

*(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**

**December 2, 2024  
6:30 p.m.**

Mayor Roger Laughlin called the West Branch City Council special meeting to order at 6:30 p.m.  
Roll call: Council members Jerry Sexton, Colton Miller, Mike Horihan, Jodee Stoolman and Tom Dean.  
Staff present: City Administrator Adam Kofoed and City Attorney Kevin Olson.

Motion to adjourn to closed session to discuss the purchase of particular real estate only where premature disclosure could reasonably be expected to increase the price the governmental body would have to pay for that property pursuant to Section 21.5(j) of the Code of Iowa. /Move to action.

Motion by Miller, second by Dean to enter into closed session. AYES: Miller, Dean, Sexton, Horihan, Stoolman. NAYS: None. Motion carried.

#### **ADJOURNMENT**

Motion to adjourn Closed Session by Miller, second by Horihan. Motion carried on a voice vote. City Council meeting adjourned at 6:47 p.m.

**West Branch, Iowa  
Council Chambers**

**City Council  
Regular Meeting**

**December 2, 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, Colton Miller, Mike Horihan, Jodee Stoolman and Tom Dean.  
City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Public Works Director Matt Goodale, Park & Recreation Director Erin Laughlin and City Attorney Kevin Olson.  
Staff attending via Zoom: Finance Officer Heidi Van Auken, Deputy Clerk Jessica Brown, Library Director Jessie Schafer, Police Chief Greg Hall and Sergeant Cathy Steen.

#### **APPROVE THE AGENDA**

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

#### **APPROVE CONSENT AGENDA**

Approve minutes from the November 18, 2024 City Council meeting.  
Approve a Class C Retail Alcohol license for Hazelhasky LLC dba Herb & Lou's, 105 N. Downey Street, effective January 1, 2025 through December 31, 2025.  
Approve the October Monthly Financial Report.  
Approve Claims for December 2, 2024.

EXPENDITURES	12/2/2024	
AMAZON.COM	BOOKS, DVDS, IT	458.65
BAKER & TAYLOR	BOOKS	172.96
BARNHART'S CUSTOM SERVICES	ROCK STOCK PILE	1,155.00
BRICK, LESLIE	MILEAGE REIMBURSE-BRICK	24.12
ELECTRIC PUMP	LIFT STATION REPAIR	1,040.58
HAMER, JUNE	SR. FITNESS FEE REFUND	69.00
HI-LINE	SHOP SUPPLIES	296.49
IOWA ONE CALL	UTILITY LOCATION SERVICE	56.70
LEDOUX, JESSICA	3/4 BOYS BBALL FEE REFUND	50.00
MENARDS	SIGN/STREET PAINT SUPPLIES	406.66
MOORE'S WELDING	SIGN POST CUTTING	62.86
OLSON, KEVIN D	LEGAL SERVICES-NOV 2024	1,500.00
SIVER, KRISTEN	3/4 BOYS BBALL FEE REFUND	50.00
STERICYCLE	SHREDDING SERVICES	90.63
TOTAL		5,433.65

PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS

11/22/2024

70,443.90

PAID BETWEEN MEETINGS

JOHN DEERE FINANCIAL	UNIFORMS	366.92
LEAF CAPITAL FUNDING	COPIER LEASE-CITY OFFICE	396.00
LYNCH'S EXCAVATING	CEDAR JOHNSON RD RECON	1,625.00
MEDIACOM	CABLE SERVICE	41.90
STATE INDUSTRIAL PRODUCTS	CHEMICALS	257.89
VERIZON WIRELESS	VERIZON WIRELESS	454.71
METLIFE	INSURANCE PREMIUM	2,389.08
SISCO	INSURANCE PREMIUM	18,681.33
SISCO	HEALTH CLAIMS 11/8/2024	273.56
SISCO	HEALTH CLAIMS 11/12/2024	34.68
ALLIANT ENERGY	ALLIANT ENERGY	15,830.06
APPARATUS TESTING SERVICE	PUMP TESTING-FIRE	484.50
ARNOLD MOTOR SUPPLY	OIL, FILTERS, SHOP SUPPLIES-PW	389.58
BAKER & TAYLOR	BOOKS	227.83
CEDAR COUNTY COOPERATIVE	FUEL-FIRE	459.20
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	30.49
DIRK WIENEKE	CUBBY TOP DRESS & PATCH WORK	7,450.00
FELD FIRE EQUIPMENT	BUNKER GEAR-FIRE	2,445.00
FUSIONSITE MIDWEST	LHLM PORT-O-POTTY	33.00
HEIMAN FIRE EQUIPMENT	HOSE, THERMAL CAMERA	5,218.40
JOHNSON COUNTY AUDITOR	CONTRIBUTION LOWER CEDAR WMA	500.00
LINN COUNTY R.E.C.	STREET LIGHTS	309.22
OVERDRIVE	DIGITAL & AUDIO BOOKS	350.49
PARKSIDE SERVICE	TIRES #199-FIRE	2,456.12
QC ANALYTICAL SERVICES	LAB ANALYSIS	1,108.00
RIVER PRODUCTS COMPANY	ROCK FOR STOCK PILE	672.50
SCHNOEBELEN	DITCH MOWER PARTS-PW	1,062.72
SUMMIT FIRE PROTECTION	EXTINGUISHER SERVICE CALL-FIRE	731.00
THOMAS HEATING & AIR	FURNACE DRAIN REPAIR-FIRE	101.00
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	2,898.97
USA TODAY	ANNUAL SUBSCRIPTION	400.35
WB COMMUNITY SCHOOLS	YOUTH BBALL GYM RENTAL	360.00
WEST BRANCH REPAIRS	BATTERIES #191-FIRE	1,261.48

TOTAL 69,300.98

GRAND TOTAL EXPENDITURES 145,178.53

FUND TOTALS

001 GENERAL FUND	59,742.38
022 CIVIC CENTER	227.72
031 LIBRARY	6,013.43
110 ROAD USE TAX	8,448.95
112 TRUST AND AGENCY	32,137.63
331 CEDAR JOHNSON RD RECON	1,625.00
600 WATER FUND	16,460.64
610 SEWER FUND	19,312.99
740 STORM WATER UTILITY	1,209.79

GRAND FUND TOTAL 145,178.53

REVENUE-FISCAL YEAR 2025

FUND OCTOBER

001 GENERAL FUND	867,790.36
022 CIVIC CENTER	760.01
031 LIBRARY	2,301.14
036 TORT LIABILITY	32,186.89
110 ROAD USE TAX	28,104.25
112 TRUST & AGENCY	181,692.08
121 LOCAL OPTION SALES TAX	28,477.52
125 TIF	264,246.34
226 DEBT SERVICE	152,000.62
300 CAPITAL IMPROVEMENT RESERVE	42,915.91
324 WW TREATMENT FACILITY	21,234.84
330 EASTSIDE WATER MAINS PH2	222,068.72
500 CEMETERY PERPETUAL FUND	1,367.06
600 WATER FUND	87,819.81
610 SEWER FUND	91,562.02

Miller asked the police department if there were any known violations with Herb & Lou's liquor license. Chief Hall said there were none.

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

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

Brian Shay – presentation of proposed Site Plan for Lot 9, Parkside Hills. Shay said he is interested in constructing townhomes in Parkside Hills and presented his conceptual plans. Shay proposed a different concept from the original developer which increases the density, adds additional driveway space, and increases the number of beds and baths. The Council liked Shay's proposal and gave their verbal approval for Shay to proceed.

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

#### Public Hearing – on the proposed amendment to Chapter 165 – Zoning Regulations.

Laughlin opened the public hearing at 7:22. John Fuller, resident and Chairperson of the West Branch Planning & Zoning Commission expressed his support for the ordinance and said that the proposed ordinance has been reviewed multiple times with the Historic Preservation Commission, Main Street West Branch, the Planning & Zoning Commission and other city partners. Jessi Simon, Main Street West Branch and other members of her Board were present and also shared their support of the ordinance. There were no other public comments. Laughlin closed the public hearing at 7:35 p.m.

#### First Reading Ordinance 821 – Amending Chapter 165 – Zoning Regulations. / Move to action.

The Council had no comments.

Motion by Dean, second by Miller to approve the first reading of Ordinance 821. AYES: Dean, Miller, Stoolman, Horihan, Sexton. NAYS: None. Motion carried.

#### Second Reading Ordinance 820 – Amending Chapter 47 – Municipal Park Policies and Regulations. / Move to action.

The Council had no comments.

Motion by Dean, second by Sexton to approve the second reading of Ordinance 820. AYES: Dean, Sexton, Horihan, Miller, Stoolman. NAYS: None. Motion carried.

#### Resolution 2024-130 - Approve the Annual Agreement in the amount of \$10,540 with the U.S. Geological Survey for the ongoing operation and maintenance of the stream flow gaging located on the Wapsinonoc Creek at College Street. / Move to action.

Miller expressed his support for continuing with the stream monitoring and reminded the Council that the City charges storm water fees to pay for it.

Motion by Sexton, second by Dean to approve Resolution 2024-130. AYES: Sexton, Dean, Miller, Stoolman, Horihan. NAYS: None. Motion carried.

#### Resolution 2024-131 – Approve the Bedrock Industrial – Part 1 Final Plat. / Move to action.

Brian Boelk, Axiom Consultants explained the property owner's desire to split the parcel into two lots. Lot 1 is being proposed to be developed although no site plan has been submitted to date. The parcel is being divided diagonally by a floodplain and gas easement.

Motion by Dean, second by Sexton to approve Resolution 2024-131. AYES: Dean, Sexton, Stoolman, Horihan, Miller. NAYS: None. Motion carried.

#### Resolution 2024-132 –Waiving the right to a formal review of an extra-territorial jurisdiction subdivision within two miles of the corporate limits of West Branch (Slach-Vikel Subdivision). / Move to action.

Brick stated that the owners of the property (located in Johnson County) has petitioned Johnson County to rezone the parcel from Agriculture to Residential. The property currently has a house on it and has had a new septic installed and will be using the existing well and driveway.

Motion by Dean, second by Sexton to approve Resolution 2024-132. AYES: Dean, Sexton, Stoolman, Horihan. NAYS: Miller. Motion carried.

**CITY ADMINISTRATOR REPORT**

Kofoed informed the Council that there will be a strategic planning work session on Monday, December 16, 2024. And due to the number of attendees, the meeting will take place at Town Hall (113 N. 1<sup>st</sup> St.) Kofoed said the regular City Council meeting will be held at Town Hall at 7:00 p.m. immediately following the work session. Kofoed also informed the Council that he will be working with ECIA and Van Auken planning for low-to-moderate income funds the City is collecting from various TIF projects and hopes to be able to share some progress in February 2025.

**CITY ATTORNEY REPORT** - No report

**CITY ENGINEER REPORT** – Absent

**STAFF REPORTS** – No reports

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Laughlin reminded the audience that Christmas Past is this weekend and encouraged all to attend the annual festival. Miller expressed his displeasure with the City not replacing the holiday lights that used to adorn the residential areas along Main Street and North Downey. Miller acknowledge that the Council is aware that it is due to budget constraints.

**ADJOURNMENT**

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:03 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk