

(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**

**October 21, 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 Tom Dean, Jerry Sexton, Mike Horihan, Colton Miller and Jodee Stoolman were present.

City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Police Chief Greg Hall, Public Works Director Matt Goodale, Parks & Recreation Director Erin Laughlin, City Engineer Dave Schechinger and City Attorney Kevin Olson. Staff attending via Zoom: Finance Officer Heidi Van Auken, Deputy Clerk Jessica Brown and Library Director Jessie Shaffer.

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve minutes from the October 7, 2024 City Council meeting.

Approve a Special Class B Retail Native Wine license for Sustainable Iowa Land Trust (SILT), located at 101 W. Main Street, West Branch.

Approve Fire Department appointments.

Approve Claims for October 21, 2024.

EXPENDITURES	10/21/2024	
ALTORFER	SKIDLOADER DOOR PARTS	1,520.88
AMAZON.COM	BOOKS, DVDS-LIBRARY	173.44
BAKER & TAYLOR	BOOKS	177.49
CEDAR COUNTY TRANSFER	BRIDGE REPAIR DISPOSAL-P&R	340.00
CROELL	HOOVER TRAIL BRIDGE	2,778.00
ELITE HOLDING CO.	BBALL WATER BOTTLES, LHLM MEDALS-P&R	891.50
IMWCA	IMWCA FY25 INSTALLMENT 4	2,747.00
IOWA ASSN. MUN. UTILITIES	QUARTERLY SAFETY TRAINING DUES	950.00
IOWA CODIFICATION	ANNUAL WEB HOSTING	450.00
KANOPI	ON DEMAND VIDEO SERVICE	4.00
LRS HOLDINGS	TRASH & RECYCLING SEPT 2024	18,562.50
MENARDS	TOOLS, PARTS, MTRLS-PW, P&R	1,798.15
MOPPY MO'S	JANITORIAL SERVICES	892.50
PLUNKETT'S PEST CONTROL	PEST CONTROL	160.14
QC ANALYTICAL SERVICES	LAB ANALYSIS	802.00
RACOM CORPORATION	PORTABLE RADIO CLIP-POLICE	52.49
STOOLMAN, KEVIN	MILEAGE REIMBURSEMENT	375.20
THE HOME DEPOT PRO	TRASH BAGS & HAND SOAP	127.15
WEST BRANCH REPAIRS	REPLACE HEADLIGHT-POLICE	93.95
WEST BRANCH TIMES	LEGAL PUBLICATIONS	568.40
TOTAL		33,464.79
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	10/11/2024	60,988.07
PAID BETWEEN MEETINGS		
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	30.49
DINGES FIRE CO.	VALVE REPAIRS #192	875.25
EOCENE ENVIRONMENTAL GROUP	WIDENING WAPSI CREEK	2,581.25
HEIMAN FIRE EQUIPMENT	BOOTS & FOAM-FIRE	778.97
LINDE GAS & EQUIP.	OXYGEN TANKS REFILL-FIRE	65.83
LYNCH'S PLUMBING	WATER HEATER REPLACEMENT-FIRE	926.40
PYRAMID SERVICES	SAW MAINTENANCE-PW	307.22
STATE HYGIENIC LAB	LAB ANALYSIS	43.50
USA BLUE BOOK	WATER PLANT PARTS	1,086.25
EASTERN IA YOUTH BASKETBALL	5/6 BASKETBALL REGISTRATION	690.00
LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	142.02

LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,591.24
LINN COUNTY REC	STREET LIGHTS	306.81
PARKSIDE SERVICE	TIRE REPAIRS-SKIDLOADER, MOWER	74.58
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-LIBRARY	100.00
WEX BANK	VEHICLE FUEL	1,677.47
SISCO	HEALTH CLAIMS 10/7/2024	151.33
VARIOUS VENDORS	UB REFUNDS	107.55
TOTAL		11,536.16
GRAND TOTAL EXPENDITURES		105,989.02

FUND TOTALS	
001 GENERAL FUND	59,464.18
022 CIVIC CENTER	177.57
031 LIBRARY	5,143.75
110 ROAD USE TAX	7,492.63
112 TRUST AND AGENCY	13,225.04
321 WIDENING WAPSI CREEK	2,581.25
600 WATER FUND	8,466.85
610 SEWER FUND	8,904.17
740 STORM WATER UTILITY	533.58
GRAND FUND TOTAL	105,989.02

REVENUE-FISCAL YEAR 2024
FUND MAY

001 GENERAL FUND	80,978.64
022 CIVIC CENTER	797.18
031 LIBRARY	371.10
036 TORT LIABILITY	1,186.22
110 ROAD USE TAX	28,572.69
112 TRUST & AGENCY	7,586.62
119 EMERGENCY TAX FUND	637.47
121 LOCAL OPTION SALES TAX	28,842.01
125 TIF	15,550.85
226 DEBT SERVICE	5,593.62
300 CAPITAL IMPROVEMENT RESERVE	1,216.63
600 WATER FUND	66,463.66
610 SEWER FUND	91,517.70
740 STORM WATER UTILITY	6,000.00
TOTAL	335,314.39

The Council had no comments.

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE

PUBLIC HEARING / NON-CONSENT AGENDA

Second Reading of Ordinance 816 – Amending Chapter 69 – Parking Regulations. / Move to action.

Motion by Dean, second by Miller to approve the second reading of Ordinance 816. AYES: Dean, Miller, Horihan, Sexton, Stoolman. NAYS: None. Motion carried.

Second Reading of Ordinance 817 – Amending Chapter 30 – Police Department. / Move to action.

Motion by Dean, second by Miller to approve the second reading of Ordinance 817. AYES: Dean, Miller, Sexton, Horihan. NAYS: Stoolman. Motion carried.

First Reading Ordinance 818 - Providing that General Property Taxes Levied and Collected on Certain Lots in The Meadows Part 4A and Part 4B and Pedersen Valley, Part One in West Branch, Iowa be paid to a Special Fund for Payments on Loans in connection to the West Branch Urban Renewal Area. / Move to action.

Olson informed the Council that this ordinance sets the base value on certain lots in The Meadows Part 4A and 4B for the special rebate to the Developer for the cost of installation for a sewer line. Olson said that the City will be fulfilling its obligation to the Developer sooner than expected based on the rapid growth. Olson said

he also included in this ordinance the new dental office that is being constructed on a lot in Pedersen Valley Part One. Olson said that this will set the base value on the property that the City will claim TIF in order to make rebate payments to the owner of the property. Olson said a Development Agreement for the property owner, KBH Holdings LLC will be considered later in the agenda.

Motion by Dean, second by Sexton to approve the first reading of Ordinance 818. AYES: Dean, Sexton, Horihan, Miller, Stoolman. NAYS: None. Motion carried.

First Reading Ordinance 819 - Providing that General Property Taxes Levied and Collected on Certain Lots in Heritage Hill Subdivision in West Branch, Iowa be paid to a Special Fund for Payments on Loans in connection to the West Branch Urban Renewal Area. / Move to action.

Olson reminded the Council of the agreement with the developer which provides an initial abatement period of ten (10) years, then seventy-five (75%) percent of available tax increment revenues created by the project over an additional ten (10) years.

Motion by Dean, second by Sexton to approve the first reading of Ordinance 819. AYES: Dean, Sexton, Miller, Stoolman, Horihan. NAYS: None. Motion carried.

Resolution 2024-109 – Approving Change Order #3 in the amount of \$8,025.00 for the Phase 2 Eastside Water Main Improvement Project. / Move to action.

Miller questioned the number of hours used to complete this issue. Schechinger confirmed that it took a reasonable amount of effort in locating several lines and that the mapping the City has is not completely accurate. Schechinger said he was satisfied with the change order and that it reflects actual work performed to locate the water mains and service lines.

Motion by Dean, second by Sexton to approve Resolution 2024-109. AYES: Dean, Sexton, Horihan, Miller, Stoolman. NAYS: None. Motion carried.

Resolution 2024-110 - Approving Pay Estimate Number 6 in the amount of \$113,223.60 to Midwest Underground Contractors Inc. for the Phase 2 Eastside Water Main Replacement Project. / Move to action.

Schechinger said the project is wrapping up and that seeding is part of the final project. He said if the winter seeding doesn't take, the contractor is required to return in the spring to complete the work.

Motion by Sexton, second by Dean to approve Resolution 2024-110. AYES: Sexton, Dean, Miller, Horihan, Stoolman. NAYS: None. Motion carried.

Resolution 2024-111 – Approving a salary adjustment for Police Officer Ryan Dorsey. / Move to action.

Motion by Dean, second by Horihan to approve Resolution 2024-111. AYES: Dean, Horihan, Miller, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2024-112 – Approving a salary adjustment for Police Officer Brad Longlett. / Move to action.

Motion by Dean, second by Horihan to approve Resolution 2024-112. AYES: Dean, Horihan, Sexton, Stoolman, Miller. NAYS: None. Motion carried.

Resolution 2024-113 - Approve invoice #13-35378 in the amount of \$4,228.37 to Eocene (formerly known as Impact7G) for the Wapsi Creek Widening SRF Sponsored Project. / Move to action.

Schechinger provided a description of this invoice for the public outreach portion of the project. He said that this invoice encompasses Impact7G participating in the Dog Fair at Beranek Park in September and includes items such as dog waste bag giveaways, set for the event, advertising, posters, mileage, etc.

Motion by Dean, second by Sexton to approve Resolution 2024-113. AYES: Dean, Sexton, Stoolman, Horihan, Miller. NAYS: None. Motion carried.

Resolution 2024-114 – Approving and Adopting a Revenue Purpose Statement for the use of Revenues from Electric and Natural Gas Franchise Fees. / Move to action.

Olson said revenue purpose language was modified slightly so it would be more obvious on how the revenues would be spent. Olson said he was preparing to send the ordinance language to both utilities which is the next step in the process.

Motion by Sexton, second by Miller to approve Resolution 2024-114. AYES: Sexton, Miller, Horihan, Stoolman, Dean. NAYS: None. Motion carried.

Resolution 2024-115 – Approving those certain Easement Agreements for Heritage Hill Subdivision, West Branch, Iowa. / Move to action.

Olson explained that two easements are needed for this project. The first being an easement for the water main that supplies water to the subdivision that crosses the property. The second is for the trail that the Developer is required to install, but that the City shall maintain.

Motion by Dean, second by Miller to approve Resolution 2024-115. AYES: Dean, Miller, Horihan, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2024-116 - Approving a Developer's Agreement with KBH Holdings LLC, including Tax Increment Rebate Payments. / Move to action.

Olson explained that the property owner approached the City in regard to a tax rebate incentive for constructing a dental office. The City negotiated a twenty-five (25) percent rebate with the property owner for ten (10) years or up to a maximum of \$101,000 whichever occurs first.

Motion by Dean, second by Sexton to approve Resolution 2024-116. AYES: Dean, Sexton, Miller, Horihan, Stoolman. NAYS: None. Motion carried.

Resolution 2024-117 – Approving a Developer's Agreement with Advantage Development, including Tax Increment Rebate Payments. / Move to action.

Olson explained that the Developer approached the city a few years ago in regard to a tax rebate for constructing an assisted living center in The Meadows Part 3. The development agreement provides the developer with seventy (70) percent tax rebates for ten (10) years. Stoolman asked why this agreement offered a larger rebate than the dental office. Dean said the City had been negotiating a rebate amount prior to HF718 which drastically changed what the City is comfortable in rebating at this time. Kofoed said that each agreement is different based on what is being offered. Olson added that the facility will be classified as residential and that LMI (low to moderate income) will be collected and paid to a special fund that can be used anywhere within the city limits. Chad Kuene, Developer and property owner addressed the Council and added that this project (estimated at eleven million dollars), will also bring about twenty (20) new jobs.

Motion by Dean, second by Sexton to approve Resolution 2024-117. AYES: Dean, Sexton, Miller. NAYS: Stoolman, Horihan. Motion carried.

Resolution 2024-118 – Authorizing the temporary installation of stop signs at the Dawson Drive and Main Street crosswalk during specified times to improve safety for pedestrians and vehicles. /Move to action.

Kofoed said based on recent meetings with the school over pedestrian safety at the high school, it was determined that more signage should be installed as a temporary solution. Discussions between the school and city staff proposed that stop signs should be erected and used when crossing guards are utilized (generally before and after school.) City Engineer Schechinger said that the preferred sign type would be one that rotates or flips open when in use. He also said that he observed traffic patterns on West main Street and noted that traffic was heaviest during peak periods (before and after school) and that during the normal work day, the area does not have an unusual amount of traffic. Dean asked if the stop signs would be used for after school activities as that also creates more traffic, both vehicular and pedestrian. Schechinger said it was his understanding that school staff would be responsible for putting the signs into play when needed and added that the police department could also utilize the signs when interstate traffic is diverted through town. The Council continued discussions for several minutes, but all agreed that a temporary solution is needed. Miller asked who would be paying for the signs since the resolution implied that the city would be footing the bill for an issue they are not creating. Laughlin said that Superintendent Jimmerson said the school was willing to pay for half of the signage costs.

Motion by Sexton, second by Horihan to approve Resolution 2024-118. AYES: Sexton, Horihan, Stoolman, Dean, Miller. NAYS: None. Motion carried.

CITY ADMINISTRATOR REPORT

Kofoed said the city has received quite a bit of interest in the solid waste RFP that was sent out earlier this month. He also provided a brief update on the progress with the Travelers Rest home on East Main Street.

CITY ATTORNEY REPORT - No report

CITY ENGINEER REPORT

Cedar-Johnson Road - final plans are being completed for Cedar-Johnson Road and would have something to share soon.

Wastewater Treatment Facility Project – minor items are being resolved

Wapsi Creek Widening Project – challenges with timely responses from FEMA continue

Meadows Part 6 – final plat will be submitted soon

STAFF REPORTS

Goodale reported that his department will be planting trees on N. 6th Street, replacing those that were removed last year during the water main replacement project. Goodale also said leaf collection will start on October 28th.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin said that Fall Fest was well attended last weekend. Dean commented that the Lion’s Club will be presenting their ideas for more pickle ball courts at an upcoming meeting.

ADJOURNMENT

Motion to adjourn by Dean, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 8:15 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk