied with "maybe we shouldn't borrow so much then" but countered if there were any items on the list that was "costing" the City more money while they are not being addressed. Goodale said his number one project is West Main Street and would like to use any remaining bond money on that. Goodale said his number two project is tree clearing on a plot of land that will be donated to the city by Lark Land (formerly KLM Investments as part of Meadows Part 4). Goodale said that many of the trees on the land tract will cause future homeowner's issues, which in turn will cost the city. Sexton urged staff to address the issue with the developer before the city accepts the property. Laughlin said that he would address the issue with the developer as there is a conflict with the City Administrator. After a bit more discussion, the Council agreed with Dean/Goodale's ideas to use any remaining bond proceeds to improve West Main Street.

#### **CITY ADMINISTRATOR REPORT**

Kofoed asked the Council to consider hiring V&K to do a feasibility study on what it would take (infrastructure wise) for growth on the west side. Kofoed said in the past few years there has been some interest but the city is not in a position to know what it will take growth to happen. Kofoed said expects the engineer's study could cost the city upwards of twenty-five thousand dollars. Kofoed said the project could be covered by a combination of building permit fees, water and sewer funds. The Council was agreeable with the suggestion.

#### **CITY ATTORNEY REPORT**

Olson said that new legislation that goes into effect on July 1<sup>st</sup> will require the City Code to be updated with regard to fireworks and accessory dwelling units.

#### **CITY ENGINEER REPORT**

Schechinger reported on the status of Meadows Part 6, Cedar-Johnson Road start date would begin mid-week, Wapsi Creek final stages working with FEMA and upcoming ramps closures at West Branch.

#### **STAFF REPORTS**

Schafer informed the Council that the summer library program sign-up starts next week, with programs starting the following week. Schafer encouraged everyone to sign up as there is something for all age groups.

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

Laughlin encouraged everyone to attend Summer Kickoff happening in mid-June. Sexton asked about the status of the concession stand at Cubby Park. Kofoed said he would discuss the matter in private with him.

**ADJOURNMENT**

Motion to adjourn by Dean, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 7:37 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk