

(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**

**November 04, 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 Jerry Sexton, Mike Horihan, Colton Miller and Jodee Stoolman were present.
Absent: Tom Dean.

City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Public Works Director Matt Goodale, Library Director Jessie Schafer and City Attorney Kevin Olson. Staff attending via Zoom: Finance Officer Heidi Van Auken, Deputy Clerk Jessica Brown, Park & Recreation Director Erin Laughlin and Sergeant Cathy Steen.

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve minutes from the October 21, 2024 City Council meeting.
Approve a Special Event permit from Main Street West Branch for Christmas Past on December 6th and 7th, 2024.
Appoint Erin Monaghan to the Park & Recreation Commission, term expires 12/31/2025.
Approve Claims for November 4, 2024.

EXPENDITURES	11/4/2024	
ALTORFER	SKIDLOADER PARTS-PW	46.47
AMAZON.COM	BOOKS, VIDEO GAMES-LIBRARY	165.19
BAKER & TAYLOR	BOOKS	176.92
BARCO MUNICIPAL PRODUCTS	LOCATOR FOR MAINS, SERVICE-PW	3,775.57
BROWN'S WEST BRANCH FORD	VEHICLE WINDOW REPAIR-PW	646.73
BROWN, JESSICA	MILEAGE, MEALS REIMBURSE-BROWN	198.38
CEDAR COUNTY COOPERATIVE	FUEL-PW	1,368.28
CJ COOPER & ASSOCIATES	ANNUAL ADMIN/CLEARING FEES	425.00
E O JOHNSON BUSINESS TECH	COPIER MAINTENANCE-CITY	172.91
EOCENE ENVIRONMENTAL GROUP	WIDENING WAPSI CREEK	4,228.37
FUSIONSITE MIDWEST	LHLM PORT-O-POTTY	121.00
HAWKINS	CHEMICALS	3,688.20
HI-LINE	SHOP SUPPLIES-PW	219.12
HOLIDAY INN DES MOINES	IMFOA LODGING-ADMIN STAFF	712.32
KOFOED, ADAM	TRAVEL REIMBURSE-KOFOED	643.71
MENARDS	LIGHTS REPLACEMENT-CITY OFFICE	498.31
MIDWEST UNDERGROUND CONTRACTORS	EASTSIDE WATER MAINS PH2	113,223.60
OASIS ELECTRIC	STROBING LIGHT REPAIR-LIBRARY	138.43
OLSON, KEVIN	LEGAL SERVICES-OCTOBER 2024	1,500.00
SCHAFFER, JESSICA	MILEAGE REIMBURSEMENT-SCHAFFER	44.22
STATE INDUSTRIAL PRODUCTS	CHEMICALS	250.38
STEEN, CATHERINE	HOTEL, MEAL, MILE REIMB-STEEN	222.69
STERICYCLE	SHREDDING SERVICES	90.63
SURVEYING AND MAPPING	ANNUAL GIS WEBSITE MAINTENANCE	3,600.00
TOTAL		136,156.43
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	10/25/2024	67,950.03
PAID BETWEEN MEETINGS		
SISCO	HEALTH CLAIMS 10/28/2024	338.84
METLIFE	INSURANCE PREMIUM	2,223.55
SISCO	INSURANCE PREMIUM	16,981.91
SISCO	HEALTH CLAIMS 10/21/2024	68.96
ACTION SEWER & SEPTIC	LINE CLEANING, TELEWISE-PW	677.00
AERO RENTAL	COMPRESSOR RENTAL-P&R	251.45
ALLIANT ENERGY	ALLIANT ENERGY	14,662.70

ALTORFER	SKID LOADER PARTS	408.69
AMAZON.COM	BASE, BRACELETS, MOUSE-P&R	52.84
BAKER & TAYLOR	BOOKS	219.11
BYO RECREATION	CUBBY PLAYGROUND MUSHROOM	790.19
CY'S TREE SERVICE	TREE REMOVAL	20,000.00
E O JOHNSON BUSINESS TECH	COPIER MAINTENANCE-LIBRARY	189.12
HI-LINE	SHOP SUPPLIES-PW	347.34
IA LAW ENFORCEMENT ACADEMY	DEESCALATION TRAINING-LONGLETT	25.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	90.00
JOHN DEERE FINANCIAL	UNIFORM, TOOLS, SUPPLIES-PW	962.70
KELLY TREE FARM	TREES-6TH ST	7,348.50
LAW ENFORCEMENT SYSTEMS	EVIDENCE CARBON SHEETS-POLICE	202.00
MEDIACOM	CABLE SERVICE	41.90
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	3,420.32
USA BLUE BOOK	WATER TESTING SUPPLIES	258.00
VERIZON WIRELESS	VERIZON WIRELESS	454.71
WHITE CAP	TRAIL BRIDGE MATERIALS-P&R	124.50
TOTAL		70,139.33
GRAND TOTAL EXPENDITURES		274,245.79

FUND TOTALS		
001 GENERAL FUND	68,679.41	
022 CIVIC CENTER	385.01	
031 LIBRARY	5,487.92	
110 ROAD USE TAX	7,171.65	
112 TRUST AND AGENCY	29,294.78	
321 WIDENING WAPSI CREEK	4,228.37	
330 EASTSIDE WATER MAIN PH2	113,223.60	
600 WATER FUND	21,972.30	
610 SEWER FUND	23,052.22	
740 STORM WATER UTILITY	750.53	
GRAND FUND TOTAL	274,245.79	

The Council had no comments.

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

Sherry Kolpin, member of the West Branch Lions Club spoke on behalf of the group. Kolpin said the mission of the club is to build community through service projects for the benefit of West Branch residents. Kolpin mentioned recent legacy projects the club completed such as the soccer field on Pedersen Street, raising funds to replace the disability lift at Town Hall and most recently, the temporary pickle ball courts at Beranek Park. Kolpin said a committee was formed to plan the club's next legacy project. The committee gathered ideas from residents and brought the ideas back to the club. The legacy project had to meet a certain criterion whose goal is to keep residents active, healthy and build community connections. The Lion Club proposes to construct a four-court pickle ball complex at Cubby Park. Kolpin, who also plays pickle ball with family and friends, said that the sport is hugely popular in West Branch and leagues have been formed and court time is in demand. Kolpin said club members have researched pros and cons for constructing pickle courts and have already secured a \$20,000 grant to construct the courts. Kolpin said the cost of the project is expected to be approximately \$125,000 and that they are looking to the Council to approve the construction of the courts at Cubby Park. The Council members all approved of the proposal, but Horihan did bring up that the proposed location is where past city discussions have been for a recreation center. While true, Laughlin said the city had no plans in the near (or distant) future to construct a recreation center. Kolpin said that if the City ever decides to build a recreation center at the same location, they would ask that the courts be relocated. Olson said a 28E Agreement would need to be drafted between the two parties to move forward. Miller directed Kofod to start the 28E Agreement process with the City Attorney.

PUBLIC HEARING / NON-CONSENT AGENDA

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

ORDINANCE NO. 816

AN ORDINANCE AMENDING CHAPTER 69 "PARKING REGULATIONS".

WHEREAS, the City of West Branch, Iowa has jurisdiction to establish Parking Regulations within the corporate limits of the City of West Branch; and WHEREAS, No Parking Zones shall mean, to stop, stand, or parking of a vehicle in any of the following designated no parking zones except when necessary to avoid conflict with other traffic or in compliance with the direction of a peace officer or traffic control signal; and WHEREAS, the City Council has heretofore deemed it necessary and desirable to pass legislation regulating the no parking zones within the City.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of West Branch, Cedar County, Iowa:

Section 1: Amendment. The Code of Ordinances is hereby amended by the City Council of West Branch, Iowa by adding the following new section to Chapter 69, "PARKING REGULATIONS", Section 69.10, THIRTY MINUTE PARKING ZONES.

(Insert after current subsection)

69.10 THIRTY MINUTE PARKING ZONES. Parking on the following streets is restricted to thirty minutes between the hours of 8:00 a.m. and 4:00 p.m. daily except Saturdays, Sundays, and legal holidays.

1. On the west side of N. Poplar Street directly in front of the City Office and/or 110 N. Poplar Street.

Re-number all remaining sections after these changes.

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 4th day of November, 2024

First Reading: October 7, 2024
Second Reading: October 21, 2024
Third Reading: November 4, 2024

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

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

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

ORDINANCE NO. 817

AN ORDINANCE AMENDING CHAPTER 30 "POLICE DEPARTMENT"

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 30 "POLICE DEPARTMENT" of the Code of West Branch, Iowa is hereby amended by deleting Section 30.11 "RESIDENCY REQUIREMENT" in its entirety and inserting in lieu thereof:

30.11 RESIDENCY REQUIREMENT

All full-time peace officers, including the Police Chief, shall establish a residence within a thirty (30) mile radius of West Branch within six months of their date of employment, and continued residency within that thirty (30) mile radius of West Branch is a requirement for continued employment with the City. Peace officers (excluding the Police Chief) will not utilize a city vehicle for transportation to and from any residence outside of the City limits, unless the full-time peace officer receives authorization from the Police Chief, City Administrator or City Council to do so. The Police Chief shall ensure that all full-time peace officers comply with these requirements.

2. This amendment to the ordinance shall be in full effect from and after its publication as by law provided.

3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

4. 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 this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 4th day of November, 2024.

First Reading: October 7, 2024
Second Reading: October 21, 2024
Third Reading: November 4, 2024

Roger Laughlin, Mayor

Attest:

Leslie Brick, City Clerk

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

Second 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.

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

Second 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.

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

Resolution 2024-119 – Approve an agreement with Main Street West Branch dba Hoover’s Hometown Days for organizing Hoover-Ball. / Move to action.

Simon, of Main Street West Branch provided background information on why the request was being made for Parks & Recreation to organize the Hoover-Ball event. Simon said that the Hoover Foundation stopped organizing the event about three years ago and that Whitney’s Wings (a private organization) took over. Both current and past organizer’s no longer want to organize the event going forward and that the new Hoover’s Hometown Days committee is looking for a way to save the poplar event that ties Hoover-Ball to the annual event. The committee, Main Street and Parks & Rec met to discuss potential roles and responsibilities and came up with the proposed agreement. It was noted that Laughlin (Erin) has been organizing youth Hoover-Ball for the past few years and that the City will benefit (financially) for all registration fees associated with Hoover-Ball. The Council asked if Kofoed was in support of the proposal and he said he was.

Motion by Miller, second by Sexton to approve Resolution 2024-119. AYES: Miller, Sexton, Horihan, Stoolman. NAYS: None. Absent: Dean. Motion carried.

Resolution 2024-120 - Revising Resolution 1743 regarding the collection of funds to be used for low-to-moderate income housing assistance. / Move to action.

Van Auken was informed by the County Auditor that the Development Agreement approved via Resolution 1743 for The Meadows Part 4A and 4B did not clearly spell out the collection of LMI (low-to-moderate income) housing assistance as required by the Auditor. Olson stated that this resolution amends for former resolution approved in 2018 so that the city can create the obligation and collect TIF revenues for LMI.

Motion by Miller, second by Sexton to approve Resolution 2024-120. AYES: Miller, Sexton, Stoolman, Horihan. NAYS: None. Absent: Dean. Motion carried.

Resolution 2024-121 – Approving the Conveyance of a previously vacated alley. / Move to action.

Olson said he had received a request regarding a quit claim deed for vacated alleys in 1883 and 1895 which came up in a title opinion for an upcoming property sale at 326 N. 4th St.

Motion by Sexton, second by Miller to approve Resolution 2024-121. AYES: Sexton, Miller, Stoolman, Horihan. NAYS: None. Absent: Dean. Motion carried.

Discussion – Historic Preservation Commission proposal to help fund renovations for the Traveler’s Rest property.

Kofoed introduced a request from the Historic Preservation Commission of using a portion of LMI funds to help with the restoration of the Traveler’s Rest property located at 645 E. Main Street. Kofoed said the long-term goal of restoring the Traveler’s Rest and its history is to make it a tourist attraction. Kofoed said the property owner has secured grant proceeds in the amount of \$100,000 from ECIA’s Home Repair Assistance Program, but that the cost of the interior repairs will exceed that amount by \$40,000. Kofoed asked the Council to consider using \$20,000 of LMI funds with the remaining \$20,000 being raised by private donations. The property owner, Peggy Herman said the house was built in 1850 on the property just east of where it sits now and then moved in 1892 to its current location. Sexton asked if a foundation inspection had been completed and said that from his experience, if the foundation isn’t addressed, interior repairs would be a waste of money on a house of this age. Kofoed was unsure if ECIA had done that inspection but would follow-up. Miller questioned if LMI funds should be used for a “tourist attraction”? Miller also questioned who would benefit from the restoration and if it is the City, would funds from hotel/motel tax be better suited to be used. Horihan

said he supports the efforts, but needs assurance in the City's investment in the property. City Attorney Olson suggested that more information be obtained on actual costs and the extent of the repairs so that the Council can make an informed decision on whether or not to financially support the project. Van Auken interjected and reminded the Council that while the City is collecting LMI funds, a plan for those funds must also be established and adhered to and to date, that has not been done. The Council directed Kofoed to gather more information and bring back a formalized plan with actual costs.

Discussion – Temporary stop sign on West Main Street

Kofoed asked the Council for direction on monitoring the temporary stop signs to be placed at the intersection of Dawson Drive and West Main Street. The Council discussed for a brief period and decided that they should discuss the effectiveness of the temporary signs at the end of the school year.

CITY ADMINISTRATOR REPORT

Kofoed reminded the Council that a special meeting will be held at 6:00 p.m. on November 18th for a presentation on Council training with Mickey Shields from the Iowa League of Cities. Kofoed asked the Council how they would like to proceed with strategic planning for the upcoming budget session. Sexton said he would prefer a separate meeting to discuss what funds would be available for future projects. The other members agreed a special meeting would be needed to discuss. Kofoed said he would need time to gather information and prepare for a special meeting.

CITY ATTORNEY REPORT - No report

CITY ENGINEER REPORT - Absent

STAFF REPORTS

Jessie Schafer, Library Director presented the annual library report to the Council. Schafer, who has been the Director since January (but employed with the City since 2012), reported on a variety of library activities and its offerings. Schafer said the library wants to offer more activities for seniors and will be working the Park's & Rec Director in 2025 to accomplish their goal. She said that the library sees a steady stream of visitor's daily as residents are taking advantage of the many free activities that they offer.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Miller thanked Main Street West Branch Director, Jessi Simon for continually advertising West Branch via news outlets.

ADJOURNMENT

Motion to adjourn by Sexton, second by Horihan. Motion carried on a voice vote. City Council meeting adjourned at 8:26 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk