

(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

November 3, 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; Colton Miller , Mike Horihan, Jerry Sexton, Tom Dean and Jodee Stoolman.
City Staff present: City Administrator Adam Kofoed, City Clerk Alycia Horras, Public Works Director Matt Goodale, City Lawyer Kevin Olsen, and City Engineer Eric Gould.
Attending via Zoom: Deputy Clerk Jessica Brown, Finance Officer Heidi Van Auken, and Library Director Jessie Schafer

APPROVE THE AGENDA

Motion to Approve the Agenda with item 9b discussing the possibility of city staff regaining the Friday after Thanksgiving as a city department Holiday, under Discussion Items, stricken from the agenda made by Miller, second by Dean. Mayor Laughlin asked for clarification that the motion was to strike it from this agenda for this meeting, but clarified that it would still be up for consideration in a future meeting. It was agreed upon that it would be considered if a proposal was officially made, that allowed the council to vote on it and not just a discussion topic to debate. Motion carried on a voice vote.

APPROVE CONSENT AGENDA

Approve minutes from the October 20, 2025 City Council meeting.
Approve minutes from the October 22, 2025 Special City Council meeting.
Approve Liquor License Renewal for SILT.
Approve Liquor License Renewal for Herb & Lou’s
Approve Special Event Request – Christmas Past by MSWB
Approve August Financial Report
Approve Claims for November 3, 2025

EXPENDITURES	11/3/2025	
AMAZON.COM	BOOKS & BATTERIES - LIBRARY, PD	24.39
AT & T MOBILITY	WIRELESS SERVICE	210.07
DEMCO	CD CASES & LABELS - LIBRARY	122.74
GOERDT INSPECTION	BLDG INSPECTIONS	1,722.00
HOLIDAY INN DES MOINES	IMFOA LODGING - BROWN, FRIIS	474.88
IOWA CODIFICATION	ANNUAL WEB HOSTING	450.00
IOWA DNR	2026 ANNUAL WATER USE FEE	115.00
MEDIACOM	CABLE SERVICES	41.90
MENARDS	LHLM POSITIVE PEBBLES- P&R	10.99
QUILL	VACUUM FOR CITY OFFICE	99.89
STEEN, CATHERINE	IA WOMENS POLICE ASSOC- STEEN	183.40
TOTAL		3,455.26

PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	10/24/2025	69,496.65
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PAID BETWEEN MEETINGS		
AMAZON.COM	BOOKS & PROGRAM SUPPLIES LIBRARY	1,176.35
ARNOLD MOTOR SUPPLY	SHOP SUPPLIES - PW	64.64
BARNHART'S CUSTOM SERVICES	ROCK FOR ELM & STORM WATER-PW	840.00
BOOMERANG CORP	CEDAR JOHNSON RD PAY EST 5	341,044.03
BROWN, JESSICA	IMFOA MILEAGE REIMBURSEMENT	187.60
CEDAR COUNTY COOPERATIVE	FUEL - PW	916.07
CROELL	INTAKE REPAIR - PW	445.00
E O JOHNSON	COPIER MAINTENANCE-LIB	253.86
EOCENE ENVIRONMENTAL GROUP	WIDENING WAPSI CREEK	1,213.89
FUSIONSITE MIDWEST	LHLM PORT-O-POTTY	126.50
HI-LINE	SHOP SUPPLIES - PW	819.33
IOWA ASSN. MUN. UTILITIES	QUARTLY SAFETY TRAINING DUES	978.00
IOWA DEPT OF INSPECTIONS	LIFT REINSPECTION FEE	465.00
JOHN DEERE FINANCIAL	BUILDING REPAIR,CLOTHING-PW	1,511.38
MENARDS	W. PLANT & VEHICLE SUPPLIES-PW	201.24
MPEC	VEHICLE SUPPLIES - PW	983.26
OASIS ELECTRIC	ELECTRICAL REPAIR ON WATER PLANT-PW	125.00
OFFICE CONCEPTS	COUNCIL CHAIRS	2,559.28
OLSON, KEVIN D	LEGAL SERVICES - OCTOBER 2025	1,500.00
PLUNKETT'S PEST CONTROL	PEST CONTROL - TH, CLERK, LIBRARY	164.54
RELION	FY26 CRIME THEFT PREMIUM	150.00
ROOF, GERDES, ERLBACHER	AUDIT FY25-1ST PAYMENT	9,200.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	257.89
STERICYCLE	SHREDDING SERVICES	96.98
SUMMIT FIRE PROTECTION	ANNUAL FIRE ALARM SERVICE- LIB	2,570.00
SURVEYING AND MAPPING	ANNUAL GIS WEBSITE MAINTENANCE	3,960.00
VERIZON WIRELESS	VERIZON WIRELESS	424.81
METLIFE	INSURANCE PREMIUM	2,324.12
SISCO	INSURANCE PREMIUM	15,517.61
SISCO	HEALTH CLAIMS 10-14-2025	327.02
SISCO	HEALTH CLAIMS 10-20-2025	1,938.69
VARIOUS VENDORS	UB REFUNDS	187.12
TOTAL		392,529.21

GRAND TOTAL EXPENDITURES	465,481.12
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FUND TOTALS	
001 GENERAL FUND	46359.22
022 CIVIC CENTER	522.27
031 LIBRARY	8750.64
036 TORT LIABILITY	108

110	ROAD USE TAX	7496.03
112	TRUST AND AGENCY	31211.15
321	WIDENING WAPSI CREEK	1213.89
331	CEDAR JOHNSON RD	341044.03
600	WATER FUND	15968.73
610	SEWER FUND	11703.56
740	STORM WATER UTILITY	1103.6
	GRAND FUND TOTAL	465481.12

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM -

Sally Peck stated that the agenda was not posted on the bulletin board at the Post Office and objected to the meeting moving forward due to not being properly noticed for the residents. City Attorney Olsen read from the Iowa Code stating that what we do goes above and beyond what is required and shared that the agenda was properly posted at both entrances of City Hall (which is the only requirement), at the Library and Online. Typically, the Post Office is a posting location as well, but is not a required location.

PUBLIC HEARING / NON-CONSENT AGENDA

Second 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.

Motion by Dean, second by Sexton to approve the Second Reading of Ordinance 833. AYES: Dean, Sexton, Horihan, Stoolman, Miller. NAYS: None. Motion Carried.

Resolution 2025-117 Approval of a Settlement and Release Agreement with Robert and Lezlee Copeland./ Move to Action.

Motion by Miller, second by Dean to approve Resolution 2025-117. AYES: Miller, Dean, Stoolman, Horihan, Sexton. NAYS: None. Motion carried.

Resolution 2025-118 Approval of Site Plan for Nordex./ Move to Action

Motion by Dean, second by Miller to approve Resolution 2025-118. AYES: Dean, Miller, Stoolman, Horihan, Sexton. NAYS: None. Motion carried.

Resolution 2025-119 Approval of Agreement for Generator Maintenance at the Sewer Plant./ Move to Action.

Motion by Miller, second by Sexton to approve Resolution 2025-119. AYES: Miller, Sexton, Horihan, Stoolman, Dean. NAYS: None. Motion carried.

Discussion/Move to Action –

Discussion on the Administration Recommendation of Abatement of Wastewater Fees, was had with the Council and Administration. This is a function that was put in place in 2020 and had not been utilized by the current staff. Council person Miller discussed the process and gave clarification on the intended process going forward.

CITY ADMINISTRATOR REPORT –

Thanks to Heidi for all of her work on the AFR and assisting Adam with the TIF Certification report. Kofoed recently attended the ICMA meeting in Florida. He shared a few key takeaways from the week with the council and attendees.

CITY ATTORNEY REPORT – None

CITY ENGINEER REPORT –

Cedar Johnson Road Project update- The grading work has been finished and they are looking to wrap up this week with work and seed next week.

Wapsi Creek Widening Update- This is moving along well. Currently there is a lot of dirt being moved and the contractor is looking to be through the Gaskill property by the time they have to shut down for the winter. There was further discussion by the Council, City Engineer and a member of Lark Land Inc on the Cedar Johnson Road side of the Meadows development and the setup, cost, and who is responsible for the curb cut and approach once the new homes have been built with the driveway location set.

STAFF REPORTS -None

COMMENTS FROM MAYOR AND COUNCIL MEMBERS –

Mayor Laughlin shared that the final location for the pickleball courts at Cubby Park has been set and the site plan should be coming soon. Forrest Brown with Brown’s Auto is questioning the TIF amount that has been slated to Forza Development. The mayor will ask him to come to the Council to address them with his concerns and proposal.

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:43 p.m.

Roger Laughlin, Mayor

ATTEST:

Alycia Friis, City Clerk