

*(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 6, 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, City Attorney Kevin Olson, Public Works Director Matt Goodale, Finance Officer Heidi Van Auken, Library/IT Director Nick Shimmin, Police Chief John Hanna, and City Engineer Dave Schechinger. City Staff attending via Zoom: Parks & Recreation Director Melissa Russell.

**APPROVE THE AGENDA**

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

**APPROVE CONSENT AGENDA**

Minutes from the November 15, 2021 City Council regular meeting.

Approve a Class C Liquor License with Sunday Sales privileges for Hazelhasky, LLC dba Herb & Lou's – 105 N. Downey St., West Branch, Iowa.

Approve Gavin Hills as a Volunteer Firefighter with the West Branch Fire Department.

Approve a Zumba instruction contract with Abby Noelck.

Approve an Amendment of Solicitation for snow removal services and intrusion alarm police response with the United States DOI, National Park Service and Herbert Hoover National Historic Site.

Claims & September Monthly Financial Report.

EXPENDITURES	12/6/2021	
AERO RENTAL INC	BOOM LIFT RENTAL-LIGHT HANGING	504.25
ALATORRE LLC	WINDOW CLEANING CITY BLDG	120.00
AMAZON.COM.CA, INC.	WINDSHIELD COVER	29.79
BAKER & TAYLOR INC.	BOOKS	518.97
CHAUNCEY BUTLER POST 514	FLAGS FOR PARKS, TOWN HALL	151.00
CJ COOPER & ASSOCIATES	ANNUAL ADMIN FEE FOR 2022	235.00
CROELL, INC.	CASEY'S LOT CONCRETE	8,873.88
D&R PEST CONTROL	PEST CONTROL - LIBRARY	45.00
DAVID & RENEE HAUGLAND	BLDG INCENTIVE PAYMENT	637.36
DIRK WIENEKE	PARKS MAINTENANCE	3,350.00
DORSEY & WHITNEY LLP	LEGAL FEES-VW TREATMENT FACILITY	4,000.00
ECONO SIGNS LLC	REPLACE COLLEGE ST SIGNS INTERSECTIONS	62.70
EMYLEE & RYAN HARNEY	BLDG INCENTIVE PAYMENT	857.48
GRIEBAHN INDUSTRIES INC	NAMEPLATES - KOFOED, BRICK	84.00
HAWKINS INC	CHEMICALS FOR WATER PLANT	3,165.98
HI-LINE INC	SAFETY PPE	224.97
IOWA CODIFICATION INC	CODE UPDATE	2,260.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	91.80
JOHN DEERE FINANCIAL	SUPPLIES FOR PARKS, PW	374.34
JOURNEYED COM INC	MICROSOFT OFFICE SUBSCR LIBRARY	168.07
KAYLA CRIST	BASKETBALL FEE REFUND - 1ST GRADE	20.00
KNOCHE, REBECCA	BUSINESS MEAL	83.10
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,641.53
LYNCH'S PLUMBING INC	BRINE COOKER BUILD	23.50
MACQUEEN EQUIPMENT	PART FOR OSHKOSH	307.74
MEDIACOM	CABLE SERVICES	41.90
MENARDS	BLDG SUPPLIES	74.52
MIDWEST RADAR & EQUIPMENT	RADAR CALIBRATION	200.00
MPH INDUSTRIES INC	RADAR	1,999.00
OLSON, KEVIN D	LEGAL SERVICES DEC 2021	1,500.00
ORIENTAL TRADING CO. INC.	RECREATION SUPPLIES	300.29
POLICE LEGAL SCIENCES, INC	LEGAL TRAINING RENEWAL 2022	180.00
PORT 'O' JONNY INC.	SERVICE-CEMETERY	106.50
QUILL CORP	OFFICE SUPPLIES	200.05
ROCHA LAWN CARE	LAWN MOWING-NUISANCE	928.00

STATE INDUSTRIAL PRODUCTS	LIFT STATION CLEANING CHEMICAL	236.00
TERRACON CONSULTANTS INC	WW TREATMENT ENGINEERING FEE	8,350.00
THE GAZETTE	GAZETTE SUBSCRIPTION - LIBRARY	231.40
USA BLUE BOOK	CHEMICALS FOR TESTING WATER	398.11
VEENSTRA & KIMM INC.	LOT SITE PLAN REVIEW	32,959.10
WEST BRANCH COMMUNITY DEV	CHRISTMAS PAST CARRIAGE RIDES	3,000.00
ZIPPY'S SALT BARN LLC	FIRE BLEND ICE MELT	9,217.10
TOTAL		87,752.43
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	11/26/2021	53,949.15
PAID BETWEEN MEETINGS		
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES - FIRE	91.99
BUSINESS RADIO SALES	POWER SUPPLY SERVICE	207.50
CEDAR COUNTY COOPERATIVE	FUEL - FIRE	1,134.25
CULLIGAN WATER TECH	WATER SOFTNER SERVICE	69.11
HOTSY CLEANING SYSTEMS	SALT LICK - ROAD SALT REMOVER	251.00
LYNCH'S EXCAVATING INC	CONCRETE REMOVAL CASEY'S LOT	3,505.00
LYNCH'S EXCAVATING INC	WATER MAIN REPAIR - EMERGENCY	4,180.00
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE -ADMIN	500.00
QUILL CORP	OFFICE SUPPLIES	9.44
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	4,059.11
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE - LIBRARY	100.00
US BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	116.88
VERIZON WIRELESS	VERIZON WIRELESS SERVICE	374.99
FIDELITY BANK & TRUST	STOP PAYMENT FEE	30.00
GLOBAL PAYMENTS	OCTOBER CREDIT CARD FEES	451.00
TOTAL		15,080.27
GRAND TOTAL EXPENDITURES		156,781.85

FUND TOTALS		
001 GENERAL FUND	42,442.67	
022 CIVIC CENTER	44.55	
031 LIBRARY	10,555.16	
110 ROAD USE TAX	29,538.60	
112 TRUST AND AGENCY	13,356.05	
321 WIDENING WAPSI CREEK @ BE	985.50	
324 WW TREATMT FAC IMP 2021	41,500.00	
326 ROUNDABOUT MAIN & CEDAR-J	744.00	
327 SPONS WATER QUAL IMP 2021	186.00	
600 WATER FUND	13,577.48	
610 SEWER FUND	3851.84	
GRAND FUND TOTAL	156,781.85	

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

## COMMUNICATIONS / OPEN FORUM

### Brad Larson, Dawson Plaza Site Plan (initial review for comments)

Larson, part owner of The Meadow's Subdivision presented their site plan of a four unit building that would house Progressive Rehabilitation, a fitness center (leased and ran by Progressive Rehab) and two additional units that would be sold and/or leased. Larson said the proposed fitness center would fulfill a community need that would require a membership and have 24-hour access. Larson also said there was additional space within the fitness center that could be used (by the City) for organized fitness classes or other types of activities. Laughlin said that the developer has requested a TIF rebate for their project and was looking for some sort of Council direction before moving forward with the project to ensure its feasibility. Larson said preliminary estimates for the project are approximately \$1.5 million but that they were hoping to get some solid numbers in the coming weeks. The Council all seemed agreeable with some sort of TIF rebate agreement but Miller added that as the City continues to grow, the Council needs to develop a list of criteria for TIF rebates requests to ensure that it meets the needs of the City, that the request is reasonable and that all developers are treated

fairly and that no favoritism is perceived. Miller said that by developing a process and a list of criteria that must be met, will help the Council make sound decisions based on community need ahead of developer cost savings. The Council gave The Meadows an unofficial ‘nod’ to proceed with their project.

Pete Swisher, Superintendent, Herbert Hoover National Historic Site

Swisher gave his final presentation on the park’s flood mitigation project that was completed in 2021. Swisher said the creek restoration and detention area added in the prairie will help with future flood events in the park. Swisher thanked the City for their continued commitment of their part of the Wapsi Creek widening project which will further help with the flood mitigation.

Nick Shimmin, West Branch Public Library Annual Report S

Shimmin gave his annual report for 2021. Shimmin noted that this year’s report looks different than years past due to COVID-19 and how the library had to adapt to the changes in how the community interacts. Shimmin said this past year less programs were done, but more outdoor activities were encouraged.

**PUBLIC HEARING / NON-CONSENT AGENDA**

Second 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.

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

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

Council requested a map of the subdivision to accompany the second reading of the ordinance as a visual aid. Motion by Dean, second by Miller to approve first reading of Ordinance 786. AYES: Dean, Miller, Stoolman, Goodweiler, Sexton. NAYS: None. Motion carried.

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

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

Resolution 2052 – Approving the submission of the City of West Branch FY21 Annual Financial Report to the State Auditor’s Office. / Move to action.

Motion by Dean, second by Goodweiler to approve Resolution 2052. AYES: Dean, Goodweiler, Stoolman, Sexton, Miller. NAYS: None. Motion carried.

Resolution 2057 – Approve Parkside Hills, Lot 9 Site Plan. / Move to action.

Laughlin commented that the site plan had been reviewed by the City Engineer, staff and approved by the Planning & Zoning Commission. The site plan will include multiple townhomes which will be serviced by a private drive and maintained by a homeowner’s association.

Motion by Goodweiler, second by Sexton approve Resolution 2057. AYES: Goodweiler, Sexton, Miller, Dean, Stoolman. NAYS: None. Motion carried.

Resolution 2058 – Approve Parkside Hills, Lot 12 Site Plan. / Move to action.

Laughlin commented that the site plan had been reviewed by the City Engineer, staff and approved by the Planning & Zoning Commission. The site plan will include multiple townhomes which will abut Sycamore Street (a new public street maintained by the City.)

Motion by Dean, second by Goodweiler to approve Resolution 2058. AYES: Dean, Goodweiler, Stoolman, Miller, Sexton. NAYS: None. Motion carried.

Resolution 2059 – Directing the Clerk to publish notice of hearing on the adoption of the proposed “Code of Ordinances of the City of West Branch, Iowa”. / Move to action.

Laughlin said the Code review has been completed and the next step is to hold a public hearing on the adoption of the Code. Brick mentioned that the Code must be adopted by Ordinance and that the first reading of the ordinance will follow the public hearing to be held on December 20<sup>th</sup>.

Motion by Miller, second by Goodweiler to approve Resolution 2059. AYES: Miller, Goodweiler, Sexton, Dean, Stoolman. NAYS: None. Motion carried.

Resolution 2060 – Approving an employee salary adjustment. / Move to action.

Laughlin stated that due to this summer’s City Administrator vacancy, a performance evaluation was not given to Chief Hanna. Laughlin recommended that the Council honor the salary increase due to those circumstances. Motion by Goodweiler, second by Sexton to approve Resolution 2060. AYES: Goodweiler, Sexton, Stoolman, Miller, Dean. NAYS: None. Motion carried.

**CITY ADMINISTRATOR REPORT**

Kofoed started with “it’s good to be home”, having just completed his first week as West Branch’s newest City Administrator. Kofoed advised the Council that he has tentatively scheduled January 10<sup>th</sup> as the first budget workshop for FY23. He added that the West Branch Volunteer Fire Department is experiencing the same issues state wide on the number of volunteers needed for responding to calls. He asked Gregory Norfleet of the West Branch Times to assist with recruitment efforts and said Fire Chief Stoolman was working a video to share on social media to encourage residents to consider volunteering their talents and time.

**STAFF REPORTS**

Goodale said he is looking into the possibility of adding some lighting to the new pocket park underway on the former Casey’s lot. The lighting would illuminate the mural that will be erected in 2022.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Dean asked City Engineer Schechinger for an update on the Herbert Hoover/Cedar-Johnson Rd round-a-bout. Schechinger replied that the 28E agreement was being reviewed by Johnson County and that the final design is being worked on. Schechinger said the project is scheduled to be complete in 2022.

Miller questioned the progress on the condemnation of the Gaskill property (for the Wapsi Creek widening). Schechinger said they were still waiting on property appraisals.

Sexton requested that the tree located in front of 25 Greenview be removed in the spring to alleviate traffic confusion on the recently opened connection. The design, originally to create a type of round-a-bout has created a sharp turn which is difficult to navigate when heading south out of the subdivision. Sexton suggested the tree be removed and chip and seal be placed in the spring. He asked that in the meantime, signage be placed to direct car traffic appropriately.

**ADJOURNMENT**

Motion to adjourn the regular meeting by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:37 p.m.

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Roger Laughlin, Mayor

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