

(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**

**January 6, 2025
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, Park & Recreation Director Erin Laughlin, and City Attorney Kevin Olson.
Attending via Zoom: Finance Officer Heidi Van Auken, Library Director Jessie Schafer, Sergeant Cathy Steen, and City Engineer Dave Schechinger.

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve minutes from the December 16, 2024 City Council meeting.
Approve Mayor’s Annual Appointments.
Approve Appointments / Reappointments to various Boards and Commissions.
Approve West Branch Fire Department appointments.
Approve LL Pelling’s 2025 Sealcoat pricing.
Monthly Financial Report for November 2024.
Claims for January 6, 2025.

EXPENDITURES	1/6/2025	
AMAZON.COM	BOOKS-LIBRARY	93.17
ASCAP	MUSIC LICENSE FEE	445.00
BAKER & TAYLOR	BOOKS	120.70
ELECTRIC PUMP	LIFT STATION REPAIR	447.00
HI-LINE INC	SHOP SUPPLIES-PW	244.73
MUNICIPAL SUPPLY	METERS & PARTS	6,330.66
OLSON, KEVIN D	LEGAL SERVICES-DECEMBER 2024	1,500.00
PUTNAM MUSEUM	LIBRARY ANNUAL MEMBERSHIP	100.00
QUILL	OFFICE SUPPLIES-CITY OFFICE	55.91
SPEER FINANCIAL	TIF REPORT DELIVERY	375.00
STERICYCLE	SHREDDING SERVICES	90.28
VEENSTRA & KIMM	VARIOUS PROJECTS	32,072.67
WHITE CAP	SAFETY GEAR - WATER TOWERS	842.23
TOTAL		42,717.35
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	1/3/2025	64,664.92
PAID BETWEEN MEETINGS		
ALLIANT ENERGY	ALLIANT ENERGY	16,048.30
ARNOLD MOTOR SUPPLY	AIR HOSE & ENDS-FIRE	87.58
BOUND TREE MEDICAL	MEDICAL SUPPLIES-FIRE	163.63
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	74.23
DAN'S OVERHEAD DOORS	DOOR REPAIRS-FIRE	779.12
ECONO SIGNS	STREET SIGNS-PW	5,019.60
FIRE SERVICE TRAINING BUREAU	TRAINING-FIRE	100.00
HEIMAN FIRE EQUIPMENT	PANTS & COATS-FIRE	7,864.94
HOTSY CLEANING SYSTEMS	SOAP-FIRE	420.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,602.26
MARTIN AGENCY INSURANCE	FIRE DEPT INSURANCE AMEND	1,681.00
MOPPY MO'S	JANITORIAL SERVICES-FIRE	17.50
PITNEY BOWES	POSTAGE METER INK-RED	63.90
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-LIBRARY	100.00
WEST BRANCH REPAIRS	#195 REPAIR-FIRE	1,131.92
WHITE CAP	SHOP SUPPLIES	91.99

SISCO	HEALTH CLAIMS 12/16/2024	1,173.73
METLIFE	INSURANCE PREMIUM	2,389.08
SISCO	INSURANCE PREMIUM	18,672.83
SISCO	HEALTH CLAIMS 12/23/2024	176.57
UMB	GO BOND FEES	1,250.00
JOHN DEERE FINANCIAL	TOOLS, SUPPLIES, UNIFORMS	1,694.82
MEDIACOM	CABLE SERVICE	41.90
STATE INDUSTRIAL PRODUCTS	CHEMICALS	1,271.15
AMAZON.COM	BOOKS	66.75
BAKER & TAYLOR	BOOKS	272.33
CEDAR COUNTY COOP	FUEL-PW	1,359.00
EASTERN IOWA YOUTH BB	4TH GRADE BB REGISTRATION	480.00
GRIEBAHN INDUSTRIES	NAME PLATE-P&R COMMISSION	26.00
IOWA ONE CALL	UTILITY LOCATIONS SERVICE	33.30
MENARDS	SHOP TOOLS-PW	237.40
PANTHER UNIFORMS	UNIFORMS-POLICE	1,142.09
QUILL	OFFICE SUPPLIES-CITY OFFICE	126.10
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	846.99
USA BLUE BOOK	SEWER SAMPLING EQUIPMENT	1,477.79
VERIZON WIRELESS	VERIZON WIRELESS	454.71
VARIOUS VENDORS	UB REFUNDS	224.10
TOTAL		68,662.61
GRAND TOTAL EXPENDITURES		176,044.88

FUND TOTALS		
001 GENERAL FUND		51,325.19
022 CIVIC CENTER		258.09
031 LIBRARY		5,995.07
036 TORT LIABILITY		1,681.00
110 ROAD USE TAX		13,641.82
112 TRUST AND AGENCY		28,410.24
226 DEBT SERVICE		1,250.00
321 WIDENING WAPSI CREEK		14,670.00
330 EASTSIDE WATER MAINS PH2		407.50
331 CEDAR JOHNSON RD RECON		16,995.17
600 WATER FUND		21,564.98
610 SEWER FUND		19,185.19
740 STORM WATER UTILITY		660.63
GRAND FUND TOTAL		176,044.88

REVENUE-FISCAL YEAR 2025
FUND NOVEMBER

001 GENERAL FUND		107,195.56
022 CIVIC CENTER		400.00
031 LIBRARY		450.82
036 TORT LIABILITY		1,580.68
110 ROAD USE TAX		29,914.39
112 TRUST & AGENCY		16,116.38
121 LOCAL OPTION SALES TAX		23,664.56
125 TIF		11,357.91
226 DEBT SERVICE		7,669.96
300 CAPITAL IMPROVEMENT RESERVE		2,107.53
600 WATER FUND		82,322.75
610 SEWER FUND		96,257.49
740 STORM WATER UTILITY		6,111.20
TOTAL		385,149.23

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 – NONE

PUBLIC HEARING / NON-CONSENT AGENDA

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

The following is a summary of Ordinance 821. For a full copy of the ordinance, please contact the City Office.

ORDINANCE 821

AN ORDINANCE AMENDING CHAPTER 165 – ZONING REGULATIONS

Section 1: Amendment. This ordinance shall be in full force and effect as of January 16, 2025 and shall expire without further action of the City Council on January 16, 2028. However, the expiration date may be extended after a public hearing by approval of the City Council.

(Insert after current subsection)

165. 37 - Prosperity Pathway Interim Development Overlay District

1. Purpose: The purpose of the Prosperity Pathway Interim Development Overlay (IDO) is to temporarily regulate the establishment of uses, construction of new buildings and demolition or alteration of existing structures in the Prosperity Pathway where potential development could be detrimental or have adverse impacts on current planning, land use or zoning studies underway.

2. Applicability: The Prosperity Pathway IDO is adopted as an amendment to the Zoning Code and shall be illustrated on the Zoning Map and applied to the base district designation. Where inconsistencies exist between the Prosperity Pathway IDO regulations and other provisions of the Municipal Code, the Prosperity Pathway IDO regulations shall apply. The Prosperity Pathway IDO incorporates the Sub-boundaries of the Main Street Sub-District and the Historic District. Both districts will have additional review processes outlined within this ordinance and said sub-district boundaries shall be shown on the Zoning Map and applied to the base district designation.

Section 1. Time Frame: This Ordinance shall be of no further force or effective thirty-six (36) months after adoption unless prior to that date, after a public hearing, the City Council by majority vote extends the Prosperity Pathway IDO Overlay District.

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 no 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 6th day of January, 2025.

First Reading: December 2, 2024
Second Reading: December 16, 2024
Third Reading: January 6, 2025

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

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

Resolution 2025-01 – Authorizing the Finance Officer or City Clerk to pay certain bills prior to the City Council’s approval. / Move to action.

Motion by Sexton, second by Miller to approve Resolution 2025-01. AYES: Sexton, Miller, Stoolman, Dean, Horihan. NAYS: None. Motion carried.

Resolution 2025-02 - Approve invoice #13-35922 in the amount of \$210.00 to Eocene (formerly known as Impact7G) for the Wapsi Creek Widening SRF Sponsored Project. / Move to action.

Motion by Miller, second by Dean to approve Resolution 2025-02. AYES: Miller, Dean, Horihan, Sexton, Stoolman. NAYS: None. Motion carried.

CITY ADMINISTRATOR REPORT

Kofoed reminded the Council of the budget work session scheduled for January 13, 2025 and said that the FY26 budget is “looking good” due in part to department director’s being fiscally responsible in their asks and previous budget cuts approved by the Council in FY25.

CITY ATTORNEY REPORT

Olson said he has completed his review of the Linn County REC franchise ordinance and is waiting on a response from Alliant Energy.

CITY ENGINEER REPORT

Schechinger said the project plans for Cedar-Johnson Road reconstruction have been complete and the project will be ready to go out to bid in February. He also said that FEMA is still reviewing the Wapsi Creek project.

STAFF REPORTS

Brick informed the Council that the City received four quotes for solid waste and recycling services and that the information has been reviewed and compiled and will be presented at the January 21st meeting for Council to discussion.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS - NONE

ADJOURNMENT

Motion to adjourn by Dean, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:14 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk