

(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**

**February 3, 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, Tom Dean, Jerry Sexton and Jodee Stoolman.

City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Police Chief Greg Hall, Public Works Director Matt Goodale, and Park & Recreation Director Erin Laughlin.

Attending via Zoom: Library Director Jessie Schafer and City Engineer Dave Schechinger.

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 January 21, 2025 City Council meeting.
Approve minutes from the January 21, 2025 City Council Work Session.
Claims for February 3, 2025.

EXPENDITURES	2/3/2025	
ACTION SEWER & SEPTIC	CLEAN SEWER LINE	350.00
AMAZON.COM	VARIOUS ITEMS-LIBRARY, P&R	215.52
BAKER & TAYLOR	BOOKS	388.44
BROWN, MANDA	TOWN HALL REFUND	260.00
E O JOHNSON BUSINESS	COPIER MAINTENANCE-CITY	167.43
HAWKINS	CHEMICALS	2,761.10
IOWA ONE CALL	UTILITY LOCATION SERVICE	30.60
MENARDS	LAGOON SUPPLIES, FRIDGE, STOOL	665.49
OVERDRIVE	DIGITAL & AUDIO BOOKS	243.80
PARKSIDE SERVICE	TIRES FOR PW TRUCKS	3,833.28
QUILL	OFFICE SUPPLIES-CITY	132.91
STERICYCLE	SHREDDING SERVICES	91.04
THE HOME DEPOT PRO	TP CLEANER-TH	108.19
VEENSTRA & KIMM	VARIOUS PROJECTS	16,066.50
TOTAL		25,314.30
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	1/31/2025	55,378.22
PAID BETWEEN MEETINGS		
JOHN DEERE FINANCIAL	UNIFORMS, SUPPLIES, TOOLS	1,089.92
MEDIACOM	CABLE SERVICE	51.90
STATE INDUSTRIAL PRODUCTS	CHEMICALS	257.89
VERIZON WIRELESS	VERIZON WIRELESS	454.71
SISCO	HEALTH CLAIMS 1/21/2025	67.41
METLIFE	INSURANCE PREMIUM	2,391.22
SISCO	INSURANCE PREMIUM	18,674.70
4IMPRINT	POLOS FOR COUNCIL, STAFF	299.47
AERO RENTAL	BOOM LIFT RENTAL-LIGHTS	632.28
ALLIANT ENERGY	ALLIANT ENERGY	20,771.17
BAKER & TAYLOR	BOOKS	125.96
CAPITAL ONE	PROGRAM SUPPLIES-LIB	38.62
E O JOHNSON BUSINESS TECH	COPIER MAINTENANCE-LIB	137.38
LINN COUNTY R.E.C.	STREET LIGHTS	313.08
MOORE'S WELDING	STREET SIGN SUPPLIES	89.47
OVERDRIVE	DIGITAL & AUDIO BOOKS	385.67
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-LIBRARY	100.00
STATE HYGIENIC LAB	LAB ANALYSIS	87.00
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	4,363.26
TOTAL		50,331.11

FUND TOTALS	
001 GENERAL FUND	38,920.49
022 CIVIC CENTER	997.69
031 LIBRARY	7,149.11
110 ROAD USE TAX	10,709.13
112 TRUST AND AGENCY	21,697.98
330 EASTSIDE WATER MAINS PH2	865.00
331 CEDAR JOHNSON RD RECON	15,201.50
600 WATER FUND	18,495.39
610 SEWER FUND	16,408.18
740 STORM WATER UTILITY	579.16
GRAND FUND TOTAL	131,023.63

Miller questioned if the City receives rebates on Menards purchases. Brick responded that rebates are received and used by all departments for future purchases and that the rebates are held by the Finance Officer until needed.

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

Shelly Mott, Hoover Presidential Foundation Executive Director of Development – presentation on the Community Attraction Tourism (CAT) Grant. Mott said the Foundation was nearing their fundraising campaign for the \$20.3 million-dollar renovation project of the Herbert Hoover Library Museum which commenced at the end of January. Mott said the last renovation of the library was more than 30 years ago and the project includes an addition and total revamp of the museum. The library is scheduled to re-open in 2026. Mott said the Foundation is applying for the CAT Grant and needs to secure support from the County and City in which the library is located as a requirement of the grant. Mott said the Cedar County Board of Supervisors has committed \$10,000 toward the project and Mott said the Foundation is asking the City to commit \$5,000. Mott said the Foundation understands budget constraints, but asked the Council to consider the request. By pledging support to the Foundation, the \$400,000 CAT Grant will help them reach their remaining \$1 million-dollar fundraising goal. Councilperson Miller suggested that the City match the County's support and pledge \$10,000 as well and said Hotel/Motel funds could be used since this would be considered economic development. The other Council members were agreeable to Miller's suggestion.

John Fuller, 911 W. Main St., and Chairperson of the West Branch Planning & Zoning Commission addressed the Council on the matter of agenda item 8e. Fuller said the P&Z commission supports the initiative to update the West Branch Comprehensive Plan that was revised and adopted in June of 2020.

PUBLIC HEARING / NON-CONSENT AGENDA

Second 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.

Motion by Dean, second by Miller to approve the second reading of Ordinance 822. AYES: Dean, Miller, Stoolman, Horihan, Sexton. NAYS: None. Motion carried.

Resolution 2025-08 – Approving a 28E Agreement with Johnson County regarding the Cedar-Johnson Road Improvements. / Move to action.

Olson said that when he first met with officials from Johnson County, we (the City) had proposed Johnson County conveying the right-of-way to the City of West Branch so that the City could use TIF monies to pay for a part of the project. After review by the Johnson County attorney, Johnson County decided to keep the right-of-way. However, Johnson County consented to the area needed for the Cedar-Johnson Road project to be included the City of West Branch's "area of operation," which allows the City of West Branch to use TIF monies even though the property being used for part of the project will be located in unincorporated Johnson County.

Motion by Sexton, second by Dean to approve Resolution 2025-08. AYES: Sexton, Dean, Horihan, Stoolman, Miller. NAYS: None. Motion carried.

Resolution 2025-09 – Establishing a new Capital Fund. / Move to action.

Motion by Dean, second by Miller to approve Resolution 2025-09. AYES: Dean, Miller, Horihan, Sexton, Stoolman. NAYS: None. Motion carried.

Resolution 2025-10 - Approving an Agreement with Hoover Presidential Foundation regarding Hoover-Ball. / Move to action.

Motion by Sexton, second by Miller to approve Resolution 2025-10. AYES: Sexton, Miller, Horihan, Stoolman, Dean. NAYS: None. Motion carried.

Resolution 2025-11 - Authorizing a Partnership with the Iowa Initiative for Sustainable Communities (IISC), a program of the University of Iowa. / Move to action.

Miller asked if the \$50,000 cost was for a completed Comprehensive Plan and if there will be any additional costs. Kofoed indicated that there would be no additional costs. Sexton asked when the project start. John Fuller said, if the City of West Branch is selected by IISC, the project would start in August 2025 and be completed by the end of the school year of 2026.

Motion by Dean, second by Sexton to approve Resolution 2025-11. AYES: Dean, Sexton, Horihan, Stoolman, Miller. NAYS: None. Motion carried.

Resolution 2025-12 – Setting a date for a Public Hearing on a proposal to enter into a Franchise Agreement with Linn County Rural Electric Cooperative for the provision of providing for the distribution, transmission and sale of electricity within the City of West Branch, Iowa; and allowing for the Petition for an Election. / Move to action.

Motion by Dean, second by Miller to approve Resolution 2025-12. AYES: Dean, Miller, Stoolman, Horihan, Sexton. NAYS: None. Motion carried.

Resolution 2025-13 – Setting a date for a Public Hearing on a proposal to enter into a Franchise Agreement with Alliant Energy for the provision of providing for the distribution, transmission and sale of electricity within the City of West Branch, Iowa; and allowing for the Petition for an Election. / Move to action.

Motion by Sexton, second by Miller to approve Resolution 2025-13. AYES: Sexton, Miller, Horihan, Stoolman, Dean. NAYS: None. Motion carried.

Resolution 2025-14 – Setting a date for a Public Hearing on a proposal to enter into a Franchise Agreement with Alliant Energy for the provision of providing for the distribution, transmission and sale of natural gas within the City of West Branch, Iowa; and allowing for the Petition for an Election. / Move to action.

Motion by Sexton, second by Horihan to approve Resolution 2025-14. AYES: Sexton, Horihan, Stoolman, Dean, Miller. NAYS: None. Motion carried.

Discussion – Request to Hire for Grading of South Water Tower Site

Goodale said the City owns a 4-acre parcel where the south water tower is and has been the dumping ground for the past several years for left over concrete from various street projects, dirt, contractors needing to get rid of extra material and most recently used as a temporary brush pile. The area is need of clean-up and the City does not have the equipment or staff that can handle such a large clean-up. Barnhart Custom Services has approached Goodale with an offer to remove the excess material and grade the site as part of a project with Nordex. Barnhart estimates the clean-up will cost approximately \$30,000. Goodale said he feels that Barnhart is giving the City a fair deal, but does not have money in his budgets for this unexpected project. Sexton said he observed the area and noted that some of the dumped materials have encroached onto Nordex's property and that the City should remedy the issue as soon as possible. Miller was concerned that the heavy equipment would cause damage to the roadway used to access the water tower, but Goodale reminded him that Nordex owns the right-of-way that the City uses as the access to the water tower. Olson said should the City decide to approve an agreement with Barnhart, he could add language about repairing the right-of-way access. In response to Goodale's dilemma on how to pay for the clean-up, Kofoed suggested using general fund dollars.

Discussion – LMI Housing Programs

Kofoed introduced the Council to some ideas for LMI programs and gave a brief overview on other cities programs. Kofoed asked the Council to review the information and said he would survey them at the next meeting to discuss the Council’s ideas for implementing the new program.

CITY ADMINISTRATOR REPORT

Kofoed thanked Van Auken for her many hours of work on the budget.

CITY ATTORNEY REPORT – No report

CITY ENGINEER REPORT

Schechinger said he has been working with IDOT on tracking down reimbursements from the I-80 project that Van Auken alerted him of. He also reported that he will be meeting with FEMA next week on the Wapsi Creek project to keep that moving forward.

STAFF REPORTS

Schafer said the library will host an author visit on Wednesday. H.M. Bouwman author of Scattergood will be at the library at 5:00 p.m.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS – No comments

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:09 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk