

*(The following is a synopsis of the minutes of the West Branch City Council meeting. A video recording is available for inspection on the City of West Branch Website at [westbranchiowa.org/city-of-west-branch/mayor-city-council/meetings/](http://westbranchiowa.org/city-of-west-branch/mayor-city-council/meetings/). The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council  
Regular Meeting**

**October 4, 2021  
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: Colton Miller, Jerry Sexton, Tom Dean, Jodee Stoolman and Nick Goodweiler was present. City Staff present: City Clerk Leslie Brick, City Attorney Kevin Olson, City Engineer Dave Schechinger and Fire Chief Kevin Stoolman. City Staff attending via Zoom: Finance Officer Heidi Van Auken, Public Works Director Matt Goodale. Library/IT Director Nick Shimmin, Police Chief John Hanna, Officer Cathy Steen and City Engineer Dave Schechinger.

**APPROVE THE AGENDA**

Motion by Miller, second by Sexton to approve the Agenda. AYES: Miller, Sexton, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

**APPROVE CONSENT AGENDA**

Minutes from the September 20, 2021 City Council Meeting

Minutes from the September 27, 2021 City Council Work Session/Closed meeting.

Motion to approve accepting the resignation of part-time Officer Greg Hall.

Motion to approve Pay Estimate #1 for the I-80 Water Main Relocation Project.

Claims

July monthly financial reports

EXPENDITURES	10/4/2021	
AMAZON	VARIOUS ITEMS	533.73
ARSL	MEMBERSHIP RENEWAL	49.00
BAKER & TAYLOR INC.	BOOKS	1,033.67
BETHANY & SOLOMON HAHN	BLDG INCENTIVE PAYMENT	1,812.83
BOWERS CUSTOM SERVICES LLC	HAULED 6 IN SPECIAL TO SHOP	180.00
CHERYL HOLLICH	BLDG INCENTIVE PAYMENT	1,549.23
CROELL, INC.	SEPT 7 SERVICE	7,829.89
D&R PEST CONTROL	PEST CONTROL SERVICE LIBRARY	95.00
HEIDI VAN AUKEN	MILEAGE FOR TRAINING	22.58
HENNINGSSEN DANIEL	BLDG INCENTIVE PAYMENT	1,094.03
HI-LINE INC	SUPPLIES	3,236.58
HINKHOUSE GLENN OR PAMELA	BLDG INCENTIVE PAYMENT	257.00
ILLINOIS LIBRARY ASSOCIATION	LIBRARY ITEMS	106.06
IOWA ASSN. MUN. UTILITIES	EIASSO SEPT-DEC MEMBERSHP DUES	864.41
IOWA DEPT OF NATURAL RESOURCES	AMENDMENT FEE PERMIT 1694001	180.00
KANOPI	VIDEO SERVICE	25.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,572.47
MARK D & AMBER KLEVEN	BLDG INCENTIVE PAYMENT	4.97
MCELFRESH, SARA	BLDG INCENTIVE PAYMENT	1,207.19
MENARDS	SUPPLIES	145.34
MERIDITH COLEMAN	BLDG INCENTIVE PAYMENT	1,018.53
MUNICIPAL SUPPLY INC.	WATER METER SUPPLIES	14,653.00
NATIVE GROWERS, LLC	GROWING MIX BAG	14.75
OLSON, KEVIN D	LEGAL SERVICE OCT 2021	1,500.00
OVERDRIVE INC	EBOOKS	1,745.29
PETERSON, ADAM D OR LINDSEY	BLDG INCENTIVE PAYMENT	890.70
PITNEY BOWES INC	POSTAGE METER RENTAL -ADMIN	236.52
PLASTIC RECYCLING OF IOWA	4X12" ROUND	319.28
PLUNKETT'S PEST CONTROL	PEST CONTROL - ADMIN	95.18
PORT 'O' JONNY INC.	SERVICE-CEMETERY	95.00
QUILL CORP	SUPPLIES	407.78
RAINMASTER IRRIGATION	CUBBY PARK IRRIGATION	2,250.00
SAM & FRYAUF PERKINS	BLDG INCENTIVE PAYMENT	2,426.05
SCHIMBERG CO	CRETEX PRO RING	1,193.98
SHIMMIN, NICK	LIBRARY MTRLS & BLDG SUPPLIES	43.91
SPEER FINANCIAL INC	TIF REPORT DELIVERY ON 8-16-21	350.00
STATE INDUSTRIAL PRODUCTS	LIFT STATION FOG MAINTENANCE	244.00

T & M CLOTHING COMPANY	BLACK MASKS	24.00
THE HOME DEPOT PRO	SUPPLIES	132.83
TYLER TECHNOLOGIES	UB ONLINE ANNUAL FEE	384.00
UNIFORM DEN INC.	BADGES, COLLAR INSIGNIA	209.61
VEENSTRA & KIMM INC.	VARIOUS PROJECTS	26,427.40
TOTAL		76,460.79
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	10/1/2021	43,092.94
PAID BETWEEN MEETINGS		
CAPITAL ONE/AMAZON	VARIOUS ITEMS	99.41
HY-VEE	CONCESSION SUPPLIES	55.66
KOCH OFFICE GROUP	COPIER MAINTENANCE	332.62
MEDIACOM	CABLE SERVICE	41.90
PITNEY BOWES GLOBAL FINANCIAL	POSTAGE METER LEASE	77.37
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	500.00
US BANK CREDIT CARD	VARIOUS ITEMS	2,777.46
US BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	106.25
VERIZON WIRELESS	WIRELESS SERVICE	361.61
TOTAL		4,352.28
GRAND TOTAL EXPENDITURES		123,906.01
FUND TOTALS		
001 GENERAL FUND	39,020.33	
022 CIVIC CENTER	92.14	
031 LIBRARY	10,443.37	
110 ROAD USE TAX	13,485.39	
112 TRUST AND AGENCY	5,125.03	
308 PARK IMP - PEDERSEN VALLEY	2,250.00	
319 RELOCATING WATER & SEWER	808.00	
321 WIDENING WAPSI CREEK	404.00	
323 I-80 WEST, WATER MAIN RELOCATION	1,740.00	
324 WW TREATMT FAC IMPROVE '21	17,490.00	
327 SPONS WATER QUALITY IMPROVE '21	4,244.00	
600 WATER FUND	24,618.32	
610 SEWER FUND	4,185.43	
GRAND FUND TOTAL	123,906.01	
REVENUE-FISCAL YEAR 2022		
FUND JULY		
001 GENERAL FUND	43,838.87	
022 CIVIC CENTER	351.65	
031 LIBRARY	64.11	
036 TORT LIABILITY	286.45	
110 ROAD USE TAX	36,322.62	
112 TRUST & AGENCY	1,815.94	
119 EMERGENCY TAX FUND	250.21	
121 LOCAL OPTION SALES TAX	20,207.36	
125 TIF	54.39	
226 DEBT SERVICE	2,191.61	
600 WATER FUND	61,531.31	
610 SEWER FUND	71,284.14	
740 STORM WATER UTILITY	5,585.18	
TOTAL	243,783.84	

For the record, Laughlin stated that Hall was resigning as a part-time police officer due to taking an investigator job which does not allow him to be a peace officer. Laughlin questioned Schechinger if the pay estimate for the I-80 Water Main Relocation was the full cost of the project. Schechinger reminded the Council that the charges are a reimbursable item and that the retainage would be withheld while the contractor finished up some punch list items.

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

**COMMUNICATIONS / OPEN FORUM - NONE**

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

### Resolution 2040 – Appointing Adam Kofoed to the position of City Administrator. / Move to action.

Laughlin stated that he felt the hiring process went relatively smooth and that out of fourteen candidates, the cream of the crop rose to the top.

Motion by Goodweiler, second by Sexton to approve Resolution 2040. AYES: Goodweiler, Sexton, Miller, Stoolman, Dean. NAYS: None. Motion carried.

### Resolution 2041 – Approving an employment agreement for the City Administrator of the City of West Branch. / Move to action.

Laughlin said the contract terms were mutually agreed upon by both parties and noted that very little was changed from the original proposal.

Motion by Miller, second by Dean to approve Resolution 2041. AYES: Miller, Dean, Stoolman, Goodweiler, Sexton. NAYS: None. Motion carried.

### First Reading Ordinance 783 – Amending Chapter 75. / Move to action.

Laughlin stated that Chief Hanna prepared the ordinance which mirrors Cedar County’s ordinance and updated it further to include language from the State Code. The Council had no further updates or comments.

Motion by Goodweiler, second by Sexton to approve first reading of Ordinance 783. AYES: Goodweiler, Sexton, Dean, Miller, Stoolman. NAYS: None. Motion carried.

### Discussion – Waste Water Treatment Project Schedule Update

Schechinger provided an updated timeline for the waste water treatment project and said the environmental review drives the process and now that it is complete, the project can move forward. Schechinger said that the land acquisition also required a timeline adjustment and the DNR has granted an extension on the permit. According to the revised timeline, the project is scheduled to go out to bid on January 17, 2022 with construction to begin in the spring. Miller asked the question, “what if this process (SAGR system) does not work?”. Schechinger responded that the process chosen is a tried and true process and that he’s never experienced an issue before.

### Discussion – Herbert Hoover Highway / Cedar-Johnson Road

Schechinger presented the latest opinion of costs for the Herbert Hoover Highway / Cedar-Johnson Road intersection project. He pointed out that the difference in cost between the two concepts (turn-lanes vs. roundabout) is now approximately \$130,000. The estimated cost to the city for the roundabout concept is \$611,761.76. Schechinger said the \$1.5 million-dollar project will be shared between Johnson County and the City with a 60/40 split with Johnson County’s share at \$882,232.36. Laughlin said he preferred the roundabout for helping slow traffic coming into town and asked the Council for their consensus. By a show of hands, four out of five preferred the roundabout. Miller said with the growth occurring on the west side of town, the roundabout would help move traffic and possibly save the city money in the long run if traffic lights were needed later at that intersection. Stoolman said she didn’t prefer one concept over the other but said she is concerned how the financing of this project will affect other projects such as the Eastside Water Main project. Schechinger said Johnson County is planning on starting in the spring with a completion date of October/November 2022. Laughlin stated that he would call the city’s financial advisor as soon as possible to start discussions on how the city will pay for all of the projects they have planned and reminded the Council that this is one project that cannot be avoided.

## **STAFF REPORTS - NONE**

## **CITY ADMINISTRATOR REPORT – N/A**

## **CITY ATTORNEY REPORT - NONE**

## **COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Laughlin said he received an ‘interesting’ call last week regarding the Croell Site but was not yet ready to share any details just yet.

Miller suggested that the Council at their next meeting discuss a draft Capital Improvements Plan so they can start planning and preparing for all of the upcoming projects discussed tonight and determine how the City is going to pay for all of them. Miller said the services of Speer Financial will be needed to sort everything out.

**ADJOURNMENT**

Motion to adjourn the regular meeting by Miller, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 7:56 p.m.

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Roger Laughlin, Mayor

ATTEST: \_\_\_\_\_  
Leslie Brick, City Clerk