

*(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**

**May 20, 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: Tom Dean, Jerry Sexton, Mike Horihan, Jodee Stoolman. Absent: Nick Goodweiler.  
City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Public Works Director Matt Goodale, Police Chief Greg Hall, City Attorney Kevin Olson and City Engineer Dave Schechinger.  
City Staff attending via Zoom: Library Director Jessie Schafer, Sergeant Cathy Steen and Finance Officer Heidi Van Auken.

**APPROVE THE AGENDA**

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

**APPROVE CONSENT AGENDA**

Approve minutes from the May 6, 2024 City Council meeting.  
Approve a 5-day Class C Retail Alcohol license for The Down Under for June 8, 2024 (in conjunction with Kickoff to Summer) - pending DRAM  
Approve a Class B Retail Alcohol License for Parkside Petroleum, LLC. 401 Parkside Dr., West Branch effective June 19, 2024.  
Approve the Iowa Retail Cigarette/Tobacco/Nicotine/Vapor permits for FY25.  
Approve the Monthly Financial Report for April 2024.  
Approve Claims for May 20, 2024.

EXPENDITURES	5/20/2024	
AMAZON.COM	BOOKS & DVDS-LIBRARY	87.12
BAKER & TAYLOR	BOOKS	176.60
BROWN'S WEST BRANCH	RAM TRUCK REPAIR-POLICE	468.50
BROWN'S WEST BRANCH FORD	NEW VEHICLE KEY	106.45
CEDAR COUNTY COOPERATIVE	FUEL-PW	841.53
CEDAR COUNTY RECORDER	RECORDING FEES	7.00
DES MOINES STAMP MFG	SELF-INKING STAMP-CLERK	53.00
DIRK WIENEKE	LAWN CARE-PARKS, TH, PW	3,840.00
FRED'S FEED & SUPPLY	FIELD SPRAY PAINT-P&R	414.00
FREEMAN CONSTRUCTION	COOKSON, 4TH WATER RECONNECT	948.50
HAWKINS INC.	CHEMICALS	3,389.08
HOLLYWOOD GRAPHICS	3/4 SOFTBALL SHIRTS-P&R	598.56
IOWA PRISON INDUSTRIES	UNIFORM-DORSEY	230.00
JOHNSON COUNTY TREASURER	ROUNABOUT REIMBURSEMENT 4	272,582.12
KANOPY	ON DEMAND VIDEO SERVICE	20.00
LRS HOLDINGS	TRASH, RECYCLING, STICKERS	18,463.75
MENARDS	FLOWER BEDS MULCH	291.99
MIDWEST UNDERGROUND CONTRACTORS	EASTSIDE WATER MAINS PH2	151,804.97
MOPPY MO'S	JANITORIAL SERVICES	1,032.50
OLSON, KEVIN D	LEGAL SERVICES-MAY 2024	1,500.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	378.83
PARKSIDE SERVICE	MOWER TIRE REPAIR-PW	83.85
PLUNKETT'S PEST CONTROL	PEST CONTROL	160.14
QC ANALYTICAL SERVICES	LAB ANALYSIS	684.00
QUILL CORP	OFFICE SUPPLIES-CITY	159.48
STATE HYGIENIC LAB	LAB ANALYSIS	64.50
SWANK MOTION PICTURES	SITE LICENSE-MOVIES	114.00
THE HOME DEPOT PRO	BLDG SUPPLIES-LIBRARY	56.74
TYLER TECHNOLOGIES	AUTO METER READ FEE	430.00
VEENSTRA & KIMM	VARIOUS PROJECTS	38,234.01
WEST BRANCH REPAIRS	REPLACE CAR BAFFLE-PD	449.95
WEST BRANCH TIMES	SUBSCRIPTION & PUBLICATIONS	1,455.82
TOTAL		499,126.99

PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	5/10/2024	42,383.62
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PAID BETWEEN MEETINGS

ALLIANT ENERGY	ALLIANT ENERGY	12,249.47
AMAZON.COM	BLDG AND PROGRAM SUPPLIES	138.59
CAPITAL ONE	VARIOUS ITEMS LIBRARY	56.52
CROELL	TH SIDEWALK LIFT MATERIALS	267.00
LINN COUTY REC	STREET LIGHTS	286.32
LYNCH'S EXCAVATING	ROCK AND SINKHOLE BACKFILL	2,686.60
STATE INDUSTRIAL PRODUCTS	REPELLANT & CLEANING PRODUCTS	428.13
UNIFORM DEN	UNIFORMS-POLICE	1,385.05
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	781.67
AT&T MOBILITY	WIRELESS SERVICE	309.84
CEDAR COUNTY COOPERATIVE	FUEL-FIRE	935.95
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	73.98
LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	142.02
MTI DISTRIBUTING	FINISH DRAG MAT KIT-P&R	749.58
PITNEY BOWES	POSTAGE METER INK	63.90
STATE INDUSTRIAL PRODUCTS	SHOP SUPPLIES-PW	219.46
WEX BANK	VEHICLE FUEL	1,485.19
VARIOUS VENDORS	UB REFUNDS	96.20

TOTAL		22,355.47
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GRAND TOTAL EXPENDITURES		563,866.08
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FUND TOTALS

001 GENERAL FUND	58,589.08
022 CIVIC CENTER	1,013.83
031 LIBRARY	7,554.74
110 ROAD USE TAX	8,210.72
112 TRUST AND AGENCY	5,584.85
321 WIDENING WAPSI CREEK	8,631.50
324 WW TREATMENT FACILITY	24,100.17
326 ROUNDABOUT MAIN & CEDAR	272,582.12
330 EASTSIDE WATER MAINS PH2	154,364.31
600 WATER FUND	14,799.75
610 SEWER FUND	8,044.74
740 STORM WATER UTILITY	390.27

GRAND FUND TOTAL	563,866.08
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REVENUE-FISCAL YEAR 2024

FUND APRIL

001 GENERAL FUND	530,186.07
022 CIVIC CENTER	7,890.19
031 LIBRARY	12,580.99
036 TORT LIABILITY	27,691.23
110 ROAD USE TAX	28,701.80
112 TRUST & AGENCY	124,526.20
119 EMERGENCY TAX FUND	14,880.82
121 LOCAL OPTION SALES TAX	22,501.04
125 TIF	170,458.84
126 TIF LMI MEADOWS PT 4	33,983.21
226 DEBT SERVICE	112,976.36
300 CAPITAL IMPROVEMENT RESERVE	28,401.11
324 WW TREATMENT FACILITY	817,509.75
500 CEMETERY PERPETUAL FUND	1,804.45
600 WATER FUND	54,068.13
610 SEWER FUND	71,902.09
740 STORM WATER UTILITY	5,911.64
TOTAL	2,065,973.92

Stoolman asked Chief Hall if any of the convenience stores had any tobacco or alcohol violations in the past year that they should consider. Hall said there were none to report and that he supports issuing the permits. Motion by Sexton, second by Dean to approve the Consent agenda. AYES: Sexton, Dean, Stoolman, Horihan. NAYS: None. Absent: Goodweiler. Motion carried.

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

Nancy Hoffman, 110 Bickford Drive addressed the Council regarding Ordinance 815. Hoffman listed several concerns regarding the proposed subdivision, The Meadow Part 6 and rezoning the parcel from R-1 to R-2. Hoffman questioned where sidewalks would be located on Cedar-Johnson Road and who would be installing them. She also asked if a timeline could be provided for the improvements due to safety concerns for kids walking to school. Hoffman also asked the Council to reject the Developers request for rezoning from R-1 to R-2 and said she felt that R-2 zoning only brings first time home buyers into the community who don't plan on staying.

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

Second Reading Ordinance 814 - Amending the Code of Ordinances of the City of West Branch, as previously amended, by changing water rates. / Move to action.

The reason for the water increase is due to the Eastside Water Main Project-Phase 2. The city's financial advisor assisted the city in preparing the required percentage increase in order to repay the water revenue loan. Stoolman asked to be reminded if the new water rates were for just residential customers and if businesses paid a different rate. Brick stated that all customers (residents and businesses) pay the same rate. There were no other questions.

Motion by Dean, second by Sexton to approve the second reading of Ordinance 814. AYES: Dean, Sexton, Stoolman, Horihan. NAYS: None. Absent: Goodweiler. Motion carried.

Second Reading Ordinance 815 – Re-zoning an approximate 9.83-acre parcel from R-1 Residential District to R-2 Residential District. / Move to action.

Stoolman asked if the developers would be amicable to holding off on selling the lots facing Cedar-Johnson until the road improvements were done. Schechinger said that the lots will not be able to be built on if the Cedar-Johnson Road construction starts as there would not be access to those properties, so it would be a non-issue. Schechinger also explained the reconstruction includes lowering the hill near the homes already built and raising the road starting where the new pavement ends currently. He said by doing that, it will increase sight distance for the proposed lots. Developer, Chris Kofoed reminded the Council and audience that although two lots on Cedar-Johnson are proposed for R-2 zoning, single family can be built there. He added that if zero lots did end up being constructed on those lots, they will stipulate that shared driveways will be required to minimize the number of driveways on to the road. Dean said he still opposes any homes on Cedar-Johnson Road due to the amount of traffic the road has.

Motion by Sexton, second by Horihan to approve the second reading of Ordinance 815. AYES: Sexton, Horihan, Stoolman. NAYS: Dean. Absent: Goodweiler. Motion carried.

Resolution 2024-50 – Amending the Employer Contribution amount for Health and Dental Insurance. / Move to action.

Sexton asked Kofoed to explain how ninety percent contribution was arrived at versus eighty/twenty. Kofoed said that when the salary survey was done in 2022, it showed that the majority of small cities contributed ninety percent toward the cost of health insurance. There were no other questions.

Motion by Dean, second by Horihan to approve Resolution 2024-50. AYES: Dean, Horihan, Stoolman, Sexton. NAYS: None. Absent: Goodweiler. Motion carried.

Resolution 2024-51 – Amending the West Branch Employee Handbook regarding Overtime. / Move to action.

Sexton commented that this change was "long overdue" but made sense. Stoolman added that she was surprised that overtime was being calculated differently than industry standards and whole-heartedly agreed to the change. Kofoed said that the majority of the department directors and staff are in support the change regarding how overtime is calculated.

Motion by Dean, second by Sexton to approve Resolution 2024-51. AYES: Dean, Sexton, Horihan, Stoolman. NAYS: None. Absent: Goodweiler. Motion carried.

Resolution 2024-52 – Approving Pay Estimate Number 18 in the amount of \$404,796.93 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. / Move to action.

Schechinger said the project is ninety-eight percent complete and the facility is now operational. He said his firm is working through the final punch list of items so that the City can accept the project as complete. Motion by Sexton, second by Dean to approve Resolution 2024-52. AYES: Sexton, Dean, Horihan, Stoolman. NAYS: None. Absent: Goodweiler. Motion carried.

Resolution 2024-53 - Approving 28E Agreements between the City of West Branch, Iowa and the Boards of Trustees of Cass, Gower, Graham, Iowa, Scott and Springdale Townships for the purposes of fire protection and aid and assistance for other emergencies or disasters relating to life and property, or hazardous materials. / Move to action.

Motion by Dean, second by Horihan to approve Resolution 2024-53. AYES: Dean, Horihan, Stoolman, Sexton. NAYS: None. Absent: Goodweiler. Motion carried.

### **CITY ADMINISTRATOR REPORT**

Kofoed said that KCRG has been conducting interviews with local residents and businesses for the upcoming summer “Our Town” series that West Branch will be highlighted this year. Kofoed also mentioned that last week’s high wind event that occurred early Tuesday morning downed approximately twenty trees in the cemetery. Public Works crews quickly and efficiently cleared the downed trees but will have more clean-up later this fall when time permits. Kofoed also gave a “kudos” to Parks & Rec Director Laughlin for running a well-organized track and field day this past weekend.

### **CITY ATTORNEY REPORT**

Olson said he would prepare the Developer’s Agreement for the Meadows Part 6 Subdivision for the next City Council meeting that will address the lot use in the subdivision as discussed.

### **CITY ENGINEER REPORT**

Schechinger said that the City has finally received the necessary permits from the DNR to move forward with the Wapsi Creek Widening Project. This was the last item needed so that construction and bid letting can commence. Schechinger said the Phase 2 Eastside Water Main Project is underway and that the contractor is finishing up on E. Main St. and will be moving on to N. 4<sup>th</sup> St. E. Main Street will be prepared for pavement early next week.

### **STAFF REPORTS**

Brick informed the Council that the three lots remaining in the Meadows Part 4B have been sold and that two building permits for two zero lots have been submitted and approved for construction. She said Lot 1 is being planned for a three unit (multi-family) dwelling which will require a site plan to be approved by Planning & Zoning and City Council which will be coming in the coming weeks.

Schaffer reported on the summer library reading program for all ages is set to begin June 1<sup>st</sup>.

Hall reported that the city’s fourth police officer started today. Hall said he is still actively recruiting for the fifth officer, but said he was preparing to send the next officer to the September academy which would make the police department fully staffed by January 2025.

### **COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Laughlin reported that he, Councilpersons Stoolman and Dean would be attending a Cedar County meeting to discuss the new county-wide ambulance service. Laughlin said the group will be advocating for West Branch residents to be covered by the new service as well since we are paying the new tax as well. Laughlin said that there had been some discussion that since West Branch is currently being serviced by Johnson County, that our residents aren’t in need. Laughlin said he would argue against that as Johnson County has indicated that they may not always cover West Branch is another service is available.

Horihan asked if the city (police or public works) would look into signage for the cross walk at Dawson Drive. Horihan said that he noticed that the roundabout is not really slowing traffic down in either direction where there is quite a bit of pedestrian traffic.

**ADJOURNMENT**

Motion to adjourn by Dean, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:46 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk