

(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**

**March 21, 2022
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, Jerry Sexton, Jodee Stoolman, and Nick Goodweiler. Tom Dean was absent. City Staff present: City Clerk Leslie Brick, Public Works Director Matt Goodale, Fire Chief Kevin Stoolman, City Attorney Kevin Olson and City Engineer Dave Schechinger. City Staff attending via Zoom: Finance Officer Heidi Van Auken, Chief John Hanna.

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve Minutes from the March 7, 2022 City Council regular meeting
Approve a contract with Frontline Warning Systems in the amount of \$600.00
Appoint Nate Bartz to the Animal Control Commission – term expiration 12/31/2022
Approve Claims

EXPENDITURES	3/21/2022	
ACTION SEWER & SEPTIC	MAIN LINE CLEANING THOMAS ST	717.50
AMAZON	VARIOUS ITEMS - LIBRARY	389.51
AMAZON.COM.CA.,INC.	OFFICE SUPPLIES	399.43
AMERICAN WATER WORKS ASSOC	DUES GOODALE 5-1-22 TO 4-30-23	92.00
BAKER & TAYLOR INC.	BOOKS	164.13
CAPITAL ONE	VARIOUS ITEMS FOR LIBRARY	123.35
CARRIE A HOURIGAN	CLEANING SERVICES - LIBRARY	230.00
CATHERINE STEEN	INNER BELT - POLICE	18.14
CEDAR COUNTY RECORDER	RECORDING FEES	14.00
HAWKINS INC	CHEMICALS	560.90
HEIDI VAN AUKEN	MILEAGE REIMBURSEMENT	13.46
HENNINGSEN DANIEL	BLGD INCENTIVE PAYMENT	1,094.03
HOLLYWOOD GRAPHICS	TRUCK VINYL LETTERING	152.30
IMPACT7G INC	WATER GRANT APP FEE - MEADOWS	10,000.00
JOHNSON COUNTY REFUSE	TRASH & RECYCLING FEB 2022	16,478.75
KANOPI	ON DEMAND VIDEO SERVICE	48.00
LYNCH'S PLUMBING INC	MAIN LINE CLEANING THOMAS DR	250.00
MENARDS	FLAG AND POLE FOR CITY HALL	24.97
NORTHWESTERN UNIVERSITY	COURSE FEE - STEEN	525.00
PARKSIDE SERVICE	TIRES	1,177.04
PITNEY BOWES GLOBAL	POSTAGE METER LEASE LIBRARY	154.74
PORT 'O' JONNY INC.	SERVICE-WAPSI SERVICE	233.00
PREMIER PARTS TIPTON	SHOP SUPPLIES - PW	359.95
QUILL CORP	SUPPLIES	96.78
RUSSELL, MELISSA	SUPPLIES, EQUIP - PARKS, LIBRARY	238.00
STATE HYGIENIC LAB	LAB ANALYSIS	284.00
STEPHEN R HORCHA	BOOK BIKE - 2ND FINAL PAYMENT	2,956.00
THOMAS HEATING & AIR	FURNACE FOR TOWN HALL	10,694.00
VEENSTRA & KIMM INC	VARIOUS PROJECTS	122,748.55
WEST BRANCH REPAIRS	VEHICLE SERVICE - POLICE	54.20
WEST BRANCH TIMES	LEGAL PUBLICATIONS	2,041.05
XCESSORIES SQUARED	OMNI SLEEVES	1,306.50
ZACK MURDOCK	BUSINESS MEALS	154.26
TOTAL		173,793.54
PAID BETWEEN MEETINGS		
ALLIANT ENERGY	ALLIANT ENERGY	10,246.38
AT&T MOBILITY	WIRELESS SERVICE	344.16
BARRON MOTOR SUPPLY	ABSORBANT	100.00
CULLIGAN WATER TECH	WATER SOFTNER SERVICE	43.94

FRONTLINE PLUS FIRE	WARNING SIRENS MAINT SERVICE	600.00
IA MUNICIPAL FINANCE OFFICERS	DUES FOR BRICK, VAN AUKEN	100.00
KIRKWOOD COMMUNITY	TRAINING -FIRE	28.00
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	128.50
LINN COUNTY REC	STREET LIGHTS	207.80
OASIS ELECTRIC	ELECTRICAL SERVICE -FIRE	358.08
RELIANT FIRE APPARATUS	AIR EJECT	296.05
WEST BRANCH REPAIRS	INSTALL AIR EJECT, EXHAUST FLOOD	107.70
WEX BANK	VEHICLE FUEL	1,179.79
GLOBAL PAYMENTS	FEBRUARY CREDIT CARD FEES	542.98
VARIOUS VENDORS	UTILITY REFUNDS	124.58
WAGeworks	EMPLOYEE FLEX PLAN	599.01
TOTAL		15,006.97
GRAND TOTAL EXPENDITURES	188,800.51	
FUND TOTALS		
001 GENERAL FUND	29,020.62	
022 CIVIC CENTER	11,397.44	
031 LIBRARY	4,806.45	
110 ROAD USE TAX	3,415.10	
321 WIDENING WAPSI CREEK	4,271.00	
324 WW TREATMENT FACILITY	116,600.00	
327 SPONS WATER QUALITY	1,691.55	
600 WATER FUND	4537.19	
610 SEWER FUND	2,462.15	
740 STORM WATER UTILITY	10,000.00	
950 BC/BS FLEXIBLE BENEFIT	599.01	
GRAND FUND TOTAL	188,800.51	

Laughlin informed the Council that the \$10,000 payment to Impact7G for the grant application for Resolution 2022-15 passed on February 22nd is being held for further information. Laughlin said Kofoed was informed that the project that was selected by Impact7G “did not meet the minimum requirements” and therefore declined. Laughlin said Kofoed reached out to Impact7G for an explanation and was waiting on a response. Melissa Campbell, Impact7G was present on Zoom and stated that they were also surprised by the outcome and had reached out to the Iowa Finance Authority for clarification on what was missing on the grant application and would report back to the Council when more information was available. Campbell explained that this was a new grant which attracted a lot of projects and said she was hopeful that another opportunity would surface and that Impact7G would apply again at no additional charge to the city. Miller asked for further explanation on the payments to Frontline Warning Systems, Thomas Heating & Air (furnace replacement at Town Hall) and employee meal cost for Zach Murdock. Staff provided responses to his questions, there were no other comments.

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

Clara Oleson, West Branch resident thanked the Council for their community service and asked that they educate themselves on domestic violence and consider providing financial support for the efforts of the Domestic Violence Shelter in Iowa City. Oleson provided statistics in Iowa and asked that the Council check with the local police department for city and county number of incidents as well.

PUBLIC HEARING / NON-CONSENT AGENDA

Public Hearing – on the Fiscal Year 2023 Annual Budget

Laughlin opened the public hearing at 7:26 p.m. Van Auken provided an explanation of the twelve-cent tax increase which is mainly due to future projects that the city will bond for in 2022/2023. Van Auken said not much else was changing in the budget for FY2023. There were no public comments. Laughlin closed the public hearing at 7:31 p.m.

Resolution 2022-24 – Adopting the final proposed Fiscal Year 2023 Annual Budget. / Move to action.

Miller questioned how salary increases were being handled this year. Van Auken (on behalf of absent City Administrator Kofoed) responded that salaries were still being reviewed but that Kofoed budgeted four percent as the max which would include the COLA. Stoolman added that the focus group reviewing the salary survey conducted in February/March did recognize some salary shortfalls compared to other communities and that it will take the city a few years to bring employees salaries up to market value.

Motion by Miller, second by Sexton to approve Resolution 2022-24. AYES: Miller, Sexton, Stoolman, Goodweiler. NAYS: None. Absent: Dean. Motion carried.

Resolution 2022-25– Approving a Professional Services Agreement with Impact7G Inc. to assist with the design and construction of an SRF Sponsored Project - Wapsi Creek Widening. /Move to action.

Schechinger explained that as part of the SRF Sponsored Project funding received by the City in the amount \$719,000, Impact7G will assist with the design and construction of the project. Impact7G's fees will be paid out of the \$719,000 received for the project. Schechinger added that Impact7G will focus on water quality and his firm will concentrate on flood protection. Schechinger recommended approval of the agreement.

Motion by Miller, second by Sexton to approve Resolution 2022-25. AYES: Miller, Sexton, Stoolman, Goodweiler. NAYS: None. Absent: Dean. Motion carried.

Resolution 2022-26 – Authorizing the City Administrator to enter into a contract with Lighthouse Hotel Development Group for the purpose of a Hotel Feasibility Study in the amount of \$7,700.00. / Move to action.

Motion by Miller, second by Sexton to approve Resolution 2022-26. AYES: Miller, Sexton, Goodweiler, Stoolman. NAYS: None. Absent: Dean. Motion carried.

Resolution 2022-27- Approving 28E Agreements between the City of West Branch, IA and the Board of Trustees of Cass, Gower, Graham, Iowa, Scott and Springdale Townships for the purposes of fire protection and other emergencies. / Move to action.

Motion by Miller, second by Goodweiler to approve Resolution 2022-27. AYES: Miller, Goodweiler, Stoolman, Sexton. NAYS: None. Absent: Dean. Motion carried.

Resolution 2022-28- Authorizing an internal loan and approving the purchase of a Pierce Velocity PUC Tanker Pumper. / Move to action.

Motion by Miller, second by Sexton to approve Resolution 2022-28. AYES: Miller, Sexton, Stoolman, Goodweiler. NAYS: None. Absent: Dean. Motion carried.

Resolution 2022-29 – Approving a 28E Agreement with Johnson County regarding the Herbert Hoover Highway and Cedar/Johnson Road Improvements. / Move to action.

Motion by Miller, second by Sexton to approve Resolution 2022-29. AYES: Miller, Sexton, Stoolman, Goodweiler. NAYS: None. Absent: Dean. Motion carried.

CITY ADMINISTRATOR REPORT – Absent.

CITY ATTORNEY REPORT - No Report.

CITY ENGINEER REPORT

Schechinger gave updates on recent city projects. He said he had received the preliminary plat for The Meadows Part 3 which he is reviewing. He also said that he is still awaiting IDNR concurrence approval for the waste water treatment facility. Schechinger added that he had received building permits for two lots in Parkside Hills Subdivision as well as several others last week.

STAFF REPORTS

Goodale gave an update on his departments upcoming activities which include the start of the construction of an addition to the cemetery shed that will be used by the West Branch Lions Club for storage. The West Branch Lions is paying for the entire cost of the addition. Goodale also said the city's mural, painted on panels in 2019 will be erected at the former Casey's site within the next couple of weeks, depending on weather conditions.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Miller asked for a timeline on when Dave Peden’s property would be cleaned up from the salt issue. Goodale said he would check if Peden had returned from his winter vacation and if the property was cleared so that his crew could do the work. Stoolman asked how yard waste will be handled now that the brush pile has been closed. Goodale said curbside collection will start on Monday, April 4th. Sexton asked when potholes would start to be repaired. Goodale said crews will start later this week.

ADJOURNMENT

Motion to adjourn the regular meeting by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:15 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk