

(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 21, 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 present; Colton Miller, Mike Horihan and Tom Dean. Absent: Jerry Sexton and Jodee Stoolman.

City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Finance Officer Heidi Van Auken, Deputy Clerk Jessica Brown, Public Works Director Matt Goodale, Fire Chief Kevin Stoolman and Park & Recreation Director Erin Laughlin.

Attending via Zoom: Sergeant Cathy Steen and City Engineer Dave Schechinger.

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve minutes from the January 6, 2025 City Council meeting.
Approve minutes from the January 13, 2025 Budget Work session.
West Branch Fire Department membership changes.
Monthly Financial Report for December 2024.
Claims for January 21, 2025.

EXPENDITURES	1/21/2025	
AMAZON.COM	VARIOUS ITEMS-LIBRARY	336.58
BEAN & BEAN	GRAVE OPENINGS	2,600.00
BMI	ANNUAL MUSIC LICENSE	446.00
CEDAR COUNTY RECORDER	RECORDING FEES	67.00
EOCENE ENVIRONMENTAL	WIDENING WAPSI CREEK	210.00
FUSIONSITE MIDWEST	S.S. PORT-O-POTTIES	121.00
HAWKINS	CHEMICALS	4,198.67
IMWCA	IMWCA FY25 INSTALLMENT 7	2,747.00
IOWA ASSN. MUN. UTILITIES	SAFETY TRAINING DUES	978.00
KANOPI	ON DEMAND VIDEO SERVICE	59.00
LRS HOLDINGS	TRASH & RECYCLING DEC 2024	18,785.75
WB MAIN STREET	FY25 MAIN STREET DUES	17,500.00
MENARDS	CUBBY SHED HOOKS-P&R	5.31
MOPPY MO'S	CLEANING SERVICES	735.00
OLSON, KEVIN D	LEGAL SERVICES & REIMBURSEMENT	1,542.00
OMNISITE	SEWER WIRELESS ALARM SERVICE	756.00
PARKSIDE SERVICE	VEHICLE REPAIRS-PW, PD	3,708.31
QC ANALYTICAL SERVICES	LAB ANALYSIS	736.00
THE HOME DEPOT PRO	BLDG SUPPLIES-CITY OFFICE	50.72
TOTAL WATER TREATMENT	WATER TREATMENT TANKS-FIRE	411.00
TYLER TECHNOLOGIES	UB NOTIFICATION FEE	1.10
WEST BRANCH REPAIRS	VEHICLE SERVICE-POLICE	210.15
WEST BRANCH TIMES	LEGAL PUBLICATIONS	515.73
TOTAL		56,720.32
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	1/17/2025	69,350.00
PAID BETWEEN MEETINGS		
SISCO	HEALTH CLAIMS 1/13/2025	115.19
FUSIONSITE MIDWEST	SS PORT-O-POTTIES	121.00
IA FINANCE AUTHORITY	SRF LOANS INTEREST & FEES	93,357.78
SISCO	HEALTH CLAIMS 1/6/2025	1,245.02
ARNOLD MOTOR SUPPLY	VEHICLE SUPPLIES-PW	82.34
AT & T MOBILITY	WIRELESS SERVICE	210.04
CEDAR COUNTY COOP	FUEL-FIRE, PW	1,499.48
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	30.49

HEIMAN FIRE EQUIPMENT	HOSE-FIRE	1,018.56
LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	142.02
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,593.12
MIDWEST FRAME & AXLE	SNOW PLOW PARTS	2,023.91
MPEC	VEHICLE/SHOP SUPPLIES-PW	71.85
PYRAMID SERVICES	TREE TRIM EQUIP-PW	987.97
WEX BANK	VEHICLE FUEL	1,298.10
WHITE CAP	SAFETY SUPPLIES-PW	187.00
TOTAL		103,983.87
GRAND TOTAL EXPENDITURES		230,054.19

FUND TOTALS		
001 GENERAL FUND	75,810.80	
022 CIVIC CENTER	332.50	
031 LIBRARY	5,526.20	
110 ROAD USE TAX	9,534.62	
112 TRUST AND AGENCY	20,373.79	
321 WIDENING WAPSI CREEK	210.00	
600 WATER FUND	14,436.78	
603 WATER SINKING FUND	6,776.04	
610 SEWER FUND	9,922.29	
611 SEWER FUND SPECIAL	86,581.74	
740 STORM WATER UTILITY	549.43	
GRAND FUND TOTAL	230,054.19	

REVENUE-FISCAL YEAR 2025
FUND DECEMBER

001 GENERAL FUND	77,329.71
022 CIVIC CENTER	1,065.01
026 SIGNS ACCIONA DONATION	88.21
031 LIBRARY	2,566.58
036 TORT LIABILITY	889.57
110 ROAD USE TAX	28,789.44
112 TRUST & AGENCY	8,142.83
121 LOCAL OPTION SALES TAX	22,345.60
125 TIF	2,688.47
226 DEBT SERVICE	4,168.19
300 CAPITAL IMPROVEMENT RESERVE	1,186.09
501 KROUTH PRINCIPAL FUND	672.67
502 KROUTH INTEREST FUND	314.38
600 WATER FUND	68,948.19
610 SEWER FUND	85,236.05
740 STORM WATER UTILITY	6,057.28
TOTAL	310,488.27

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM – NONE

PUBLIC HEARING / NON-CONSENT AGENDA

First Reading Ordinance 822 - Amending the Code of Ordinances of the City of West Branch, Iowa, by adding a new section pertaining to debts subject to the Setoff Program. Move to action.

Brick explained that by establishing this ordinance and defining the process in which the City attempts to collect bad debts, it will allow the City to participate in the Iowa Department of Revenue Setoff Program. Brick said that currently the City can only collect past due utility balances and that this ordinance will give the City more flexibility to collect other debts when property liens are not an option. The Council had no questions. Motion by Dean, second by Miller to approve the first reading of Ordinance 822. AYES: Dean, Miller, Horihan. NAYS: None. Absent: Sexton and Stoolman. Motion carried.

Resolution 2025-03 – Designating Financial Institutions as Depositories of the City of West Branch funds. / Move to action.

Brick said this resolution increases the depository amount for Fidelity Bank & Trust and that all other institutions limits will remain the same. Brick said that the increase is due in part to increased bond proceeds that the City has received in the past twelve months.

Motion by Dean, second by Miller to approve Resolution 2025-03. AYES: Dean, Miller, Horihan. NAYS: None. Absent: Sexton and Stoolman. Motion carried.

Resolution 2025-05 - Authorizing the purchase of Self-contained Breathing Apparatus and Breathing Air Systems with related equipment, by the City of West Branch, Iowa from MacQueen, to be used by the West Branch Fire Department. / Move to action.

Chief Stoolman said that the departments current air packs were purchased in 2002 and that they are over due for replacement. Chief said that the department tested a couple of different brands and said that the MSA brand was selected. Chief stated that the West Branch Firefighter Foundation fund (which consists of donations and fund-raising dollars) will pay \$50,000 of the total cost to purchase the needed equipment. The Council had no questions.

Motion by Dean, second by Horihan to approve Resolution 2025-05. AYES: Dean, Horihan, Miller. NAYS: None. Absent: Sexton and Stoolman. Motion carried.

Resolution 2025-06 – Approving an Automatic and Mutual Aid Agreement for Fire Protection, Rescue and Emergency Medical Services in and surrounding Johnson County, Iowa. / Move to action.

Chief Stoolman said the City has an agreement for mutual aid with Johnson County currently, but that the County wanted to update the agreement which has been in the works for several years. The Agreement has now been approved by Johnson County and is now ready for the individual cities to approve and adopt. Chief said there really isn't much that has changed and recommended approval.

Motion by Miller, second by Horihan to approve Resolution 2025-06. AYES: Miller, Horihan, Dean. NAYS: None. Absent: Sexton and Stoolman. Motion carried.

Resolution 2025-07 - Authorizing a Partnership with the Iowa Initiative for Sustainable Communities (IISC), a program of the University of Iowa. / Move to action.

Kofoed proposed tabling this item since the full Council was not present to consider. He went on to say that he feels comfortable with IISC providing this service. Miller agreed with tabling the item until the full Council could weigh in since the cost is a significant budget item.

Motion to **table** Resolution 2025-07 by Miller, second by Horihan. AYES: Miller, Horihan, Dean. NAYS: None. Absent: Sexton and Stoolman. Motion carried.

Discussion – Review Solid Waste & Recycling proposals

Brick said that four proposals were received for solid waste and recycling services. Proposals were received from LRS (the city's current provider), ABC Disposal, Republic Service, and Waste Management. Brick presented the proposal information showing proposed monthly costs for each company. Items of note were that all companies proposed an annual increase from 3-5%. Cart options were increased to 95-gallon trash carts and a slight variance in bulk item costs and procedures. ABC Disposal and LRS were present at the meeting for any questions (both being the two least expensive options). Staff asked questions of ABC Disposal regarding their service levels and communication methods and were satisfied with their responses. Laughlin asked if the Council if they had any questions regarding the proposals and the only comment was from Miller who suggested that the City ask the residents what they wanted in some sort of outreach attempt. Brick said a decision was not needed today, but will be planning on a decision at the February 18th meeting so that there is ample time for staff to coordinate any potential changes in vendors.

CITY ADMINISTRATOR REPORT

Kofoed informed the Council that Mundy McCarty from the Hoover Presidential Foundation requested time to speak to the Council at the next regular meeting to talk about the Community Attraction Tourism (CAT) grant that the Foundation will be applying for. Kofoed said that McCarty may be asking the Council for some financial assistance.

CITY ATTORNEY REPORT - Absent

CITY ENGINEER REPORT

Schechinger said final plans are being completed on Cedar-Johnson Road and will be ready to go out to bid in February. He also reported that he had received an update from the DOT regarding the next phase of the I-80 project that will go out to bid at the end of January.

STAFF REPORTS – No reports

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Dean mentioned that a representative from Cedar County EMA will be at the fire station on January 29th at 6:30 p.m. to give an update on the new ambulance service for Cedar County.

ADJOURNMENT

Motion to adjourn by Miller, second by Dean. Motion carried on a voice vote. City Council meeting adjourned at 7:37 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk