

(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
Town Hall**

**City Council
Special Meeting
Strategic Planning session**

**December 16, 2024
6:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council special meeting to order at 6:00 p.m.
Roll call: Council members Jerry Sexton, Colton Miller, Mike Horihan, Jodee Stoolman and Tom Dean.
Staff present: City Administrator Adam Kofoed, Finance Officer Heidi Van Auken, Deputy Clerk Jessica Brown, Police Chief Greg Hall, Public Works Director Matt Goodale, Parks & Rec Director Erin Laughlin, Library Director Jessie Schafer, Building Inspector Terry Goerdt and City Attorney Kevin Olson.

City Council Strategic Planning Work Session

Kofoed lead the planning session where the Council discussed several possible city projects. The Council then voted on their priorities which will be tabulated and shared at a future City Council meeting.

ADJOURNMENT

Motion to adjourn by Dean, second by Miller. 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 16, 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, Finance Officer Heidi Van Auken, Deputy Clerk Jessica Brown, Police Chief Greg Hall, Public Works Director Matt Goodale, Park & Recreation Director Erin Laughlin, Library Director Jessie Schafer, City Engineer Dave Schechinger and City Attorney Kevin Olson.

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 December 2, 2024 City Council meeting.
Approve Claims for December 16, 2024.

EXPENDITURES	12/16/2024	
ADVANTAGE RENTALS	ADVANTAGE RENTALS TIF REBATE 1	4,099.53
AERO RENTAL	BOOM LIFT RENTAL-LIGHTS	980.50
AMAZON.COM	BOOKS	80.64
CAPITAL ONE	BLDG SUPPLIES-LIBRARY	12.96
CASEYS GENERAL STORES	CASEY'S TIF REBATE #11	23,165.00
CEDAR COUNTY RECORDER	RECORDING FEES	257.00
CEDAR COUNTY TRANSFER	TRASH DISPOSAL	40.00
CJ COOPER & ASSOCIATES	DOT DRUG TESTING-PW	210.00
DORSEY & WHITNEY	EASTSIDE WATER PH2 LEGAL SRF	9,500.00
ELITE HOLDING	SS HATS-P&R	407.00
EMV HOLDINGS	EMV HOLDINGS TIF REBATE #7	7,500.00
EOCENE ENVIRONMENTAL	WIDENING WAPSI CREEK	592.55
HAWKINS	CHEMICALS	3,062.74
HI-LINE	SHOP SUPPLIES-PW	330.30
HOTSY CLEANING SYSTEMS	POWER WASHER SOAP & WAX	516.11
IMWCA	IMWCA FY25 INSTALLMENT 6	2,747.00
IOWA CITY TIRE & SERVICE	TIRES FOR DURANGO-PD	988.20
IOWA POLICE CHIEFS ASSN	MEMBERSHIP RENEWAL 2025	125.00
KANOPI	ON DEMAND VIDEO SERVICE	31.00
LINN COUNTY REC	STREET LIGHTS	311.54
LRS HOLDINGS	TRASH & RECYCLING NOV 2024	18,817.25

MAINSTAY SYSTEMS OF IOWA	SECURITY CAMERAS UPDATE-LIB	4,712.00
MENARDS	BLGD SUPPLIES-PW, CITY, PD	574.47
MOPPY MO'S	CLEANING SERVICES-CITY, TH	752.50
OASIS ELECTRIC	RETROFIT LIGHT FIXTURES-LIB	508.80
OVERDRIVE	DIGITAL & AUDIO BOOKS	562.44
PLUNKETT'S PEST CONTROL	PEST CONTROL - CITY OFFICE, TH	60.10
PROTECT YOUTH SPORTS	BACKGROUND CHECKS-P&R	45.50
PYRAMID SERVICES	EQUIP MAINT SUPPLIES-PW	149.45
QUILL	OFFICE SUPPLIES-CITY	21.07
RALLY APPRAISAL	BERANEK DR ROW APPRAISAL	2,500.00
SCHAFFER, JESSICA	MILEAGE REIMBURSEMENT-SCHAFFER	22.51
SINCLAIR TRACTOR	SKIDLOADER	59,475.00
STATE HYGIENIC LAB	LAB ANALYSIS	43.50
U.S. POSTAL SERVICE	LIB ANNUAL PO BOX RENTAL	110.00
UNIVERSITY OF IOWA HEALTH	DRUG TESTS-PD, PW	56.00
VEENSTRA & KIMM	VARIOUS PROJECTS	24,038.45
WEST BRANCH REPAIRS	VEHICLE REPAIR-PD, FIRE	142.90
WEST BRANCH TIMES	LEGAL PUBLICATIONS	1,186.17
TOTAL		168,735.18
REGULAR PAYROLL		64,149.73
COUNCIL ANNUAL PAYROLL		9,321.95
FIRE ANNUAL PAYROLL		34,781.74
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	12/6/2024	108,253.42
PAID BETWEEN MEETINGS		
SISCO	HEALTH CLAIMS 12/9/2024	3,412.23
ARNOLD MOTOR SUPPLY	SHOP STOCK-PW	304.67
AT&T MOBILITY	WIRELESS SERVICE	594.79
BAKER & TAYLOR	BOOKS	227.16
LL PELLING	COLD PATCH MATERIALS	2,100.00
LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	142.02
LYNCH'S EXCAVATING	MAIN & 2ND SAWING MAIN REPAIR	513.50
MIDWEST FRAME & AXLE	PLOW PARTS	831.92
PITNEY BOWES GLOBAL FINANCIAL	POSTAGE METER LEASE-LIBRARY	77.37
WEX BANK	VEHICLE FUEL	1,159.40
VARIOUS VENDORS	UB REFUNDS	185.80
SISCO	HEALTH CLAIMS 12/2/2024	34.92
SISCO	HEALTH CLAIMS 11/27/2024	2.18
UMB BANK	GO BONDS INTEREST	103,995.00
TOTAL		113,580.96
GRAND TOTAL EXPENDITURES		390,569.56
FUND TOTALS		
001 GENERAL FUND	119,064.32	
022 CIVIC CENTER	240.05	
031 LIBRARY	10,697.86	
110 ROAD USE TAX	28,548.41	
112 TRUST AND AGENCY	20,949.94	
125 T I F	34,764.53	
226 DEBT SERVICE	103,995.00	
321 WIDENING WAPSI CREEK	3,811.09	
324 WW TREATMENT FACILITY	133.50	
330 EASTSIDE WATER MAIN PH 2	13,512.81	
331 CEDAR JOHNSON RD RECON	14,124.80	
600 WATER FUND	11,053.68	
610 SEWER FUND	29,176.41	
740 STORM WATER UTILITY	497.16	
GRAND FUND TOTAL	390,569.56	

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE

PUBLIC HEARING / NON-CONSENT AGENDA

Public Hearing – Proposal to Vacate an Official Plat of Auditor’s Parcel N as described in Book L, Page 55, records of Cedar County.

Laughlin opened the public hearing at 7:01. There were no public comments. Laughlin closed the public hearing at 7:02.

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

ORDINANCE 820

AN ORDINANCE AMENDING CHAPTER 47 – MUNICIPAL PARK POLICIES AND REGULATIONS.

WHEREAS, the City Administration has recommended updating the City’s Municipal Park Policies and Regulations; and
WHEREAS, the City Administrator and Parks & Recreation Director have proposed a total revision to the existing Chapter 47 of the Code of Ordinances.

NOW, THEREFORE, BE IT ORDAINED:

1. Amendment. Chapter 47 of the Code of Ordinances of the City of West Branch, Iowa, is hereby deleted in its entirety and replaced with the proposed Chapter 47 listed on Exhibit “A” attached hereto and incorporated into this Ordinance by this reference.
2. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.
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.
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 ____ day of _____, 2024.

First reading: November 18, 2024
Second reading: December 2, 2024
Third Reading: December 16, 2024

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

The Council had no comments.

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

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

Olson noted a change to the ordinance that clarifies when the ordinance will expire as indicated in the first paragraph.

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

Resolution 2024-133 - Revising Resolution 2024-117 regarding the collection of funds to be used for low-to-moderate income housing assistance. / Move to action.

Olson clarified that the LMI will be collected on the Meadows Part 3 assisted living center since it will be considered residential.

Motion by Sexton, second by Miller to approve Resolution 2024-133. AYES: Sexton, Miller, Dean, Stoolman, Horihan. NAYS: None. Motion carried.

Resolution 2024-134 – Approving the Vacation of Auditor’s Parcel N, as recorded in Book L, Page 55, Records of the Cedar County Recorder’s Office. / Move to action.

Motion by Sexton, second by Dean to approve Resolution 2024-134. AYES: Sexton, Dean, Miller, Horihan, Stoolman. NAYS: None. Motion carried.

Resolution 2024-135 - Approving a Salary Adjustment for Library Director Jessie Schafer. / Move to action.

Motion by Dean, second by Horihan to approve Resolution 2024-135. AYES: Dean, Horihan, Sexton, Stoolman, Miller. NAYS: None. Motion carried.

Resolution 2024-136 - Amending the West Branch Parks and Recreation Facility, Park, Sports Field Use and Fees Policy. / Move to action.

Sexton said felt that some of the park & rec fees have always been a little low. Laughlin said when determining fees, other cities were looked at for consistency.

Motion by Sexton, second by Miller to approve Resolution 2024-136. AYES: Sexton, Miller, Dean, Stoolman, Horihan. NAYS: None. Motion carried.

Resolution 2024-137 - Approving a Contract with Willie Guy for Cubby Park Concession Sales and Management for 2025. / Move to action.

Laughlin stated that the contract was changed to ensure consist operation hours which Guy has agreed to. Motion by Dean, second by Sexton to approve Resolution 2024-137. AYES: Dean, Sexton, Horihan, Miller, Stoolman. NAYS: None. Motion carried.

CITY ADMINISTRATOR REPORT

Kofoed has scheduled the first FY26 budget work session for January 6, 2025.

CITY ATTORNEY REPORT

Olson said he is waiting on a response from Alliant Energy to review his draft ordinance for the gas and electric franchise fees.

CITY ENGINEER REPORT

Schechinger reported on comments received at the Cedar-Johnson Road reconstruction open house.

STAFF REPORTS

Schafer reported that security cameras at the library had been updated and said that classroom visits have resumed and after-school activities are well attended.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS - NONE

ADJOURNMENT

Motion to adjourn by Miller, second by Dean. Motion carried on a voice vote. City Council meeting adjourned at 7:45 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk