

(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**

**April 1, 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, and Nick Goodweiler. Council members absent: Jodee Stoolman. City Staff present: City Administrator Adam Kofoed, Finance Officer Heidi Van Auken, Public Works Director Matt Goodale, Parks & Recreation Director Erin Laughlin and City Attorney Kevin Olson. City Staff attending via Zoom: Library Director Jessie Schafer and Police Chief Greg Hall. Other Attendees: Nate Frees Newport Industries, LLC, Mark Gorton Flynn Company

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve the minutes from the March 18, 2024 City Council meeting.

Approve Claims for April 1, 2024.

EXPENDITURES	4/1/2024	
101 MOBILITY	TOWN HALL LIFT-FINAL	8,762.50
ACTION SEWER & SEPTIC SERVICE	PUMPED OUT SHOP PIT	692.50
AMAZON.COM	KEYPAD LOCK-POLICE	115.92
BAKER & TAYLOR	BOOKS	291.68
BOWERS, LAUREN	JERSEY FEE REFUND-P&R	15.00
CEDAR COUNTY ENGINEER	HAULING ROCK	1,279.05
CJ COOPER & ASSOCIATES	ANNUAL QUERY DOT DRIVERS	10.00
GIESE, JACOB	BLDG INCENTIVE PAYMENT	126.73
HI-LINE	BOLTS TRACTOR - PW	52.20
HUEBBE, AMANDA	JERSEY FEE REFUND-P&R	15.00
ILLINOIS LIBRARY ASSOCIATION	SUMMER LIBRARY PROG PRIZES	98.78
IMPACT7G	WIDENING WAPSI CREEK	807.50
IOWA ASSN. MUN. UTILITIES	MEMBERSHIP DUES	874.00
IA LAW ENFORCEMENT ACADEMY	MMPI-2 EVAL POLICE	150.00
IOWA ONE CALL	UTILITY LOCATION SERVICES	34.20
JOHN DEERE FINANCIAL	SUPPLIES FOR PW & P&R	433.81
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,962.49
LYNCH'S EXCAVATING	OLIPHANT MAIN REPAIR	3,063.60
MENARDS	NETTING YARD WASTE TRAILER	19.99
MILLER, BRITTANY	3/4 BB FEE REFUND-P&R	75.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	461.47
PHAM, PHUC	5/6 SOFTBALL FEE REFUND-P&R	75.00
PIP PRINTING & MARKETING	BUSINESS CARDS-POLICE, P&R	196.76
UNIFORM DEN	UNIFORMS-POLICE	781.47
WASION, HOLLY	JERSEY REFUND-P&R	15.00
TOTAL		20,409.65
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	3/29/2024	41,088.27
PAID BETWEEN MEETINGS		
MEDIACOM	CABLE SERVICES	41.90
QUILL	SUPPLIES-CITY OFFICE	37.71
STATE INDUSTRIAL PRODUCTS	CHEMICALS	250.38
VERIZON WIRELESS	VERIZON WIRELESS	412.88
METLIFE	INSURANCE	1,185.01
SISCO	INSURANCE	9,828.21
SISCO	HEALTH CLAIMS 3/18/2024	842.30
GLOBAL PAYMENTS	JANUARY 2024 CC FEES	29.00
ACTION SEWER & SEPTIC SERVICES	PUMPED OIL - FIRE	440.00
ALLIANT ENERGY	ALLIANT ENERGY	13,169.17
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	80.72

FRONTLINE PLUS FIRE & RESCUE		WARNING SIRENS MAINT & BATTERIES	1,540.00
HEIMAN FIRE EQUIPMENT		FIRE EQUIPMENT	3,194.10
KIRKWOOD COMM COLLEGE		BLS PROVIDER COURSE FEE	126.00
LINN COUNTY REC		STREET LIGHTS	289.28
PITNEY BOWES PURCHASE POWER		REPLENISH POSTAGE - LIBRARY	151.00
UNIFORM DEN		UNIFORMS - POLICE	112.04
US BANK CORPORATE CARD		CREDIT CARD PURCHASES	5,297.48
WEST BRANCH REPAIRS		WATER EXTINGUISH HUCK - FIRE	107.90
TOTAL			37,135.08
GRAND TOTAL EXPENDITURES			98,633.00
FUND TOTALS			
001 GENERAL FUND	33,632.60		
022 CIVIC CENTER	9,421.58		
031 LIBRARY	6,104.18		
110 ROAD USE TAX	7,476.65		
112 TRUST AND AGENCY	12,487.93		
321 WIDENING WAPSI CREEK	807.50		
600 WATER FUND	15,615.03		
610 SEWER FUND	12,572.89		
740 STORM WATER UTILITY	514.64		
GRAND FUND TOTAL	98,633.00		

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 2024-26 – Approving the Final Proposed Budget for Fiscal Year 2025 and Ordering a Notice of Public Hearing for April 15, 2024. / Move to action.

Motion by Dean, second by Sexton to approve Resolution 2024-26. AYES: Horihan, Goodweiler, Sexton, Dean. NAYS: None. Motion carried.

Resolution 2024-27 – Approving the Site Plan for Newport Fabricating, LLC. located at 145 Fawcett Drive. / Move to action.

Motion by Horihan, second by Goodweiler to approve Resolution 2024-27. AYES: Horihan, Goodweiler, Sexton, Dean. NAYS: None. Motion carried.

Newport Industries owner, Nate Frees introduced his project. It is the intention of Newport to consolidate all its operations in Iowa City to West Branch. They are a custom fabrication company. Administrator Kofoed reminded council that drainage in site plan one incorporated new growth into its drainage calculations. Sexton inquired about semi traffic. Frees said the property is designed for semis to pull into the driveway and back into the parking lot so they can face the road before exiting the property.

Resolution 2024-28 -Approving the Site Plan for Flynn Company Inc for a Temporary Concrete Plant. / Move to action.

Motion by Sexton, second by Dean to approve Resolution 2024-28. AYES: Horihan, Goodweiler, Sexton, Dean. NAYS: None. Motion carried.

Mark Gorton of Flynn Company spoke to council. Driving routes are 100% on I-80, or highway six, dust control will be applied and Flynn communicated to surrounding properties on dust control. Some subcontractors may not have the same routes but Flynn will encourage them to avoid driving through town.

Resolution 2024-29 - To fix a date for a Public Hearing on proposal to enter into a Water Revenue Loan and Disbursement Agreement and to borrow money thereunder in a Principal amount not to exceed \$1,150,000. / Move to action.

Motion by Dean second by Sexton to approve Resolution 2024-29. AYES: Horihan, Goodweiler, Sexton, Dean. NAYS: None. Motion carried.

Discussion –West Branch Capital Improvement Planning

Administrator Kofoed introduced the main priorities for the capital improvement plan.

1. Cedar-Johnson
 - a. Sexton asked to get pricing for Cedar-Johnson all the way to Greenview
2. West Main milling and overlay
 - a. Horihan prefers this project but understands the timing of I-80 construction could lead to increased detour traffic damage.
3. Reallocating certain reserves to a future downtown streetscaping and ADA project.
4. Utilizing reserves for Parks and Recreation initiatives in the upcoming 2024 Parks and Recreation Plan.
5. Consider water infrastructure improvements at the water plant and/or Greenview/Bickford neighborhoods.

Sexton expressed his reservations on a trail for the meadows subdivision. Kofoed mentioned ECICOG recommended staff prioritize the trail in front of the high school as it will have receive more grant points.

CITY ADMINISTRATOR REPORT

Thanked council for improved communication with staff. Thanked tenured staff for staying with the city while staffing and budget cuts were difficult. City is filling a lot of vacancies and Kofoed encouraged council to attend an upcoming staff potluck.

CITY ATTORNEY REPORT – No report

CITY ENGINEER REPORT -

Construction meeting for east side phase II will occur next week. Wastewater treatment plant is getting closer to completing the UV channel, but the project still has a few months before completion. Stream widening trees have been knocked down. Engineers are waiting on a DNR floodplain permit.

STAFF REPORTS – No reports

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Horihan and Dean mentioned roundabout had some damage.

Horihan mentioned the building incentive program council decision last month. Horihan was considering a compromise for the residents. Attorney Olson mentioned there was no legal obligation for the city to complete the rebate payments. Finance Officer Van Auken listed a number of budget cuts council has made and brought up future expenses such as police cameras, library HVAC renovations, hiring another police officer and increased officer pay, street repair, main street streetscaping, upcoming retirements could lead to hiring staff at higher wages, and property tax reform. Van Auken cautions spending increases on the FY25 budget. At this time, council did not verbally agree to sponsor a building incentive payment compromise at a future council meeting.

Laughlin mentioned his roadblocks on Terror Trail.

ADJOURNMENT

Motion to adjourn by Sexton, second by Dean. Motion carried on a voice vote. City Council meeting adjourned at 7:30 p.m.

Roger Laughlin, Mayor

ATTEST:

Adam Kofoed, City Administrator