

*(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**

**December 20, 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, Jodee Stoolman, Tom Dean and Nick Goodweiler was present. City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick and City Attorney Kevin Olson City Staff attending via Zoom: Parks & Recreation Director Melissa Russell, Finance Officer Heidi Van Auken, Library/IT Director Nick Shimmin, Police Chief John Hanna, and City Engineer Dave Schechinger. Absent: Public Works Director Matt Goodale and Fire Chief Kevin Stoolman.

**SWEARING IN OF RE-ELECTED MAYOR AND CITY COUNCIL MEMBERS**

Mayor Pro Tem Miller swore in Mayor Roger Laughlin to his third term.  
Mayor Roger Laughlin swore in Councilperson Jodee Stoolman and Nick Goodweiler to their second terms.

**APPROVE THE AGENDA**

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

**APPROVE CONSENT AGENDA**

Minutes from the December 6, 2021 City Council regular meeting.  
Records Destruction – Community State Bank check drafts.  
Claims & October Monthly Financial Report.

EXPENDITURES	12/20/2021	
ADAM KOFOED	MOVING EXP REIMBURSEMENT	2,500.00
AMAZON	VARIOUS ITEMS	684.07
AT & T MOBILITY	WIRELESS SERVICE	344.44
BAKER & TAYLOR INC.	BOOKS	538.86
BARNHART'S CUSTOM SERVICES	ORANGE ST & SHED PARKING LOT	1,107.00
<b>BROWN'S WEST BRANCH FORD**</b>	<b>2022 FORD TRUCK FOR PW</b>	<b>49,275.00</b>
CATHERINE STEEN	FLU SHOT REIMBURSEMENT	25.00
CEDAR COUNTY AUDITOR	CITY/SCHOOL ELECTION SERVICES	2,448.27
CEDAR COUNTY RECORDER	RECORDING FEES	40.00
CITY OF GARNER	KOFOED ICMA CONF REIMBURSEMENT	1,628.52
CROELL, INC.	CASEY'S LOT PARKING CONCRETE	1,260.50
DAVE'S WELDING & REPAIR	TRUCK REPAIR - AIR LINE	28.50
HEIDI VAN AUKEN	MILEAGE/PARKING REIMBURSEMENT	27.40
HI-LINE INC.	BRINE TANKS TRUCK WIRING	1,641.94
ICMA	ICMA 2022 MEMBERSHIP RENEWAL	736.00
IMWCA	IMWCA MONTHLY PAYMENT	2,296.00
IOWA LIBRARY ASSOCIATION	KNOCHE ILA DUES 2022	300.00
IOWA POLICE CHIEFS ASSOC	MEMBERSHIP RENEWAL 2022	125.00
JAYME CILEK	CLEANING SERVICES	180.00
JOHANNNS, DEREK OR SARAH	BLDG INCENTIVE PAYMENT	929.03
JOHNSON COUNTY AUDITOR	CITY/SCHOOL ELECTION FEES	560.15
JOHNSON COUNTY REFUSE INC.	GARBAGE CONTRACT	16,387.75
KANOPI	ON DEMAND VIDEO SERVICE	36.00
LYNCH'S PLUMBING INC.	BRINE SETUP	28.60
MATT PARROTT INC.	PRINTING LASER CHECKS	403.53
MUNICIPAL SUPPLY INC.	WATER METERS: NEW AND REPLACE	10,050.00
OASIS ELECTRIC LLC	LEAF VAC REPAIR	145.22
OVERDRIVE INC.	DIGITAL BOOKS	370.82
PLASTIC RECYCLING OF IOWA	BENCHES	3,170.00
PLAY IT AGAIN SPORTS	YOUTH SPORTS EQUIPMENT	519.80
PLUNKETT'S PEST CONTROL	PEST CONTROL-CITY OFFICE	89.00
PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	123.00
PREMIER PARTS TIPTON	TRUCK MAINTENANCE PARTS	254.68
PUTNAM MUSEUM	LIBRARY ANNUAL MEMBERSHIP	80.00

QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	759.00
QUILL CORP	OFFICE SUPPLIES	37.41
STATE HYGIENIC LAB	LAB ANALYSIS	54.00
STATE INDUSTRIAL PRODUCTS	LIFT STATION CLEANING CHEMICAL	162.15
U.S. POSTAL SERVICE	LIB ANNUAL PO BOX RENTAL	92.00
URMIE, TAMI	TOWN HALL RESERVATION REFUND	130.00
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	872.54
USA BLUE BOOK	SUPPLIES FOR WATER & SEWER	216.41
USA TODAY	ANNUAL SUBSCRIPTION FOR LIBRARY	338.81
WEST BRANCH COMM SCHOOLS	YOUTH VOLLEYBALL GYM RENTAL	1,225.00
WEST BRANCH REPAIRS	VEHICLE SERVICE - POLICE	54.60
WEST BRANCH TIMES	LEGAL PUBLICATIONS	753.17
TOTAL		103,029.17

12/10/2021

REGULAR PAYROLL	42,451.45
COUNCIL ANNUAL PAYROLL	12,293.23
FIRE ANNUAL PAYROLL	43,471.99
TOTAL PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	98,216.67

PAID BETWEEN MEETINGS

ALLIANT ENERGY	ALLIANT ENERGY	12,297.32
APPARATUS TESTING SERVICE	FIRE PUMP CERTIFICATION TEST	615.25
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	253.99
CULLIGAN WATER TECH	WATER SOFTNER SERVICE	25.20
HEIMAN FIRE EQUIP	BOOTS, GLOVES FOR FIRE DEPT	1,075.58
JT INTERNATIONAL	HHTD INFLATABLES DEPOSIT	3,000.00
LINN COUNTY REC	STREET LIGHTS	213.10
STRYKER SALES CORP	MEDICAL SUPPLIES	1,934.60
WEST BRANCH REPAIRS	BATTERIES REPLACEMENT FIRE DEPT	208.70
WEX BANK	VEHICLE FUEL	1,355.26
GLOBAL PAYMENTS	NOVEMBER CREDIT CARD FEES	469.22
ROSAURA MARTINEZ	UB REFUND	43.71
TREASURER STATE OF IOWA	WET TAX PAYMENT	2,268.00
TREASURER STATE OF IOWA	SALES TAX PAYMENT	945.00
TOTAL		24,704.93

GRAND TOTAL EXPENDITURES 225,950.77

FUND TOTALS

001 GENERAL FUND	129,634.53
022 CIVIC CENTER	791.24
031 LIBRARY	8,375.74
036 TORT LIABILITY	2,065.82
110 ROAD USE TAX	23,210.12
112 TRUST AND AGENCY	9,480.53
600 WATER FUND	37,059.94
610 SEWER FUND	15,332.85

GRAND FUND TOTAL 225,950.77

REVENUE-FISCAL YEAR 2022  
FUND OCTOBER

001 GENERAL FUND	458,277.06
022 CIVIC CENTER	3,736.54
031 LIBRARY	2,154.50
036 TORT LIABILITY	15,253.13
110 ROAD USE TAX	27,871.07
112 TRUST & AGENCY	99,233.10
119 EMERGENCY TAX FUND	13,697.95
121 LOCAL OPTION SALES TAX	24,050.82
125 TIF	132,459.04
226 DEBT SERVICE	107,912.16
300 CAPITAL IMPROVEMENT RESERVE	20,167.94
600 WATER FUND	56,627.61

610 SEWER FUND	61,945.52
740 STORM WATER UTILITY	5,112.00
TOTAL	1,028,498.44

\*\*Stoolman stated that she would not approve the claim for \$49,275.00 to Brown’s West Branch Ford for the recent truck purchase by Public Works. Sexton asked if the truck purchase was budgeted and which truck it replaced. Goodale was absent this evening but Kofoed confirmed that it was in the Public Works budget for FY22 and was paid for from water, sewer, roads and streets and road use tax funds. Kofoed was not sure which truck it replaced, but said he would find out and report back to Council.

Sexton amended his motion to approve of all of the Consent agenda items (excluding the truck purchase – to be voted on separately.) Goodweiler seconded the amended motion. AYES: Sexton, Goodweiler, Miller, Stoolman, Dean. NAYS: None. Motion carried.

Motion by Dean, second by Sexton to approve the Brown’s West Branch Ford claim in the amount of \$49,275.00 for a truck purchase. AYES: Dean, Sexton, Miller, Goodweiler. NAYS: Stoolman. Motion carried.

### **COMMUNICATIONS / OPEN FORUM**

Laughlin read a letter from Pastor Chad Whaley of Bethany Lutheran Church commending Officer Cathy Steen on a recent interaction with her regarding assisting a transient person who sought out help from the church.

#### Nick Shimmin, West Branch Public Library Strategic Plan 2022-2024

Shimmin presented the West Branch Public Library Strategic Plan which covers a three-year time period. The plan includes a mission statement, goals and objectives which he said is reviewed annually. Shimmin said the plan ‘guides everything they do at the library’ and was derived by a community survey conducted earlier this year to discover what residents are wanting in the community.

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

Third Reading Ordinance 785 – Providing that General Property Taxes Levied and Collected on Certain Lots in The Meadows, Part 4A in West Branch, Iowa be paid to a Special Fund for Payments on Loans in connection to the West Branch Urban Renewal Area. / Move to action.

#### **ORDINANCE NO. 785**

AN ORDINANCE PROVIDING THAT GENERAL PROPERTY TAXES LEVIED AND COLLECTED ON CERTAIN LOTS IN THE MEADOWS, PART 4A, WEST BRANCH, IOWA, IN THE CITY OF WEST BRANCH, COUNTY OF CEDAR, STATE OF IOWA, BY AND FOR THE BENEFIT OF THE STATE OF IOWA, CITY OF WEST BRANCH, COUNTY OF CEDAR, WEST BRANCH COMMUNITY SCHOOL DISTRICT, AND OTHER TAXING DISTRICTS, BE PAID TO A SPECIAL FUND FOR PAYMENT OF PRINCIPAL AND INTEREST ON LOANS, MONIES ADVANCED TO AND INDEBTEDNESS, INCLUDING BONDS ISSUED OR TO BE ISSUED, INCURRED BY SAID CITY IN CONNECTION WITH SAID WEST BRANCH URBAN RENEWAL AREA.

WHEREAS, The Meadows Development, Inc. and the City of West Branch entered into that certain development agreement for the construction of a project located in the Meadows Subdivision, Parts 4A, West Branch, Iowa; and

WHEREAS, the following properties are located in the West Branch Urban Renewal Area:

- a. Lot 8, The Meadows Subdivision, Part 4A, West Branch, Iowa;
  - b. Lot 9, The Meadows Subdivision, Part 4A, West Branch, Iowa;
  - c. Lot 11, The Meadows Subdivision, Part 4A, West Branch, Iowa;
  - d. Lot 17, Unit A, The Meadows Subdivision, Part 4A, West Branch, Iowa;
  - e. Lot 17, Unit B, The Meadows Subdivision, Part 4A, West Branch, Iowa;
  - f. Lot 18, Unit A, The Meadows Subdivision, Part 4A, West Branch, Iowa;
  - g. Lot 18, Unit B, The Meadows Subdivision, Part 4A, West Branch, Iowa;
  - h. Lot 19, Unit A, The Meadows Subdivision, Part 4A, West Branch, Iowa;
  - i. Lot 19, Unit B, The Meadows Subdivision, Part 4A, West Branch, Iowa;
  - j. Lot 21, The Meadows Subdivision, Part 4A, West Branch, Iowa;
  - k. Lot 26, The Meadows Subdivision, Part 4A, West Branch, Iowa
- (collectively the “Properties”); and

WHEREAS, indebtedness has been incurred by the City, and additional indebtedness is anticipated to be incurred in the future, to finance urban renewal project activities within the West Branch Urban Renewal Area, and the continuing needs of redevelopment of the Property within the West Branch Urban Renewal Area are such as to require the continued application of the incremental tax resources of the West Branch Urban Renewal Area; and

WHEREAS, the following enactment is necessary to accomplish the objectives described in the premises.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST BRANCH, IOWA, THAT:

Section 1: The taxes levied against the Properties by and for the benefit of the State of Iowa, City of West Branch, County of Cedar, West Branch Community School District, and all other taxing districts from and after the effective date of this Ordinance shall be divided as hereinafter in this Ordinance provided.

Section 2: As to the Properties, that portion of the taxes which would be produced by the rate at which the tax is levied each year by and for each of the taxing districts taxing the Property in the West Branch Urban Renewal Area upon the total sum of the assessed value of Property, being the first day of the calendar year preceding the effective date of this Ordinance, that date being January 1, 2020, shall be allocated to and when collected be paid into a fund for the respective taxing district as taxes by or for said taxing district into which all other property taxes are paid. The taxes so determined may be referred to herein as the "base period taxes."

Section 3: That portion of the taxes each year in excess of base period taxes for the Properties shall be allocated to and when collected be paid into the special tax increment fund previously established by the City of West Branch to pay the principal of and interest on loans, monies advanced to, or indebtedness, whether funded, refunded, assumed or otherwise, including bonds issued under authority of Section 403.9 or Section 403.12 of the Code of Iowa, incurred by the City of West Branch, Iowa to finance or refinance, in whole or in part, urban renewal projects undertaken within the West Branch Urban Renewal Area pursuant to the Urban Renewal Plan, as amended.

Section 4: At such time as the loans, monies advanced, bonds and interest thereon and indebtedness of the City of West Branch referred to in Section 3 hereof have been paid, or the City has provided for the division of taxes for a total of twenty (20) fiscal years, whichever is sooner, all monies thereafter received from taxes upon the Property shall be paid into the funds for the respective taxing districts in the same manner as taxes on all other property.

Section 5: All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed. In the event that any provision of this Ordinance shall be determined to be contrary to law it shall not affect other provisions or application of this Ordinance which shall at all times be construed to fully invoke the provisions of Section 403.19 of the Code of Iowa with reference to the West Branch Urban Renewal Area and the territory contained therein.

Section 6: This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed and approved this 20<sup>th</sup> day of December, 2021.

1<sup>st</sup> Reading: November 15, 2021

2<sup>nd</sup> Reading: December 6, 2021

3<sup>rd</sup> Reading: December 20, 2021

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk

Motion by Sexton, second by Goodweiler to approve third reading of Ordinance 785. AYES: Sexton, Goodweiler, Dean, Stoolman, Miller. NAYS: None. Motion carried.

Second Reading Ordinance 786 – Amending Title “Traffic and Vehicles” Chapter 69 “Parking Regulations”.  
/ Move to action.

Sexton asked how no parking zones were determined. Staff responded that no parking zones are determined by which side of the street fire hydrants are placed.

Motion by Goodweiler, second by Sexton to approve second reading of Ordinance 786. AYES: Goodweiler, Sexton, Miller, Stoolman, Dean. NAYS: None. Motion carried.

Second Reading Ordinance 787 – Amending Title “Traffic and Vehicles” Chapter 65 “Stop or Yield Required”.  
/ Move to action.

There were no comments.

Motion by Sexton, second by Goodweiler to approve second reading of Ordinance 787. AYES: Sexton, Goodweiler, Stoolman, Miller, Dean. NAYS: None. Motion carried.

First Reading Ordinance 789 – Amending Title “Traffic and Vehicles” Chapter 69 “Parking Regulations”.  
/ Move to action.

This ordinance covers no parking zones in the three remaining subdivisions; Loethen Ridge Estates, The Meadows (Parts 2 and 4), and Cedar’s Edge. There were no other comments.

Motion by Miller, second by Goodweiler to approve first reading of Ordinance 789. AYES: Miller, Goodweiler, Dean, Sexton, Stoolman. NAYS: None. Motion carried.

Public Hearing – For the public inspection on the proposed “Code of Ordinances of the City of West Branch, Iowa.”

Laughlin opened the public hearing at 7:38. There were no public comments. Laughlin closed the public hearing at 7:39.

First Reading Ordinance 788 – Adopting the “Code of Ordinances of the City of West Branch, Iowa. / Move to action.

The Council had no comments.

Motion by Miller, second by Goodweiler to approve first reading of Ordinance 788. AYES: Miller, Goodweiler, Sexton. Dean, Stoolman. NAYS: None. Motion carried.

Resolution 2061 – Approving annual insurance renewals with Wellmark Blue Cross and Blue Shield for health and dental insurance. / Move to action.

The council discussed the 20 percent increase in premiums at their last Council meeting and no further questions for staff regarding the renewal rates.

Motion by Goodweiler, second by Dean to approve Resolution 2061. AYES: Goodweiler, Dean, Stoolman, Miller, Sexton. NAYS: None. Motion carried.

Resolution 2062 – Approving the Site Plan for Dawson Plaza (Lots 1, 2 & 3) of the Meadows Part 4A, West Branch, Iowa. / Move to action.

Schechinger advised the Council of two items to consider before approving the site plan. 1) A future sidewalk on the south end of the property should a sidewalk connection be made in the future and; 2) The developer will need to obtain a flood plain permit from the City for these lots. The Council discussed Schechinger’s comments and felt that they could ask the developer to pay for a future sidewalk, but put the money in a trail fund. Miller said he doubted that the City would ever put in a sidewalk on the north side of West Main Street and infrastructure would be required in doing so. Olson said that trail fund could be made part of the Developer’s Agreement and the Council was satisfied with that. The Council asked Schechinger to prepare a cost estimate for the sidewalk. Brad Larson, co-owner of The Meadows Inc. and Dawson Plaza addressed the Council on his final thoughts on the project saying that this project meets three of the community needs listed in the West Branch Strategic Plan: new businesses, recreation and new housing. Scott Thoma, Progressive Rehabilitation Associates addressed the Council and shared his excitement over the project and reiterated how the project will help fill a need of the community. Thoma said the fitness center will offer cardio, strength training and classroom fitness options and will benefit the high school, Park & Recreation and the general community.

Motion by Sexton, second by Dean to approve Resolution 2062. AYES: Sexton, Dean, Miller, Stoolman, Goodweiler. NAYS: None. Motion carried.

Resolution 2063 – Approve the annual agreement in the amount of \$8,640 with the U.S. Geological Survey for the ongoing operation and maintenance of the Streamflow Gauging located on the Wapsinonoc Creek at College Street. /Move to action.

Jon Nania, USGS said this is the city’s sixth year of data collection with the stream flow gauge. The gauge collects real-time data throughout the year and is beneficial for modeling for how to minimize flooding impacts. Although the Council felt that the agreement should be continued, Sexton asked when it should end. Miller responded “until the issue is mitigated both upstream and downstream”. Laughlin added that the data collected has been used to apply for grants such as the SRF Sponsored project and Schechinger agreed. Nania reminded that the cost of the gauge and monitoring is grand-fathered and not changed since the start of the program. The Council had no other comments or questions.

Motion by Dean, second by Goodweiler to approve Resolution 2063. AYES: Dean, Goodweiler, Stoolman, Miller, Sexton. NAYS: None. Motion carried.

Discussion – Fireworks contract for Hoover’s Hometown Days 2022

Brick presented two quotes provided from the fireworks vendor. Brick said that due to rising costs of goods and products, the usual \$25,000-dollar show will now cost \$31,250.00, a 25 percent increase. The Council discussed the two options, but felt it was best to wait until they had their budget work session before deciding on which quote to go with. The Council also asked to see the 2022 Hoover’s Hometown Days budget to see where money was being sent on the event from Russell, the event coordinator.

Discussion – Draft Strategic Goals and Priorities

Kofoed presented a draft resolution that listed projects and top priorities for the Council to review so as to give staff direction for 2022. Included in the list was to formally develop and adopt a capital improvements plan for city projects the City Council would like to see completed.

### **CITY ADMINISTRATOR REPORT**

Kofoed announced boards and commissions vacancies and asked the mayor and council to encourage residents to volunteer their time. Kofoed briefly explained the budget process and current tax roll-back for residential and commercial properties and how that will reflect the upcoming and future budgets. Kofoed mentioned that inflation is up approximately 6 percent and how that will impact all budgets. He also said that the fire department is struggling with volunteers for calls and is considering some type of on-call pay for the volunteers as a recruitment or retainment tool.

### **CITY ATTORNEY REPORT**

No report.

### **CITY ENGINEER REPORT**

Schechinger provided updates on various city projects including:

Herbert Hoover Highway / Cedar Johnson Road round-a-bout, Wapsi Creek widening, waste water treatment plant, I-80 widening project, residential site plan pre-sod inspections and assisting with the financial planning of future city projects. Schechinger said all projects are moving forward.

### **STAFF REPORTS**

No reports.

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

Miller asked Public Works to do a review of street signs within the city limits and replace faded signs as needed.

### **ADJOURNMENT**

Motion to adjourn the regular meeting by Dean, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 8:50 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk