



CITY COUNCIL MEETING
Monday, November 17th, 2025 - 7:00 P.M.
CITY COUNCIL CHAMBERS
110 N. POPLAR ST., 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. *(This is the time to approve the agenda as presented or amend the agenda (such as tabling items). Amendments or changes to the agenda require a motion, second and a full council vote.*
6. Approve Consent Agenda/Move to action.
 - a. Approve minutes from the November 3, 2025 City Council meeting.
 - b. Approve Claims for November 17, 2025.
 - c. Approve Class C Retail Liquor License for the Down Under, 102 W Main St, Ste. 2 (Pending Passing Inspection)
7. Presentations/Communications/Open Forum
8. Public Hearings/Non-Consent Agenda
 - a. **Third 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.
 - b. **Resolution 2025-120** Approving the submission of the City of West Branch FY25 Annual Financial Report to the State Auditor's Office./ Move to Action.
 - c. **Resolution 2025-121** Directing the Finance Officer to certify Tax Increment Financing Debt to the Cedar County Auditor./ Move to Action.
 - d. **Resolution 2025-122** Approving the submission of the City of West Branch FY25 Annual Urban Renewal Report./ Move to Action.
 - e. **Resolution 2025-123** Approving Pay Estimate #1 in the Amount of \$124,909.08 to PCI for the 2025 Channel Widening Flood Improvements Project./ Move to Action.
 - f. **Resolution 2025-124** Approving Pay Estimate #6 in the Amount of \$186,750.08 to Boomerang Corp for the 2025 Cedar-Johnson Road Recon Project./ Move to Action.
 - g. **Resolution 2025-125** Approving Change Order #4 in the Amount of \$11,300.00 to Boomerang Corp for the 2025 Cedar-Johnson Road Recon Project./ Move to Action
 - h. **Resolution 2025-126** Amending the Employee Handbook (Amendment #6)./ Move to Action
9. Discussion
 - a. Meadows donation of land, retention basin and trail areas. – Land Lark to present.
10. City Administrator Report
 - a. Budget Training Summary
11. City Attorney Report
12. City Engineer Report
13. City Staff Reports
 - a. FY25 WBPL Annual Report
14. Comments from Mayor and Council Members
15. Motion to adjourn.

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