

*(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**

**July 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: Tom Dean, Mike Horihan, Jodee Stoolman. Absent: Nick Goodweiler and Jerry Sexton.

City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Finance Officer Heidi Van Auken, Deputy Clerk Jessica Brown, Public Works Director Matt Goodale, Parks & Recreation Director Erin Laughlin and City Attorney Kevin Olson.

City Staff attending via Zoom: Library Director Jessie Shaffer.

**APPROVE THE AGENDA**

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

**APPROVE CONSENT AGENDA**

Approve minutes from the June 17, 2024 City Council meeting.

Approve a Class E Retail Alcohol license for Rashika LLC dba Jack & Jill, 115 E. Main Street.

Approve a Block Party application from Cindy Simon for August 17, 2024.

Approval of 2024 LL Pelling seal coat project pricing.

Approve Claims for July 1, 2024.

EXPENDITURES	7/1/2024	
CEDAR CO. EMERGENCY MGMT.	2024-2025 EMA ASSESSMENT	12,545.00
EAST CENT INTERGOVT ASN.	DUES 7-1-23 TO 6-30-25	1,906.84
IMPACT7G	WIDENING WAPSI CREEK	382.50
IOWA LEAGUE OF CITIES	MEMBERSHIP DUES FY25	1,918.00
JOHNSON CO. EMERGENCY MGMT.	FY25 HAZMAT TEAM 28E AGREEMENT	75.00
LEXIPOL	POLICY MANUAL & TRAINING FY25	3,759.69
MAINSTAY SYSTEMS OF IOWA	IT SUPPORT	13,320.00
TYLER TECHNOLOGIES	ANNUAL SOFTWARE MAINTENANCE	23,025.91
<b>TOTAL</b>		<b>56,932.94</b>
<b>PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS (REGULAR &amp; FIRE)</b>	<b>6/7/2024 AND 6/21/2024</b>	<b>142,372.59</b>
<b>PAID BETWEEN MEETINGS</b>		
SISCO	HEALTH CLAIMS 6/24/2024	130.20
SISCO	HEALTH CLAIMS 6/17/2024	507.01
SISCO	HEALTH CLAIMS 6/3/2024	9.75
BOOMERANG	WW TREATMENT PAY ESTIMATE 19	42,132.03
METLIFE	INSURANCE	1,829.88
SISCO	INSURANCE	14,371.45
VARIOUS VENDORS	UB REFUNDS	77.65
IA ALCOHOLIC BEV DIVISION	FIRE DEPT HHTD ALCOHOL LICENSE	48.75
UMB BANK	GO BOND PAYMENTS	984,183.75
IOWA FINANCE AUTHORITY	SRF LOANS: WATER, SEWER	440,643.90
UMB BANK	BOND FEES 2013,2015,2016A, 2016B, 2017	1,250.00
AT & T MOBILITY	WIRELESS SERVICE	309.84
CITY OF WILTON	3RD/4TH BASEBALL FEE	50.00
FIDERLEIN, WYATT	UMPIRE-1 GAME	30.00
GUETZKO, LUKAS	UMPIRE-4 GAMES	120.00
ILLINOIS LIBRARY ASSOCIATION	SUMMER PROG SUPPLIES-LIBRARY	434.78
KAALBERG, BRILEY	UMPIRE-1 GAMES	30.00
KIESLER POLICE SUPPLY	HOLSTER-POLICE	275.00
LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	142.02
OASIS ELECTRIC	LED LIGHTS-LIBRARY	249.60
PROTECT YOUTH SPORTS	BACKGROUND CHECKS-PW, P&R	679.50
QUILL	OFFICE SUPPLIES-CITY	97.35

STATE INDUSTRIAL PRODUCTS	STATE INDUSTRIAL PRODUCTS	250.38
UNIFORM DEN INC.	UNIFORMS-POLICE	710.65
WB COMMUNITY SCHOOLS	NEWSPAPER AD-LIBRARY	75.00
WEX BANK	VEHICLE FUEL	998.81
ALLIANT ENERGY	ALLIANT ENERGY	14,460.73
AMAZON.COM	SUPPLIES, VACUUM CHARGER-LIB	73.41
BOUND TREE MEDICAL	MED SUPPLIES-FIRE	553.60
CEDAR COUNTY COOPERATIVE	FUEL-PW	2,089.52
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	30.49
DON'S LOCK & SAFE	REKEY GUN SAFE-POLICE	200.00
FIDERLEIN, WYATT	UMPIRE-2 GAMES	60.00
GUETZKO, LUKAS	UMPIRE-6 GAMES	180.00
HOTSY CLEANING SYSTEMS	VEHICLE WASH SUPPLIES-PW	574.88
INTOXIMETERS	PBT TESTING	19.00
IOWA CITY PRESS-CITIZEN	SUBSCRIPTION 7/1/24-6/30/25	227.02
LIBRARICA	LICENSE RENEWAL	328.20
LINDE GAS & EQUIPMENT	OXYGEN REFILL TANKS-FIRE	265.65
OASIS ELECTRIC	INSTALL CAT COMM LINES-LIBRARY	285.69
PLASTIC RECYCLING OF IOWA	PICNIC TABLES-P&R	3,632.08
QC ANALYTICAL SERVICES	LAB ANALYSIS	986.00
RACOM CORPORATION	PORTABLE RADIO CHARGERS-FIRE	937.50
RIVER PRODUCTS COMPANY	ROCK FOR PARKING/ALLEYS	1,651.65
US BANK CORPORATE CARD	CREDIT CARD VARIOUS PURCHASES	1,577.75
WEST BRANCH REPAIRS	F142 SERVICE-FIRE	142.26
WEST BRANCH TIMES	LEGAL PUBLICATIONS	771.89
ACTION SEWER & SEPTIC	TELEWISE SEWER LINE	425.00
AMAZON.COM	SUMMER PROG SUPPLIES-LIBRARY	477.70
BAKER & TAYLOR	BOOKS	419.05
BEAVER HEATING AND AIR	AC MAINTENANCE-LIBRARY	200.00
BRIAN LUMPA	TREE REMOVAL & STUMP	845.00
CAPITAL ONE	VARIOUS ITEMS-LIBRARY	101.48
CASEYS GENERAL STORES	CASEY'S TIF REBATE #10	11,940.00
CEDAR COUNTY RECORDER	RECORDING FEES	21.00
CHAUNCEY BUTLER POST 514	4 FLAGS	134.00
CITY OF SOLON	SOFTBALL TOURNAMENT FEE	50.00
DOUGLAS INDUSTRIES	PICKELBALL NET-BERANEK	2,399.00
EMV HOLDINGS	EMV HOLDINGS TIF REBATE #6	7,500.00
HAWKINS	CHEMICALS	3,802.62
HI-LINE	SHOP SUPPLIES	124.90
INTOXIMETERS	PBT TESTER	259.50
IA LAW ENFORCEMENT ACADEMY	ACADEMY TRAINING-DORSEY	6,875.00
IOWA PRISON INDUSTRIES	UNIFORMS-POLICE	189.16
KANOPI	ON DEMAND VIDEO SERVICE	38.00
LINN COUNTY R.E.C.	STREET LIGHTS	305.30
LRS HOLDINGS	TRASH & RECYCLING MAY 2024	18,245.75
LYNCH'S PLUMBING	CLOGGED TOILET CUBBY-P&R	168.00
MEADOWS DEVELOPMENT	MEADOWS TIF REBATE #3	138,881.00
MENARDS	SHOP SUPPLIES-PW	168.56
MOPPY MO'S	JANITORIAL SERVICES	1,155.00
MPEC	VEHICLE MAINT SUPPLIES-PW	120.19
OFFICE OF AUDITOR OF STATE	AUDIT FY23 FILING FEE	425.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	494.85
PLUNKETT'S PEST CONTROL	PEST CONTROL-LIBRARY	50.00
ROOF, GERDES, ERLBACHER	AUDIT FY23 - FINAL	9,000.00
STATE HYGIENIC LAB	LAB ANALYSIS	76.50
U.S. POSTAL SERVICE	PO BOX ANNUAL RENTAL	74.00
UNIFORM DEN	UNIFORMS-POLICE	403.22
UNIVERSITY OF IOWA HEALTH	PHYSICALS-POLICE	223.00
VEENSTRA & KIMM	VARIOUS PROJECTS	50,154.42
WESTRUM LEAK DETECTION	2024 LEAK DETECTION SURVEY	1,700.00
AMAZON.COM	FIRE PANEL BATTERIES-LIBRARY	787.61
BAKER & TAYLOR	BOOKS	352.63
CEDAR CO SHERIFF'S OFFICE	PATROL RESERVES	9,082.50
GUETZKO, LUKAS	UMPIRE-2 GAMES	60.00
HY-VEE	DORSEY ILEA BASIC	2,596.84
JIMENEZ, LOGAN	SUMMER LIBRARY PROG PRESENTER	350.00
JOHNSON CONTROLS	HOOK DIALER FIRE PANEL-LIB	1,752.18
LRS HOLDINGS	GARBAGE STICKERS	285.00
LYNCH'S EXCAVATING	EASTSIDE WATER MAINS-FINAL PAYMENT	17,216.58
MIDWEST UNDERGROUND	EASTSIDE WATER MAINS PH2	112,526.84
OLSON, KEVIN D	LEGAL SERVICES JUNE 2024	1,500.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	950.18

PLAYSETPARTS.COM	BARANEK SWINGS	165.98
PLUNKETT'S PEST CONTROL	PEST CONTROL	110.14
QUILL	OFFICE & BLDG SUPPLIES-TH, CITY	446.61
SCOTT HULSE	CITY OFFICE WINDOW TINT	1,200.00
STEEN, CATHERINE	IASRO MILEAGE REIMBURSE-STEEN	169.51
TOTAL		1,925,683.42
GRAND TOTAL EXPENDITURES		2,124,988.95

FUND TOTALS		
001 GENERAL FUND	187,804.66	
022 CIVIC CENTER	587.10	
031 LIBRARY	17,654.10	
110 ROAD USE TAX	15,270.82	
112 TRUST AND AGENCY	36,092.74	
125 T I F	158,321.00	
226 BONDING	985,433.75	
321 WIDENING WAPSI CREEK	14,343.96	
324 WW TREATMENT FACILITY	64,265.88	
329 EASTSIDE WATER MAIN PH1	17,424.58	
330 EASTSIDE WATER MAIN PH2	123,199.35	
600 WATER FUND	34,128.52	
603 WATER FUND	60,107.50	
610 SEWER FUND	28,422.47	
611 SEWER FUND SPECIAL	380,536.40	
740 STORM WATER UTILITY	1,396.12	
GRAND FUND TOTAL	2,124,988.95	

Stoolman asked which seal coat projects would be prioritized for 2024. Goodale said the several streets on the east side of town would be repaired due to the water main projects. Motion by Dean, second by Horihan to approve the Consent agenda. AYES: Dean, Horihan, Stoolman. NAYS: None. Absent: Goodweiler and Sexton. Motion carried.

**PRESENTATIONS / COMMUNICATIONS / OPEN FORUM**

Alliant Energy – Mike Wagner (Franchise fees)

Wagner briefly explained that franchise fees can be used to offset expenses to the city for the utility such as repair work within the right of way or for other work the utility does within the city. Franchise fees can also be collected and used for any other lawful purpose of the city. Wagner explained that currently Alliant customers are charged the one-percent local option sales tax (LOST) adopted by its residents. Alliant collects the LOST, sends it to the state and the state then shares that one-percent tax with all cities in Cedar County. A franchise fee could replace the local option sales tax collected on their utility bills (cities cannot charge both), then Alliant would refund one hundred percent of the franchise fee back to the City to use as they wish. Wagner said should the City opt to implement a franchise fee, they must first issue a revenue purpose statement and hold a public hearing to inform their residents of their desire to implement a franchise fee and what the fees would be used for. After the public hearing, the City would work with Alliant on implementing the franchise and the City Council would need to pass an Ordinance to impose the franchise fee after approval from the Iowa Public Utilities Board. Wagner further explained that the City decides what percentage (1 to 5) they charge for the franchise fee and can choose whether they want to charge a fee for electric, gas or both. Wagner also provided some past usage for West Branch with annual estimated fees ranging from \$45,000 for electric and \$16,000 for gas using the one present LOST.

Linn County REC – Isaiah Borel (Franchise fees)

Borel provided estimated franchise fees revenues should the city choose to implement them and replace LOST collected on customers utility bills. Linn County REC provides electric service (only) to some residents on the west side of the city. Borel said the process is similar to Alliant Energy’s should the city decide to move forward with franchise fees. Borel also shared information on other cities that collect franchise fees.

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

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

Developer, Chris Kofoed addressed the Council with changes to the plat that were necessary to accommodate the future trail along the water way. He also mentioned the street grade was changed slightly to adjust for raising lots 1 and 2 to get them above the floodplain.

Motion by Dean, second by Stoolman to approve Resolution 2024-55. AYES: Dean, Stoolman, Horihan. NAYS: None. Absent: Goodweiler and Sexton. Motion carried.

### Resolution 2024-70 - Approving Pay Estimate Number 8 (Final) in the amount of \$17,216.58 to Lynch Excavating Inc. for the East Side Water Main Replacement Project. / Move to action.

No discussion.

Motion by Dean, second by Stoolman to approve Resolution 2024-70. AYES: Dean, Stoolman, Horihan. NAYS: None. Absent: Goodweiler and Sexton. Motion carried.

### Resolution 2024-71 - Approve Invoice #34364 in the amount of \$382.50 to Impact7G for the Wapsi Creek Widening SRF Sponsored Project. / Move to action.

No discussion.

Motion by Dean, second by Stoolman to approve Resolution 2024-71. AYES: Dean, Stoolman, Horihan. NAYS: None. Absent: Goodweiler and Sexton. Motion carried.

### Resolution 2024-72 – Establishing a new Capital Fund. / Move to action.

Kofoed said the city is starting to receive bills for engineering services for the reconstruction of Cedar-Johnson Road and therefore a new capital fund must be established to track the expenses.

Motion by Dean, second by Stoolman to approve Resolution 2024-72. AYES: Dean, Stoolman, Horihan. NAYS: None. Absent: Goodweiler and Sexton. Motion carried.

### Resolution 2024-73 – Dissolve Tax Increment Financing (TIF) District 504. / Move to action.

Olson explained that after 1995, TIF districts have a twenty-year sunset provision. This district was established in 2004 and therefore has no increment remaining. Kofoed said it is in the best interest of the property owner, the residents and the other taxing entities to dissolve this district. Olson added that if new development occurred, that a new district could be established.

Motion by Dean, second by Stoolman to approve Resolution 2024-73. AYES: Dean, Stoolman, Horihan. NAYS: None. Absent: Goodweiler and Sexton. Motion carried.

### Discussion – West Branch Urban Renewal Amendment #7 items

Kofoed asked the Council to review upcoming projects that the City would want to include in the next urban renewal plan amendment for later this fall. Kofoed listed a couple of new projects to be added; Cedar-Johnson Road reconstruction and the West Branch Dental Office TIF rebate.

## **CITY ADMINISTRATOR REPORT**

Kofoed reported that as the new fiscal year begins, he will be working on CIP planning along with the City Engineer, Finance Officer and the city's financial advisor. Kofoed said he has reached out to the University of Iowa for assistance with updating the Comprehensive Plan which he will be facilitating during the upcoming year.

## **CITY ATTORNEY REPORT**

Olson said he is still working on the 28E Agreement with Johnson County regarding taking full ownership of Cedar-Johnson Road. Olson said there has been some revisions going back and forth but they are nearing agreement.

## **CITY ENGINEER REPORT - Absent**

## **STAFF REPORTS – No reports**

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Laughlin said he met with property owners along Terror Trail and encouraged them to work together on a solution to the right-of-way to their properties. Laughlin said the City will not get involved in the civil issue they have regarding establishing a private easement. Stoolman asked for an update on when paving would be complete at the corner of N. 4<sup>th</sup> Street and E. Main Street.

**ADJOURNMENT**

Motion to adjourn by Dean, second by Horihan. Motion carried on a voice vote. City Council meeting adjourned at 7:52 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk