

(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

July 21, 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 Alycia Horras, Park & Recreation Director Erin Laughlin, City Attorney Kevin Olson and City Engineer Dave Schechinger.
Attending via Zoom: Finance Officer Heidi Van Auken, Police Chief Greg Hall and, Library Director Jessie Schafer

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve minutes from the July 7, 2025 City Council meeting.
Approve a Class C Retail Alcohol license for the Down Under, as an update to extend the license 20 feet out from their current outdoor area.
Approve a Block Party Permit for the 600 block of Prairie View Drive.
Approve Claims for July 21, 2025.

EXPENDITURES		7/21/2025
ADVANTAGE ARCHIVES	DIGITAZATION - LIBRARY	6,045.00
AMAZON.COM	VARIOUS ITEMS	389.08
BARNES & NOBLE BOOKSELLERS	BOOKS	31.96
BARNHART'S CUSTOM SERVICES	RE-LOCATE TUTTLES TREES	6,150.00
CAPITAL ONE	VARIOUS ITEMS	227.24
CEDAR COUNTY COOPERATIVE	FUEL	2,255.68
CEDAR COUNTY RECORDER	RECORDING FEES	523.00
CROELL	STREET PATCH FOR MAIN REPAIR	818.00
EAST CENT INTERGOVT	DUES 7-1-25 TO 6-30-26	1,957.02
ECONO SIGNS	STREET SIGNS- PW	63.13
HAWKINS	CHEMICALS	3,311.98
IOWA ASSN. MUN. UTILITIES	QUARTLY SAFETY TRAINING DUES	978.00
IOWA DNR	FY26 WATER SUPPLY FEE	272.77
LAUGHLIN, ERIN	STORMWATER QUALITY REIMBURSEMENT	303.35
LRS HOLDINGS	TRASH & RECYCLING JUNE 2025	19,532.50
MOODY'S INVESTORS SERVICES	2025 BOND PROF FEE	14,500.00
MOPPY MO'S	JANITORIAL SERVICES	1,120.00
QUILL	VARIOUS ITEMS	254.56
SPEER FINANCIAL	2025 BOND SERVICE FEE	17,415.00
THE DEALT HAND	SUMMER PROGRAM - LIBRARY	270.00
THE HOME DEPOT	VARIOUS ITEMS	100.83
US GEOLOGICAL SERVICES	STREAM GAGE MAINT & OPERATION	10,540.00
WEST BRANCH REPAIRS	VEHICLE REPAIRS - PD & PW	110.50
WEST BRANCH TIMES	LEGAL PUBLICATIONS	1,561.16
TOTAL		88,730.76
VACATION/SICK PAYOUT 7/18/2025		4,701.65
REGULAR PAYROLL 7/18/2025		68,747.40
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS 7/18/2025		73,449.05

PAID BETWEEN MEETINGS

ALATORRE	WINDOW CLEANING-CITY	86.00
ALLIANT ENERGY	ALLIANT ENERGY	21,558.98
ARNOLD MOTOR SUPPLY	VARIOUS ITEMS	33.98
AT & T MOBILITY	WIRELESS SERVICE	210.04
BAKER & TAYLOR	BOOKS	528.74
BOUND TREE MEDICAL	MEDICAL SUPPLIES - FIRE	446.91
CASAS, DAVID	SUMMER PROGRAM PERFORMER -LB	375.00
CULLIGAN WATER	WATER SOFTENER SERVICE	40.48
DEPARTMENT OF THE TREASURY	PCORI FEE 2025	31.40
DIRK WIENEKE	SPRING GRASS TREATMENT - P&R	2,185.00
HI-LINE	SHOP SUPPLIES - PW	358.77
IMWCA	IMWCA FY26 INSTALLMENT 1	3,768.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	94.50
JOHNSON COUNTY EMERGENCY	FY26 HAZMAT TEAM 28E AGREEMENT	75.00
KANOPY	ON DEMAND VIDEO SERVICE	33.00
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	142.02
LINN COUNTY R.E.C.	STREET LIGHTS	303.05
LYNCH'S EXCAVATING	SERVICE LINE REPAIR	2,025.00
MENARDS	SINK REPAIR - PW	111.49
MUNICIPAL ELECTRONICS DIVISION	FORKS FOR CHARGER RADAR	50.00
OASIS ELECTRIC	MURAL PARK ELECTRICITY - P&R	2,668.58
OVERDRIVE	FY26 BRIDGES EBOOK CONTENT FEE	902.16
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-LIBRARY	50.00
PYRAMID SERVICES	MOWER PARTS - PW	86.59
QUILL	VARIOUS ITEMS	41.99
STATE HYGIENIC LAB	LAB ANALYSIS	1,041.50
UMB BANK	BOND FEE GO 2025	300.00
WEST BRANCH REPAIRS	VEHICLE REPAIRS	222.20

WEX BANK	VEHICLE FUEL	1,281.27
SISCO	HEALTH CLAIMS 7-14-2025	37.34
SISCO	HEALTH CLAIMS 7-8-2025	48.26
VARIOUS VENDORS	UB REFUNDS	97.89
FIDELITY BANK & TRUST	WIRE FEES 6-2-2025	15.00
FIDELITY BANK & TRUST	WIRE FEES 7-2-2025	15.00
TOTAL		39,265.14
GRAND TOTAL EXPENDITURES		201,444.95
FUND TOTALS		
001 GENERAL FUND	73,136.39	
022 CIVIC CENTER	965.51	
031 LIBRARY	14,874.92	
110 ROAD USE TAX	7,226.81	
112 TRUST AND AGENCY	19,472.64	
226 DEBT SERVICE	300.00	
321 WIDENING WAPSI CREEK	1,800.00	
331 CEDAR JOHNSON RD RECON	15,972.50	
332 W MAIN STREET IMPROVE	15,972.50	
600 WATER FUND	23,573.59	
610 SEWER FUND	16,812.30	
740 STORM WATER UTILITY	11,337.79	
GRAND FUND TOTAL	201,444.95	

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

John Proeller and Sally Peck, had questions on the amended Class C liquor license and the use of the outside garden area, submitted by the Down Under. They were concerned with the amount of use that there would be with the expansion of this area and not being informed as the owner of the use. It was discussed that this was only a request to approve an annual liquor license to be able to serve alcohol an additional 20’ outside of the building, in order to not have to reapply for each event for this ability through ABD licensing, throughout the year. The Down Under would still have to apply for a Special Event approval from the City Council, for each event, if there was an intent of using the outdoor/green space in this capacity. Currently, the only thing planned and approved is the upcoming Hoover Hometown Days weekend dates of August 8th and 9th and this licensing wouldn’t necessarily change the current number of events where the Down Under would utilize this ability and area annually.

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 2025-81 Approving Pay Estimate Number 2 in the amount of \$309,539.52 to Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project. / Move to Action

City Engineer Schechinger was asked if he agreed with the progression and pay estimate amount. He stated that the project was on track and within the 23% completion that was stated on the pay estimate and recommended payment as follows.

Motion by Horihan, second by Sexton to approve Resolution 2025-81. AYES: Sexton, Stoolman, Horihan. NAYS: Dean, Miller. Motion carried.

Resolution 2025-82 Approving Change Order Number 1 in the amount of \$10,945.37 to the contract with Boomerang Corp for the 2025 Cedar-Johnson Road Reconstruction Project. / Move to Action

It was stated that when bids went out for this project, the Boomerang bid was only approximately \$30,000.00 under the other bids and now a third of that difference is being added back in. It was explained that the goal was to use the existing tile and tie it into the storm drain that runs under the road. In finding the tile that is 12’ under the roadway, it is now necessary to add additional tile work to complete the connection between this tile and the existing storm drain. This is where the cost on the change order comes in with the tile materials and labor to complete this.

Motion by Sexton, second by Miller to approve Resolution 2025-82. AYES: Horihan, Sexton, Dean, Miller. NAYS: Stoolman. Motion carried.

Resolution 2025-83 Setting a Public Hearing Date for a development agreement with Parkside Partners LLC. / Move to Action

Motion by Miller, second by Dean to approve Resolution 2025-83. AYES: Horihan, Sexton, Miller, Dean, Stoolman. NAYS: None. Motion carried.

CITY ADMINISTRATOR REPORT – Administrator Kofoed shared that there are 4 projects set to be discussed at the July 22nd P&Z Commission meeting that, if approved, will be added to the August 4th council meeting agenda. There is a comprehensive survey to be worked on in August. He shared that there were some good leadership trainings and ideas from the recent conference he went to last week. Kofoed is working on one of the concepts now and if it shows to be beneficial, he will implement this and share it with the city department leaders as well.

CITY ATTORNEY REPORT - None

CITY ENGINEER REPORT – City Engineer Schechinger shared a new schedule for the Cedar-Johnson Road project. They are currently looking at this and working to ensure that other projects in this area are tied in for adequate completion. On July 31st, we will start to take bids for the Channel Widening project.

STAFF REPORTS - None

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor Laughlin shared that Hoover Hometown Days was quickly coming up and there is a lot of great planning and additions to that being worked. There was discussion about a household that is located in the Country Club area, on the opposite side of the Golf Course, that has 3’ to 4’ of wildflowers and grass growing out to the ride of way area. Discussions were mentioned on looking to create a more specific ordinance or guidelines on the policy around wildflower areas and their upkeep. A question was asked on who is responsible for mowing the area by the water way and behind the Dawson built homes and it was stated that it was the developer’s responsibility.

ADJOURNMENT

Motion to adjourn by Dean, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:31 p.m.

Roger Laughlin, Mayor

ATTEST:

Alycia Horras, City Clerk