

*(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**

**February 5, 2024  
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: Mike Horihan, Jerry Sexton, Tom Dean, Jodee Stoolman and Nick Goodweiler. City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Public Works Director Matt Goodale, Fire Chief Kevin Stoolman, Library Director Jessie Schafer, City Attorney Kevin Olson and City Engineer Dave Schechinger.  
City Staff attending via Zoom: Finance Officer Heidi Van Auken and Sergeant Cathy Steen.

**APPROVE THE AGENDA**

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

**APPROVE CONSENT AGENDA**

Approve Minutes from the January 8, 2024 Budget Work Session.  
Approve Minutes from the January 16, 2024 City Council meeting.  
Approve Minutes from the January 22, 2024 Budget Work Session.  
Approve Claims for February 5, 2024.

EXPENDITURES	2/5/2024	
AMAZON.COM	VARIOUS ITEMS	111.34
AT & T MOBILITY	WIRELESS SERVICE	314.99
BAKER & TAYLOR	BOOKS	79.53
BMI	ANNUAL MUSIC LICENSE	435.00
CITY OF MOUNT VERNON	LEAF VACUUM RENTAL	910.00
IA LAW ENFORCEMENT ACADEMY	MMPI-2 EVAL-POLICE	150.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	41.40
KOCH OFFICE GROUP	COPIER MAINTENANCE-CITY	130.76
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,546.48
LYNCH'S PLUMBING	TOILET REPAIR-CITY OFFICE	111.50
MAIN STREET WEST BRANCH	FY24 MAIN ST DUES	15,000.00
MAINSTAY SYSTEMS OF IOWA	SERVER INSTALL, LICENSES-POLIC	13,098.00
NASRO	NASRO MEMBERSHIP-STEEN	50.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	241.49
SINCLAIR TRACTOR	QUICK HITCH SNOW BLOWER	3,360.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	250.38
UNIFORM DEN	UNIFORMS-PW	160.00
VEENSTRA & KIMM	VARIOUS PROJECTS	17,789.17
TOTAL		53,780.04
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	2/2/2024	42,704.92
PAID BETWEEN MEETINGS		
GLOBAL PAYMENTS	NOVEMBER 2023 CREDIT CARD FEES	1,283.57
GLOBAL PAYMENTS	DECEMBER 2023 CREDIT CARD FEES	444.72
SISCO	HEALTH CLAIMS 1/22/2024	896.72
ISMU	QUARTERLY SAFETY TRAINING DUES	950.00
JOHN DEERE FINANCIAL	SHOP SUPPLIES-PW	1,662.73
LRS HOLDINGS	TRASH & RECYCLING FOR NOV & DEC	39,945.50
LYNCH'S PLUMBING	BRINE PARTS-PW	123.00
MEDIACOM	CABLE SERVICE	41.90
MENARDS	SHOP SUPPLIES-PW	17.20
QC ANALYTICAL SERVICES	LAB ANALYSIS	741.75
STATE HYGENIC LAB	LAB ANALYSIS	43.50
VERIZON WIRELESS	VERIZON WIRELESS	434.93
METLIFE	INSURANCE	1,084.43
SISCO	INSURANCE	9,828.21
ALLIANT ENERGY	ALLIANT ENERGY	10,962.54

BAKER & TAYLOR	BOOKS	351.32
CAPITAL ONE	YOUTH PROGRAM SNACKS-LIBRARY	61.77
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	51.47
JOCO AMBULANCE SERVICE	MEDICAL SUPPLIES	87.02
JOURNEYED COM	MICROSOFT LICENSES-LIBRARY	106.14
KOCH OFFICE GROUP	COPIER MAINTENANCE-LIBRARY	171.75
LYNCH'S PLUMBING	TOILET REPLACEMENT-FIRE	307.00
MID-STATES ORGANIZED CRIME	MOCIC 2024 MEMBERSHIP	100.00
MOORE'S WELDING	BRINE TANK PARTS	109.07
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-LIBRARY	192.99
QUILL	ENVELOPES-LIBRARY	12.57
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	3,156.88
WEST BRANCH TIMES	LEGAL PUBLICATIONS	472.67
WEX BANK	VEHICLE FUEL	866.66
SISCO	HEALTH CLAIMS 1/16/2024	1,243.15
SISCO	HEALTH CLAIMS 1/8/2024	3,100.80
BOOMERANG	WW TREATMENT PAY ESTIMATE 15	127,157.50
TOTAL		206,009.46
GRAND TOTAL EXPENDITURES		302,494.42
FUND TOTALS		
001 GENERAL FUND	99,450.30	
022 CIVIC CENTER	535.11	
031 LIBRARY	6418.88	
110 ROAD USE TAX	10,356.55	
112 TRUST AND AGENCY	16,188.07	
321 WIDENING WAPSI CREEK	3,256.00	
324 WW TREATMENT FACILITY	136,365.86	
330 EASTSIDE WATER MAIN PH2	4,202.54	
600 WATER FUND	11978.2	
610 SEWER FUND	13194.66	
740 STORM WATER UTILITY	548.25	
GRAND FUND TOTAL	302,494.42	

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

### **PRESENTATIONS / COMMUNICATIONS / OPEN FORUM**

Main Street West Branch 2023 Annual Report presented by Jessi Simon, Main Street West Branch Executive Director presented their annual report. Simon reviewed 2023 highlights, which included a re-branding of the organization, community events, accomplishments, vision, mission and top strategies.

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

Resolution 2024-07 - Setting a Public Hearing Date (April 1, 2024) for the Maximum Proposed Property Tax Levy Rate for Fiscal Year 2025. / Move to action.

Motion by Sexton, second by Horihan to approve Resolution 2024-07. AYES: Sexton, Horihan, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

Resolution 2024-08 – Approving the Revised Site Plan for Lot 9 Parkside Hills-Third Addition, West Branch, Iowa. / Move to action.

Developer and owner Chad Kuene explained the reasoning for updating the site plan to define individual lots for Lot 9, is to allow potential home buyers access to the secondary market when seeking financing for home purchase. Kuene said the units list for approximately \$225,000 and that home buyers are not able to get loans for condos in that secondary market. This proposed site plan will define individual lots which makes the units “attached single family dwellings” and homeowner will own the land where they sit which makes financing easier to obtain. Kuene added that a homeowner’s association will be established which will take of grass and snow removal for the properties. The Council had no questions or comments.

Motion by Dean, second by Sexton to approve Resolution 2024-08. AYES: Dean, Sexton, Horihan, Stoolman, Goodweiler. NAYS: None. Motion carried.

Resolution 2024-09 – Approving the Final Plat of Parkside Hills – Third Addition, West Branch, Iowa. / Move to action.

The Council had no questions.

Motion by Sexton, second by Dean to approve Resolution 2024-09. AYES: Sexton, Dean, Goodweiler, Stoolman, Horihan. NAYS: None. Motion carried.

Resolution 2024-10 – Approving the Site Plan for Lot 1, Pedersen Valley Part 1, West Branch, Iowa. / Move to action.

Sexton said he was happy to see a dental office coming back to City, and although he opposes a detention area along Main Street, he agreed it is needed given the current lack of infrastructure on the property. Dr. Ryan Haganman who is purchasing the property and building the dental office requested that if he is required to build the detention basin and the City urbanizes West Main Street in the future and the basin is no longer needed, that the City pay to fill in the basin so that he does not have to incur the cost twice. The Council was agreeable to Haganman's request and directed the City Attorney to draw up an agreement.

Motion by Dean, second by Sexton to approve Resolution 2024-10. AYES: Dean, Sexton, Horihan, Goodweiler. NAYS: None. Abstain: Stoolman. Motion carried.

Discussion – Council direction on Hotel Motel Tax Proceeds Policy

Kofoed asked the Council to formerly provide guidance on where the revenues from the Hotel / Motel Tax the city receives. Kofoed reminded the Council that the Iowa Code requires that fifty percent of the revenues must be spent on economic development activities, which the Council unofficially earmarked for Main Street West Branch and remaining fifty percent of the revenues be spent for any other lawful city purpose. Kofoed said that currently the City has not given that organization fifty percent of the proceeds and would like a formal policy established if that is what they are wanting. Kofoed suggested that the remaining revenues could be designated to: (25%) Heritage Square revitalization and (25%) to savings/reserves for future projects. The Council was agreeable and directed that a resolution be drafted and presented for consideration.

Discussion – Strategic Planning

Kofoed asked a series of questions for Council consideration and discussion on future city projects as he finalizes the city's annual budget for FY25. A few topics discussed was prioritizing street reconstruction of Cedar-Johnson Road or Main Street (Parkside Drive to Cedar-Johnson Road done in phases). The Council had mixed opinions of which street should be done first based on many factors such as potential growth to the west and the I-80 construction project which leads travelers through West Branch when the interstate closes for an accident. The Council could not come up with a consensus and tabled the discussion for a later date. Traffic cameras were also discussed with again differing opinions. This item was also tabled. The Council did agree on implementing a 1% gas and electric franchise fee which will direct the current 1% local option sales tax currently billed to residents monthly on their electric/gas bill back to the city as a franchise fee instead. The Council unanimously voted "no" on solar for the city. In-house trash & recycling was surveyed and was determined that the cost to provide the service was too prohibitive. Lastly, the Capital Reserve Levy was discussed (a tax that is collected and used for capital projects). The Council agreed it could be raised if it meant no effect on residents.

**CITY ADMINISTRATOR REPORT** – No report

**CITY ATTORNEY REPORT** – No report

**CITY ENGINEER REPORT**

Schechinger updated the Council a few city projects in progress, nothing urgent to report.

**STAFF REPORTS** – No reports

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Sexton asked if West Branch Village was continuing to be billed for sewer fees for the new homes that have been moved into the new section and when the sewer meter would be operational. Schechinger said he would need to check the meter to see if there was accurate flow to measure and City Clerk Brick said the billing was

up to date. He also questioned the property where the temporary concrete plant is located on the south edge of town. Sexton said the lot was sold for more than the value of the property and questioned why the assessor had the valuation it did. Horihan mentioned the recent “swatting” call to the West Branch School District and stated the Sergeant Steen did an excellent job handling the situation and also thanked Cedar and Johnson County and Tipton officers for responding the situation so quickly.

**ADJOURNMENT**

Motion to adjourn by Dean, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:55 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk