

(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
Special Meeting**

**June 3, 2024
6:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council Special meeting to order at 6:05 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

Motion to adjourn to Executive Session to discuss personnel matters per Section 21.5(i) of the Code of Iowa.
/ Move to action.

Motion by Dean, second by Horihan. AYES: Dean, Horihan, Stoolman, Sexton. NAYS: None. Absent: Goodweiler.

ADJOURNMENT

Adjourn from Executive session.

Motion by Dean, second by Stoolman. Motion carried on a voice vote. The Special City Council meeting adjourned at 6:49 p.m.

**West Branch, Iowa
Council Chambers**

**City Council
Regular Meeting**

**June 3, 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, Library Director Jessie Schafer, City Attorney Kevin Olson and City Engineer Dave Schechinger.
City Staff attending via Zoom: Sergeant Cathy Steen and Finance Officer Heidi Van Auken.

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve minutes from the May 20, 2024 City Council meeting.

Approve a Special Event Permit for Hoover's Hometown Days 2024 (includes street closures – Exhibit A).

Approve a Class E Retail Alcohol License for Kum & Go LC, dba Kum & Go #254, 620 S. Downey St., West Branch effective July 1, 2024.

Appoint Erin Monaghan to the West Branch Library Board of Trustees, effective July 1, 2024 (3-year term).

Appoint Holly Wasion to the West Branch Library Board of Trustees, effective July 1, 2024 (3-year term).

Approve Claims for June 3, 2024.

EXPENDITURES

6/3/2024

ACTION SEWER & SEPTIC SERVICE	CLOGGED LINE TO PW SHOP	557.50
AMAZON.COM	SUMMER LIB PROG DECORATIONS	192.03
BAKER & TAYLOR	BOOKS	617.34
BOWERS CUSTOM SERVICES	ROCK	1,125.00
BROWN'S WEST BRANCH	VEHICLE REPAIR-POLICE	471.93
CEDAR CO SHERIFF'S OFFICE	PATROL RESERVES	8,750.00
DATA443 RISK MITIGATION	RANSOMWARE RECOVERY SUBSCRIPTION	178.75
IASRO	IASRO SRO CONFERENCE FEE	125.00

IOWA ONE CALL	UTILITY LOCATION SERVICE	64.80
JJ NICHTING COMPANY	TRACTOR PART	68.90
LRS HOLDINGS	SPRING CLEANUP-LANDFILL	1,180.00
OFFICE EXPRESS	OFFICE CHAIRS-CLERK	479.98
PITNEY BOWES GLOBAL FINANCE	POSTAGE METER LEASE-LIBRARY	77.37
SCHAFFER, JESSICA	MILEAGE REIMBURSEMENT-SCHAFFER	49.58
SINCLAIR TRACTOR	TRACTOR PARTS	695.23
SPAHN & ROSE LUMBER	KEYS-POLICE	22.74
SPEER FINANCIAL	CONSULTATION WATER SRF LOAN	5,000.00
THE HOME DEPOT PRO	PAPER TOWELS-P&R	54.24
TYLER TECHNOLOGIES	AUTO METER READ FEE	420.00
VEENSTRA & KIMM	MEADOWS PT 6 REVIEW	440.00
TOTAL		20,570.39
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	5/24/2024	53,575.43
PAID BETWEEN MEETINGS		
BOOMERANG	WW TREATMENT PAY ESTIMATE 18	404,796.93
BARCO MUNICIPAL PRODUCTS	SWEEPER PARTS, CONES, SIGN POSTS	2,946.00
FIDERLEIN, WYATT	UMPIRE-4 GAMES	120.00
GUETZKO, LUKAS	UMPIRE-6 GAMES	180.00
JOHN DEERE FINANCIAL	UNIFORM & SUPPLIES-PW	1,251.38
KIESLER POLICE SUPPLY	HOLSTERS-POLICE	275.00
LEAF CAPITAL FUNDING	COPIER LEASE-CITY OFFICE	396.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	3,429.34
MEDIACOM	CABLE SERVICE	41.90
QUILL	OFFICE SUPPLIES-POLICE	205.77
THE GAZETTE	SUBSCRIPTION	462.80
VERIZON WIRELESS	VERIZON WIRELESS	412.70
SISCO	HEALTH CLAIMS 5/28/2024	2.70
SISCO	HEALTH CLAIMS 5/20/2024	2,783.35
SISCO	HEALTH CLAIMS 5/13/2024	561.95
METLIFE	INSURANCE	1,329.88
SISCO	INSURANCE	10,512.18
TOTAL		429,707.88
GRAND TOTAL EXPENDITURES	503,853.70	
FUND TOTALS		
001 GENERAL FUND	35,439.54	
022 CIVIC CENTER	90.00	
031 LIBRARY	6,314.65	
110 ROAD USE TAX	10,958.32	
112 TRUST AND AGENCY	22,011.63	
324 WW TREATMENT FACILITY	404,796.93	
330 EASTSIDE WATER MAIN PH2	0.00	
600 WATER FUND	8,893.88	
610 SEWER FUND	9,541.96	
740 STORM WATER UTILITY	806.79	
GRAND FUND TOTAL	503,853.70	

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

Main Street West Branch, Executive Director Jessi Simon reminded the Council and audience of their Summer Kickoff event scheduled for this weekend. Simon said the event will include sidewalk sales, a seltzer stroll, bags tournament, music and beer garden.

PUBLIC HEARING / NON-CONSENT AGENDA

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

ORDINANCE 814

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, AS PREVIOUSLY AMENDED, BY CHANGING WATER RATES.

WHEREAS, the City Council of the City of West Branch had heretofore deemed it necessary to raise water rates due to water infrastructure projects.

BE IT ORDAINED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF WEST BRANCH, CEDAR COUNTY, IOWA, AS FOLLOWS:

Section 1. Amendment. Section 92.02(1) of the Code of Ordinances of the City of West Branch, Iowa is hereby amended by deleting the section in its entirety and replacing it with the following:

Rate effective July 1, 2024:	\$10.71 per 1000 gallons with 1,700 gallon minimum.
Rate effective July 1, 2025:	\$10.92 per 1000 gallons with 1,700 gallon minimum.
Rate effective July 1, 2026:	\$11.14 per 1000 gallons with 1,700 gallon minimum.
Rate effective July 1, 2027:	\$11.36 per 1000 gallons with 1,700 gallon minimum.

Section 2. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

Section 3. Adjudication. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

Passed and approved this 3rd day of June, 2024.

First Reading: May 6, 2024
Second Reading: May 20, 2024
Third Reading: June 3, 2024

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

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

Resolution 2024-54 – Approving a Subdivider’s Agreement with KLM Investments for The Meadows Subdivision, Part 6, West Branch, Iowa. / Move to action.

Laughlin said that he and some City Council members had received a petition against the rezoning of this property due to concerns regarding safety of Cedar-Johnson Road. Upon review of the Subdivider’s Agreement as currently written, the Council would like to see some additional changes regarding which lots could be used for zero lot dwellings. The Council recommended that lots 18 and 19 proposed as zero lots, be changed to single family dwellings to help with excess driveways on Cedar-Johnson Road.

Stoolman said she spoke with some of the residents who live along Cedar-Johnson Road and they oppose adding more zero lots on the street. Stoolman said she was also concerned that West Orange Street will become the “new” Main Street as traffic has increased on that street. Stoolman said she is opposed to the rezoning the entire parcel to R-2.

Dean voiced his concern on how Dawson Drive looks. Dean said it looks like “army barracks” and is also opposed to zero lots on Cedar-Johnson Road.

Laughlin suggested that the City take (future) ownership of Outlot A (detention basin), instead of making it a responsibility of a home owners association. He added that the detention basin shown on the preliminary plat will partially be constructed on city property and that the city should maintain it along with the future trail. (In a prior Subdivider’s Agreement with the Meadows Part 4, the developer is required to grade for a trail along the back of the homes on the west side of Dawson Drive and when complete, deed the property over to the City.)

City Administrator Kofoed, who has a housing background asked the Council to consider other facts regarding the need for more affordable homes in West Branch. Kofoed said that housing costs are out-pacing incomes for young families who may not be able to afford single family homes. Kofoed listed a variety of Dawson Drive property owner professions and that many are contributing and volunteering in the community. To address Dean’s comment on the homes looking like “army barracks”, Kofoed said as with any new

development, the street will look a lot different in ten to twenty years when trees mature and provide a new landscape.

Sexton said he has heard from members of the community that have lived in West Branch for years, that they feel like West Branch is changing too much and doesn't like the number of zero lots in the city. Sexton added that if the City expands on the west side of Cedar-Johnson Road in the future, single family homes are preferred and needed to attract families. Sexton also said he supports changing the requirement of lot 18 and 19 to single family homes.

Horihan said he was leaning toward less zero lots as well, especially on Cedar-Johnson Road but was amicable to trading some of the other lots on West Orange Street for zero lot dwellings.

Developer/owner Brad Larson, repeated that they (KLM Investments) has always been a good partner with the City and that they have always followed Councils direction. Larson stated that their goal has always been about "building community, not making money".

The Council directed the City Attorney to make changes to the agreement as discussed and bring back at the next Council meeting.

Motion by Sexton, second by Dean to **TABLE** Resolution 2024-54. AYES: Sexton, Dean, Stoolman, Horihan. NAYS: None. Absent: Goodweiler. Motion carried.

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

Dean motioned to table this item until the Subdivider's Agreement has been revised based on the prior agenda item comments.

Motion by Dean, second by Sexton to **TABLE** the third reading of Ordinance 815. AYES: Dean, Sexton, Stoolman, Horihan. NAYS: None. Absent: Goodweiler. Motion carried.

Resolution 2024-55 – Approving the Preliminary Plat of The Meadows Subdivision, Part 6, West Branch, Iowa. / Move to action.

Laughlin suggested tabling this item as it pertains to the two previous agenda items. Laughlin also pointed out that some minor revisions will be required on the plat for placement of the trail and adjusting some lot lines. Olson also mentioned that note number ten on the preliminary plat regarding Outlot A will need to be corrected. Motion by Sexton, second by Horihan to **TABLE** Resolution 2024-55. AYES: Sexton, Horihan, Dean, Stoolman. NAYS: None. Absent: Goodweiler. Motion carried.

Resolution 2024-56 – Hiring Jessica Brown as the Utility Billing / Deputy Clerk and setting the salary for Fiscal Year 2025. / Move to action.

Kofoed said the City received seventy-five applications for the position and the selection committee narrowed it down to ten candidates and interviewed six. Jessica Brown stood out above those interviewed as being the best fit for the position. Laughlin who assisted in the interviews agreed that Jessica will be a great addition to the city staff.

Motion by Dean, second by Sexton to approve Resolution 2024-56. AYES: Dean, Sexton, Horihan, Stoolman. NAYS: None. Absent: Goodweiler. Motion carried.

Resolution 2024-57 – Setting Salaries for Appointed Officials and Employees of the City of West Branch, Iowa for Fiscal Year 2025. / Move to action.

There were no comments.

Motion by Dean, second by Horihan to approve Resolution 2024-57. AYES: Dean, Horihan, Sexton, Stoolman. NAYS: None. Absent: Goodweiler. Motion carried.

Resolution 2024-58 – Authorizing the Acquisition of certain Real Property Interests for Beranek Drive. /
Move to action.

Kofoed said he has had conversations with the property owner and is making progress toward a resolution. City Attorney Olson said this resolution will start the process for getting an appraisal on the property so that the City can make the owner a fair offer.

Motion by Dean, second by Horihan to approve Resolution 2024-58. AYES: Dean, Horihan, Stoolman, Sexton. NAYS: None. Absent: Goodweiler. Motion carried.

CITY ADMINISTRATOR REPORT

Kofoed reminded the Council to watch KCRG this week as they feature West Branch in their Our Town series. Kofoed said you will see some familiar faces as they highlight the community. Kofoed also encouraged everyone to attend Main Street’s Kickoff to Summer event this upcoming weekend. Kofoed said that the FY25 strategic goals will be reviewed at the next City Council meeting that ends fiscal year FY24.

CITY ATTORNEY REPORT – No report

CITY ENGINEER REPORT

Schechinger said a final walk for the Waste Water Treatment Facility is scheduled for Friday, June 7th to go through punch list items. Phase 2 Eastside Water Main Project is moving along. A portion of East Main Street has been re-poured and a change order will be submitted for the next meeting for replacing a manhole that was found in disrepair during the project at the intersection of East Main and North Fourth Street. Schechinger said he has also been working on getting more information and costs for the Cedar-Johnson Road reconstruction project to submit to the City’s financial advisor to determine funding options for the project.

STAFF REPORTS

Library Director, Jessie Schafer said the library will be participating in the summer kickoff event and giving out free cotton candy and snow cones outside the library from 5-7 p.m.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Stoolman said she would like to see a three-way stop added where Greenview Drive meets West Orange Street to help slow down traffic on that street.

Dean said he stopped at the 203 E. Green Street property and spoke with the new owner (Presidential Properties) who is doing a complete remodel of the house and said it will be very nice when done.

Laughlin asked on the status of the brush pile. Goodale said he is working on getting costs for fencing and that the new brush pile cannot be started until the City accepts the Waste Water Treatment Facility Project as they cannot have residents on the property until the project is complete.

ADJOURNMENT

Motion to adjourn by Dean, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:55 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk